

1/14/81

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

MC # 106, s. 1980

RCU  
OMC - *[Signature]*  
EBB *[Signature]*  
EMB *[Signature]*  
SBB - *[Signature]*  
TO

TO : ASSISTANT ADMINISTRATORS; DEPARTMENT HEADS; REGIONAL IRRIGATION DIRECTORS/PROJECT MANAGERS; PROVINCIAL IRRIGATION ENGINEERS/OFFICER-IN-CHARGE OF PROVINCIAL IRRIGATION OFFICES; REGIONAL/PROJECT AUDITORS; AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Incentive Bonus for Collections of Pump Amortizations

As an incentive to our personnel in the Provincial Irrigation Offices (PIO) to exert more effort in the collection of pump amortizations pursuant to Board Resolution No. 3619 dated October 13, 1980, incentive bonus shall be granted subject to the following rules and regulations:

A - Organization of Collection Team in the PIO

A collection team shall be formed by the Provincial Irrigation Engineer in the PIO for the various activities in the collection of pump amortizations like contacts, follow-ups, collection scheduling and monitoring. The team shall be composed of the following:

Team Leader - Any responsible PIO official/employee

Members: Pump Mechanics  
Cashier/CDO  
Billing/Accounting Clerk (Non-Collecting Member)  
Project Investigator  
Other available employees

B - Definition of Terms

1. Current Receivables Due - Refers to the current annual amortization due plus the interests and surcharges of past due accounts pertaining to the current calendar year.
- 2- Base - 100% of the Current Receivables Due for the Current Calendar Year.
- 3- Collection Year - A twelver(12) month period which starts January 1 and ends December 31. This is the same as the Calendar Year.
- 4- Non-Collecting Member - Refers to team member who does not actually collect but is involved in other activities relative to pump amortization collections.

C - Computation of Bonus

A PIO is entitled to bonus if its total collections (downpayments not included) for the current calendar year exceed the base. Incentive bonus is computed as follows:

10% of Collections in excess of 100% up to 150% of the base. Plus 15% of Collections in excess of 150% of the base.

Illustration:

Base of PIO - P124,000.00

Total Collections - Case # P164,000.00

# 2P206,000.00

Computation:

Case 1 - Total Collection (150% of Base or less)	- P164,000
Less: 100% of Base	- <u>124,000</u>
Collections in Excess of of 100% to 150% of Base	-P 40,000
Bonus Rate (10%)	- <u>.10</u>
Total Bonus	-P <u>4,000</u>
	=====

Case 2 - Total Collection (more than 150% of Base)	-P 206,000
Less: 150% of Base	- <u>186,000</u>
Collections in Excess of 150% of Base	-P 20,000
Bonus Rate (15%)	- <u>.15</u>
Bonus	-P <u>3,000</u>
Collection Corresponding to 150% of Base	-P186,000
Less: 100% of Base	- <u>124,000</u>
Collections in Excess of 100% to 150% of Base	-P 62,000
Bonus Rate (10%)	- <u>.10</u>
Bonus	- <u>P 6,200</u>
Total Bonus	- P <u>9,200</u>
	=====

D. Division of Bonus

- 5% - Provincial Irrigation Engineer/Officer-In-Charge of PIO
- 5% - Team Leader
- 60% - Members (proportionate to their field collections)
- 30% - To be divided equally among team members including the team leader with very satisfactory performance ratings for the collection year.

The Regional Irrigation Director/Project Manager and Chief of the Regional Construction Division/Assistant Project Manager are entitled to incentive bonus of 2% and 1% respectively of the bonuses earned by the PIOs of the region/project provided that region/project meets its base. Individual incentive bonus is limited only up to P1,000.00.

E - Requirements in the Filing of Incentive Bonus Claim

Claim for incentive bonus shall be filed with the Regional Project Committee through the PIO Committee immediately after the close of the collection year with the following supporting papers:

paper

1. Summary of Incentive Bonus Earned (Annex "A")
2. Computation of Bonus Earned in accordance with the illustration above.
3. Division of Incentive Bonus in accordance with the herein specified rates of distribution.
4. Current Receivables due for the Calendar Year (Annex "B")
5. Collections for the Calendar Year (Annex "C")
6. Individual Collections by Pump Amortization Collector (Annex "D")
7. A copy of the Up-dated Accounts Receivable Work Sheet (Annex A of MC #51, s. 1975) as of December 31, of the Collection Year duly certified correct by the PIE/Officer-In-Charge of the PIO.

