



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

MC 47 s. 1981

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; HEADS OF FOREIGN-FINANCED PROJECTS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; CORPORATE AUDITORS; REGIONAL/PROJECT AUDITORS; AND ALL CONCERNED

National Irrigation Administration

SUBJECT : GRANT OF 10%-15% SALARY INCREASE TO NIA PERSONNEL PURSUANT TO BOARD RESOLUTION NO. 3750-81 DATED SEPTEMBER 20, 1981

Pursuant to NIA Board Resolution No. 3750-81 dated September 20, 1981, 10%-15% salary increases provided for under Executive Order No. 668 dated March 19, 1981 as implemented by Corporate Compensation Circular No. 3, s. 1981 is hereby granted to NIA personnel in accordance with the following rules and regulations.

I. Effectivity/Coverage

NIA personnel on the monthly or regular daily plantilla or personnel including those who are paid on the contractual basis are covered by this Circular, effective March 1, 1981.

Salary increases received by employees as a result of the shift to the Infra Pay Plan shall be deemed part of the 10%-15% salary increases authorized herein. If the salary adjustment received by an employee upon the shift to the Infra Pay Plan is less than the amount that he is entitled to under this Circular, he shall receive the difference as his increase.

II. Salary Rules

1. The basis of computing percentage increases shall be the basic salary as of September 30, 1980.

2. Those whose salaries range from the minimum salary/wage to P8,400.00 per annum shall be increased by 15%.

Examples:

1a. Clark II on the Monthly Basis

NIA Rate/Annum
as of 9-30-80

P 6,652

Infra Rate/Annum
as of 10-1-80

P 8,400

For purposes of computing the annual percentage increase in rate, the following formula shall be used:

NIA Rate/Annum as of 9-30-80	P 8,052.00
ADD: 15% of P8,052.00	1,207.80
Adjusted Salary Rate/Annum under this Circular	P 9,259.80
Subtract Infra Rate/Annum as of 10-1-80	8,400.00
Salary/Annum Differential under this Circular	P 859.80

1b. Clerk II on the Daily Basis

NIA Rate/Day as of 9-30-80	New Infra Rate/Day as of 10-1-80
P 23.03	P23.33

For purposes of computing the daily percentage increase in rate, the following formula shall be used;

NIA Rate/Day as of 9-30-80	P 23.03
ADD: 15% of P23.03	3.45
Adjusted Daily Rate Under this Circular	P 26.48
Subtract Infra Rate/Day as of 10-1-80	23.33
Daily Rate Differential under this Circular	P 3.15

3. Those whose salaries are more than P8,400 per annum shall be increased by 10%. (Please refer to Examples 1a and 1b above, for purposes of computing salary increases under this Circular using 10% as multiplier instead of 15%.)

4. In no case shall the salary adjustments/increases exceed the maximum step of the salary grade allocation of the position under the Infra Pay Plan as per Salary and Wage Schedule attached to MC #9 S, 1981.

5. An employee promoted from one position to another on October 1, 1980 or thereafter and whose salary/wage in the previous position as adjusted under this Circular is equal to or higher than his rate in the new position, shall have his salary/wage proposed at the next step of the grade allocation of the position to which he is promoted, provided he does not exceed the salary step below the salary of his immediate supervisor.

III. The fifty-peso (P50.00) incentive allowance given every six months pursuant to Board Resolution No. 3676-81 is hereby withdrawn as of the end of September 1981 and now incorporated as part of the increase.

IV. Effect on Amelioration Allowance

The Amelioration Allowance enjoyed by employees shall be adjusted accordingly per MC #70, 8, 1980.

V. Contribution to GSIS

The salary increase herein authorized is subject to GSIS retirement and life insurance premiums and PAG-IBIG deduction of a member beneficiary.

VI. Approving Officials

Officials authorized under MC 47, s. 1979 to sign/approve notices of salary/wage adjustments are hereby directed to notify each employee entitled to salary/wage adjustment under this Circular through a Notice of Salary/Wage Adjustment in a prescribed form, attached as Annex "A" hereof, subject to review of proper authorities.

VII. Responsibility of Implementing Officials

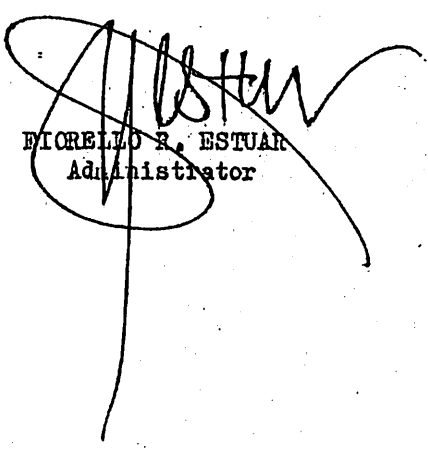
Any salary adjustment under this Circular is subject to appropriate adjustment if, upon review of OCFC, payment is found not in order.

Implementing officials shall be held responsible for any payment of the increase/allowance which is not in accordance with this Circular, without prejudice to requiring recipient employees to refund any excess payments.

VIII. 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.

Compliance hereon is enjoined.


ELICIO R. ESTUAR
Administrator

November 4, 1981