

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

MC # 40, s. 1980

MEMORANDUM CIRCULAR

T O : The Assistant Administrators; Project Managers; Regional Irrigation Directors; Department Heads; and All Others Concerned National Irrigation Administration

SUBJECT : Guidelines in the Disbursement of Project Allowance

For the information and guidance of all concerned enumerated below are types of expenses which are chargeable to project allowance:

1. Meals and snacks of consultants, officials or representatives of foreign financing institutions on official business with NIA and other visitors accompanying them. Hotel bills for accommodation are not chargeable to project allowance.
2. Meals and snacks during official conferences or meetings with farmers, officials or representatives of other government agencies (NEDA, NPC, NEA, FSDC, LUWA, etc.) called by the Project Manager to facilitate prosecution of NIA projects and attainment of objectives not to exceed ₱20.00 for meals and ₱5.00 for snacks per participant per meeting.
3. Meals and snacks of NIA officials (Administrator, Assistant Administrators, Department Heads, Project Managers, Regional Irrigation Directors and the NIA Corporate Auditor) on official business with the project.
4. Expenses for snacks during staff meetings among project officials not to exceed ₱5.00 per participant per meeting.
5. Expenses to meet social and moral obligations of the NIA in the community like donations or contributions to civic, charitable, medical, cultural and similar organizations not to exceed ₱200.00 per organization per year.
6. In isolated places where accommodation elsewhere is not available or is inconvenient, meals and snacks of NIA employees on official business with the project provided, however, that said employees shall not be entitled to the corresponding per diems authorized under existing rules and regulations.

7. Expenses for the purchase of utensils (plates, cups, glasses and the like) and equipment intended for official use in the project in serving merienda/ lunch.

All claims against the project allowance shall be supported by receipts.

Moreover, a list of persons entertained indicating their official designations and the purpose of the entertainment shall invariably be attached to the corresponding expense voucher.

THIS CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) FIORELLO R. ESTUAR, Ph.D.
Acting Administrator

April 8, 1980

CONCURRED:

(SGD.) EMMANUEL F. CAPINPIN
Corporate Auditor