

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
E. delos Santos Avenue, Quezon City

MC# 15, s. 1980

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS; REGIONAL IRRIGATION DIRECTORS; PROJECT MANAGERS; PROVINCIAL IRRIGATION ENGINEERS; SUPERINTENDENTS OF IRRIGATION SYSTEMS; PROJECT ENGINEERS; OFFICERS-IN-CHARGE OF SYSTEMS/OFFICES/PROJECTS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Supplemental Guidelines to Memorandum Circular No. 106, s. 1979

As a supplement to the provisions of Memorandum Circular No. 106, s. 1979, granting a P150.00 Cost of Living Allowance per month to NIA employees, the following additional guidelines are hereby prescribed:

I. Coverage:

The following employees are likewise entitled to the Cost of Living Allowance (COLA):

1. Employees hired after December 20, 1979 - effective from date of actual assumption of duty; and
2. Employees separated before December 20, 1979 but were in the service as of May 1, 1979 or later.

II. Computation:

The following formulas shall be used in computing the COLA of an employee for his first month of employment and/or period/s when on approved leave of absence without pay:

A. For monthly and daily employees in their first month of employment in the NIA

Formula: $\text{COLA per calendar day (P150.00} \div \text{No. of Calendar Days of the month)} \times \text{No. of Calendar Days from assumption of duty to end of the month} = \text{Total amount of COLA due for the month}$

Example: Employee employed in the NIA on May 16, 1979

Applying the formula above, computation shall be as follows:

P4.84 COLA/Calendar Day for May

$\times 16$ No. of Calendar Days from May 16-31, 1979

77.44 Total amount of COLA due for the month of May

B. For employees who incur leave/s of absence without pay

1. For Monthly-Salaried Employee -

Formula: COLA per calendar day ($\text{P}150.00 \div \text{No. of calendar days of the month}$)

x No. of calendar days not covered by leave without pay
= Total amount of COLA due for the month

Example: An employee on leave without pay on June 19, 20, 21 and 26, 1979

$\text{P}5.00$ COLA/Calendar Day for June

x 26 No. of calendar days not covered by leave without pay
 $\text{P}130.00$ Total amount of COLA due for the month of June

2. For Daily Wage Employee -

Formula: COLA per working day ($\text{P}150.00 \div \text{No. of working days of the month}$)

x No. of working days not on leave without pay
= Total amount of COLA due for the month

Example: An employee on leave without pay on June 19, 20, 21 and 26, 1979

$\text{P}7.50$ COLA/Working Day for June

x 16 No. of working days not on leave without pay
 $\text{P}120.00$ Total amount of COLA due for the month of June

III. Casual/Emergency Laborers:

While Memorandum Circular No. 106, s. 1979 did not impose a condition on the grant of COLA to casual/emergency laborers as to length of service in the NIA, in view of budgetary constraints, effective immediately, newly hired casual/emergency laborers will be entitled to COLA only on their 4th month of service in the NIA, subject to availability of funds in the projects where they are working. It is understood therefore that such laborers who have rendered service for only three (3) months or less will not be entitled to COLA.

IV. Disqualifications:

The following are disqualified from the grant of Cost of Living Allowance:

1. An employee under suspension from Office covering any period between May 1, 1979 and thereafter, for the duration of his suspension.
2. An employee on vacation/sick leave without pay covering any period between May 1, 1979 and thereafter, for the duration of the leave without pay.
3. An employee separated from the NIA effective April 30, 1979 or earlier, including those on terminal leave on such a date.

V. Saving Clause:

Cases not covered by this Circular shall be referred to the Administrator, Attention: Office of the Assistant Administrator for Administrative and Personnel Services.

Please be guided accordingly.

(SGD.) ALFREDO L. JUINIO
Administrator

Feb. 4, 1980