

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

MC # 104, 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 : Grant of Incentive Allowance to Employees Pursuant to Board Resolution No. 3173-77 dated November 28, 1977, as Further Amended by Board Resolution No. 3493-79, dated November 26, 1979

Officials and employees in the active service of the NIA as of November 15, 1980 are entitled to incentive allowance equivalent to one (1) month's salary but not to exceed ₱5,000.00 and additional incentive allowance of one (1) sack of rice (50 kilos) to monthly and daily employees who are heads of families as evidenced by their Income Tax Returns and whose salaries do not exceed ₱1,000.00/month, subject to the following guidelines:

- A. Husband and wife both employed in the NIA shall be entitled to only one (1) sack of rice if the head of the family is receiving a salary of not more than ₱1,000.00 per month.
- B. A married female employee, whose husband is not employed in the NIA and who are both receiving monthly salaries of not more than ₱1,000.00 each, as evidenced by their BIR Income Tax Return, shall be considered as head of the family.

The Heads of Departments/Divisions/Projects/Field Offices as well as the Auditors shall determine the number of employees entitled in their respective offices and submit their lists to the Property Officer concerned who will take charge of the rice distribution.

A. Coverage:

The following personnel in the active service of the NIA as of November 15, 1980 are entitled to incentive allowance:

1. Monthly and daily employees
2. Contractual employees directly hired by the NIA excluding those consultants employed pursuant to loan agreements.
3. NIA Auditing personnel
4. Technical assistants of the Board.

B. Computation:

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, 1980 shall receive an incentive allowance equivalent to one (1) month salary (salary as of November 15, 1980) but not to exceed ₱5,000.00.

The incentive allowance of daily paid employees shall be the same as that of monthly paid employees of the same position title and salary step.

Examples:

- A. An employee who received a 10% increase pursuant to Letter of Implementation No. 97 -

Clerk I receiving P21.80/day (3rd step-Grade IV - P19.82 + 10% P1.98) as of November 15, 1980 shall be entitled to an incentive allowance equivalent to the third step of G-IV in the Monthly Salary Scale plus 10% (G-IV-P576.40 + P57.64) or P634.04.

- B. An employee who did not receive a 10% increase -

A Clerk I receiving P17.50/day (1st step-Grade IV) as of November 15, 1980 shall be entitled to an incentive allowance equivalent to the 1st step of Grade IV in the Monthly Salary Scale, P509.20.

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

$$\frac{\text{No. of months service}}{10} \times \text{Monthly Rate}$$

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.

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, 1980.
2. Employees on vacation leave without pay for more than twenty nine (29) days immediately prior to November 16, 1980, or for more than twenty nine (29) days after November 14, 1980.
3. Employees separated from the NIA effective November 15, 1980 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 1980. Those whose positions are authorized under Projects Floating Plantillas shall be charged against their respective project's funds.

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 cou~~s~~ed 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, Attn.: Office of the Assistant Administrator for Administrative and Personnel Services.

The grant of allowance herein provided for may be effected not earlier than November 27, 1980, 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

November 21, 1980