

REPUBLIKA NG PILIPINAS
Pambansang Pangasiwaan ng Patubig
(National Irrigation Administration)
Lungsod ng Quezon

MC #104-A, s. 1980

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 : Further Amendment to Board Resolution No. 3173-77, dated November 28, 1977 to include Cost of Living Allowance equivalent to P300.00

Pursuant to Board Resolution No. 3643-80, dated December 22, 1980, the grant of incentive allowance to all employees, as authorized under Board Resolution No. 3173-77, dated November 28, 1977, as further amended by Board Resolution No. 3493-79, dated November 26, 1979, shall include Cost of Living Allowance equivalent to P300.00

A. Coverage:

NIA personnel entitled to receive incentive allowance under MC No. 104, s. 1980 shall likewise be entitled to the additional incentive allowance equivalent to their respective monthly cost of living allowance as of November 15, 1980.

B. Computation:

1. Monthly and daily paid employees as well as those on contractual basis who have been receiving the monthly cost of living allowance in the amount of P300.00 as of November, 1980, shall receive an additional incentive allowance equivalent to P300.00.
2. Employees who have been receiving the monthly cost of living allowance in the amount of P150.00 as of November, 1980 shall receive an additional incentive allowance equivalent to P150.00.

C. Disqualification:

The disqualification provided for under MC No. 104, s. 1980 shall still be in force with the exception of disqualification No. 1 which is hereby amended to read as follows:

1. "Employees who are serving an administrative penalty as well as those under preventive suspension from

office as of November 15, 1980 or any date thereafter up to the end of calendar year 1980. It is understood, however, that upon termination of the administrative investigation, an officer or employee who has been preventively suspended and later found innocent of the charges, shall be restored to the right or privilege of receiving the incentive allowance provided under this Memorandum Circular."

This provision supersedes Par. C-1 of MC No. 104, s. 1980.

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 1980. Those whose positions are authorized under project floating plantillas shall be charged against their respective project fund.

E. Responsibility of Implementing Officials:

Chiefs of offices/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 Office of the Assistant Administrator for Administrative and Personnel Services. A consolidated report indicating number of employees paid and corresponding amounts in each office shall be submitted to the Assistant Administrator for Finance and Management.

F. 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.

The grant of allowance herein provided for may be effected subject to availability of funds as certified by the Assistant Administrator for Finance and Management.

Compliance hereon is enjoined.

(SGD.) FIORELLO R. ESTUAR
Acting Administrator

December 24, 1980