

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

12/12/78

M.C. # 75, s. 1978

MEMORANDUM CIRCULAR

Noted:
REV- *jr*

TO : Regional Irrigation Directors
and Assistant Administrators
This Agency

SUBJECT : Attendance in the Seminar-Convention of the
Philippine Association of Technical Assist-
ance Participants (PATAP)

The Philippine Association of Technical Assistance Participants (PATAP), the alumni association of those who have been awarded grants for training overseas under various technical assistance programs extended to the Government of the Republic of the Philippines, will hold a seminar-convention on December 6-8, 1978, on the theme: "TECHNOLOGY TRANSFER REVISITED."

The seminar-convention aims to re-examine and assess the policy guidelines and program directions of the bilateral technical assistance program in terms of the cumulative contributions of technology transfer to accelerated socio-economic development. Through a series of dialogues between policy-makers and program implementators, the seminar-convention shall crystallize suggestions and recommendations for improvement or redirection of existing efforts at technology transfer.

Pursuant to Memorandum Circular No. 1090 of the Presidential Executive Assistant dated October 12, 1978, you are hereby directed to submit to the undersigned your nominees who are grantees of said program to the seminar-convention. Except for the Assistant Administrator for Special Projects who may nominate two participants, the other Assistant Administrators, as well as Regional Irrigation Directors may submit only one nominee to represent their respective Offices.

Attendance will be on official time with reasonable expenses for transportation, per diems and a seminar fee of not more than P400.00 per participant, chargeable against training funds, in accordance with the provisions of Presidential Decree No. 344 dated November 26, 1973, as implemented by COA General Circular No. 127, series of 1973, subject to the usual accounting and auditing requirements, as an exception to Memorandum Circular No. 592 of the Office of the President dated August 8, 1972. Meals and snacks included in the seminar fee shall be excluded from the per diems, and participants residing or stationed within the Metro Manila Area shall be entitled to seminar fee only.

The participants shall submit to the undersigned a complete report on their attendance participation in the convention, copy furnished the RID and the Office of the President, after the convention.

Deadline for submission of names of nominees is December 1, 1978.

Compliance hereon is enjoined.

(SGD) ALFREDO L. JUINIO
Administrator

29 November 1978

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 74. S. 1978

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; HEADS OF SPECIAL PROJECTS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; CORPORATE AUDITOR, REGIONAL/PROJECT AUDITORS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Grant of Incentive Allowance to Employees Pursuant to Board Resolution No. 3173-77 dated November 28, 1977.

Officials and employees in the active service of the NIA as of November 15, 1978 are entitled to incentive allowance equivalent to one (1) month's salary but not to exceed P2,500.00, subject to the following guidelines:

A. Coverage: -

The following personnel in the active service of the NIA as of November 15, 1978 are entitled to incentive allowance:

1. Monthly and daily employees
2. Contractual employees directly hired by the NIA
3. NIA Auditing personnel
4. Technical Assistants of the Board.

B. Computation: -

1. Monthly and daily paid employees as well as those on contractual basis who have rendered at least ten (10) months of continuous service in the NIA as of November 15, 1978 shall receive an incentive allowance equivalent to one (1) month salary (salary as of November 15, 1978) but not to exceed P2,500.00.

Daily rates in the NIA WAGE Scale shall be converted into its corresponding monthly rate in the NIA Monthly Salary Scale.

Ex. A Clerk I receiving P18.70/day (2nd step-Grade IV) as of November 15, 1978, shall be entitled to an incentive allowance equivalent to the second step of G-IV in the Monthly Salary Scale, P542.80.

2. The allowance of employees with less than ten (10) months service in the NIA shall be computed as follows:

$$\frac{\text{No. of month's service}}{10} \times \text{Monthly Rate}$$

Provided, that a fraction of a month's service shall be considered as one (1) month.

3. Technical Assistants of the Board shall receive an incentive allowance equivalent to their monthly allowance.

cc
HRM
11/27
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C. Disqualifications: -

The following are not entitled to incentive allowance:

1. Employees who are serving an administrative penalty as well as those under preventive suspension from Office on November 15, 1978.
2. Employees on leave of absence without pay on November 15, 1978.
3. Employees separated from the NIA effective November 15, 1978 or earlier, including those on terminal leave on such a date.

D. Funding: -

The incentive allowance of those occupying positions authorized in the Regular Plantilla of Personnel shall be charged against the Current Operating Budget for 1978. Those whose positions are authorized under Projects Floating Plantillas shall be charged against their respective projects' funds.

E. Responsibility of Implementing Officials: -

Chiefs of Offices/Special Projects shall be held responsible for any grant of allowance which is not in accordance with this Circular.

Payrolls covering the incentive allowance of Central Office Personnel shall be coursed thru the Administrative Director/Business Manager.

A consolidated report indicating number of employees paid and corresponding amounts in each office should be submitted to the Assistant Administrator for Finance and Administration.

F. Saving Clause: -

Cases not covered by this Circular shall be referred to The Administrator, Attn.: The Administrative Director or the Business Manager, as the case may be.

The grant of the allowance herein provided for may be effected not earlier than November 27, 1978.

Compliance hereon is enjoined.

Subject to availability of funds as certified by Assistant Administrator for Finance and Administration.

(SGD.) ALFREDO L. JUNIO
Administrator

24 November 1978