

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

MC # 50, s. 1981

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 CONCERNED

National Irrigation Administration

SUBJECT : GRANT OF INCENTIVE ALLOWANCES TO NIA EMPLOYEES PURSUANT TO BOARD RESOLUTION NO. 3173-77 DATED NOVEMBER 28, 1977 AND 3493-79 DATED NOVEMBER 26, 1979 AS AMENDED BY RESOLUTION NO. 3779-81 AND TO RESOLUTION NO. 3643-80

Monthly and daily employees including contractual employees directly hired by the NIA (excluding consultants employed pursuant to loan agreements) who are in the active service of the NIA as of November 15, 1981 are entitled to the following incentive allowances:

I. Incentive Allowances

A. One month salary

Those who have rendered at least ten (10) months continuous service in the NIA as of November 15, 1981 shall receive an incentive allowance equivalent to one (1) month salary (salary as of November 15, 1981).

Computation:

1. 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. However, daily rates of employees which do not fall on any step of their respective salary grades in the new Infra salary scale shall be converted to the monthly rate by multiplying the daily rate by 30.
2. The allowance of employees with less than ten (10) months 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 months service shall be considered as one (1) month.

RCV - Jm  
OMC - Jm  
EMB - Jm  
EBB - Jm  
NGC - Jm  
AVJ - Jm  
LPP - Jm



B. Sack of Rice or its Cash Equivalent of P150.00

For heads of families whose salaries do not exceed P1,000.00 per month, a sack of rice or its equivalent cash of P150.00, subject to the following guidelines:

1. Husband and wife both employed in the NIA shall be entitled to only one (1) sack of rice or its cash equivalent if the head of the family is receiving a salary of not more than P1,000.00 per month.
2. A married female employee, whose husband is not employed in the NIA and who are both receiving monthly salaries of not more than P1,000.00 each shall be considered as head of the family.

C. Cost of Living Allowance (COLA)

An additional allowance equivalent to an employee's monthly COLA for November 1981, is also hereby authorized.

- II. NIA Auditing Personnel and technical assistants to the Board are likewise entitled to incentive allowance enumerated in IA & IB above, subject to the same guidelines.

III. Disqualifications

The following are not entitled to incentive allowance (MC No. 104, s. 1980 as amended by MC No. 104-A, s. 1980).

1. Employees who are serving an administrative penalty as well as those under preventive suspension from office as of November 1981 or any date thereafter up to the end of calendar year 1981. 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.
2. Employees on vacation leave without pay for more than twenty nine (29) days immediately prior to November 16, 1981, or for more than twenty nine (29) days after November 14, 1981.
3. Employees separated from the NIA effective November 15, 1981 or earlier, including those on terminal leave on such a date.

IV. Funding

The incentive allowance of those occupying positions authorized in the regular plantilla of personnel shall be charged against the Current Operating Budget for 1981. Those whose positions are authorized under Project Floating Plantillas shall be charged against their respective project's funds.



V. 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 including number of employees paid and corresponding amount in each office shall be submitted to the Assistant Administrator for Finance and Management.

VI. 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 not earlier than November 15, 1981, subject to availability of funds as certified by the Assistant Administrator for Finance and Management.

Compliance hereon is enjoined.

(SGD.) FIORELLO R. ESTUAR  
Administrator

November 13, 1981