Incentive bonus shall be considered forfeited if not claimed within two (2) years from the close of the collection year.

#### F -Incentive Bonus Committees

For the purpose of the preparation and evaluation of the incentive bonus the following committees shall be created:

##### 1. PIO Committee:

PIE/Officer-in-Charge ----- Chairman  
Billing/Accounting Clerk -----Member  
Any employee not directly involved  
in collection ----- Member

The PIO Committee shall prepare the incentive bonus claim in accordance with this memorandum and submit them to the Regional Office Committee for evaluation. The Committee shall assume full responsibility as to the veracity and correctness of all information supporting the claim for incentive bonus.

##### 2. Regional/Special Project Office Committee:

Chief, Regional Construction  
Division/Asst. Project Manager-Chairman  
Regional/Project Accountant -----Member  
As designated by the RIA/PM -----Member

The Regional/Project Office Committee shall evaluate the incentive bonus claims of the PIOs within the region/special project and submit its recommendation to the Regional Irrigation Director/Project Manager.

Approval of Incentive Bonus

1. The Regional Irrigation Director/Project Manager is hereby authorized to approve, defer or disapprove claims for payment of the incentive bonus to personnel within his jurisdiction as recommended and forwarded to him by the Regional/Special Project Office Committee within one (1) month from the receipt of the claim.
2. The Central Office Controllershship Department shall release within 15 days from receipt of the claim the corresponding sub-allotment advice upon request by the Regional Irrigation Director/Project Manager through, the Treasury Department for notation and recommendation for release of SAA.
3. The Regional Irrigation Director/Project Manager shall see to it that the payment of incentive bonus, which shall be pre-audited, is in accordance with the approved incentive bonus claim. The Regional Irrigation Director/Project Manager shall therefore submit to the Treasury Department within one year from the payment of bonus a list of paid incentive bonus duly signed by the respective personnel entitled to incentive bonus.

G - Effectivity

This Memorandum Circular shall be effective for the collections of pump amortizations for Calendar Year 1980.

(SGD) FLORELLO R. ESTUAR  
Administrator

CONCURRED IN:

(SGD) EMMANUEL F. CAPINPIN  
Corporate Auditor

November 21, 1980

PIO

SUMMARY OF INCENTIVE BONUS EARNED  
FOR CALENDAR YEAR \_\_\_\_\_

NAME	DESIGNATION	BONUS		EARNED		TOTAL	FORFEITED	BONUS TO BE 'RECEIVED
		Provincial Irrigation Engr	AS TEAM LEADER	AS COLLECTOR	AS MEMBER			
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
TOTAL								

Prepared by:

Verified Correct:

Approved:

\_\_\_\_\_  
Accounting Clerk

\_\_\_\_\_  
Field Examiner

\_\_\_\_\_  
Provincial Irrigation Engineer

ANNEX "B"

PIO  
CURRENT RECEIVABLES DUE  
CALENDAR YEAR \_\_\_\_\_

Month	Principal Due	Interest	Surcharge	TOTAL
1.	P	P	P	P
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
<hr/>				
TOTAL -----	P	P	P	P

Prepared by:

Verified Correct:

\_\_\_\_\_  
Accounting Clerk

\_\_\_\_\_  
Field Examiner

Approved:

\_\_\_\_\_  
Provincial Irrigation Engineer

PIO  
PUMP AMORTIZATION COLLECTIONS  
CALENDAR YEAR \_\_\_\_\_

<u>Month</u>	<u>Principal</u>	<u>Interest</u>	<u>Surcharge</u>	<u>TOTAL</u>
1.	P	P	P	P
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
<hr/>				
TOTAL	P	P	P	P

Prepared by:

Verified Correct:

\_\_\_\_\_  
Accounting Clerk

\_\_\_\_\_  
Field Examiner

Approved:

\_\_\_\_\_  
Provincial Irrigation Engineer

PIO  
 INDIVIDUAL COLLECTIONS BY PUMP COLLECTORS  
 CALENDAR YEAR \_\_\_\_\_

Name of Collector \_\_\_\_\_

Name of Collector \_\_\_\_\_

MONTH	COLLECTIONS				MONTH	COLLECTIONS		
	Field	Office	Total			Field	Office	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
TOTAL -----								

Prepared by:

Verified Correct:

Approved:

 \_\_\_\_\_  
 Accounting Clerk

 \_\_\_\_\_  
 Field Examiner

 \_\_\_\_\_  
 Provincial Irrigation Engineer