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OMC-  
NOC- *mgc*  
EMB- *3/13*  
EBB- *1/13*  
LPP- *1/13*  
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Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 21, s. 1982

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; HEADS OF  
DEPARTMENTS; REGIONAL IRRIGATION DIRECTORS;  
PROJECT MANAGERS; PROVINCIAL IRRIGATION  
ENGINEERS; SUPERINTENDENTS OF IRRIGATION  
SYSTEMS; PROJECT ENGINEERS; OFFICERS-IN-  
CHARGE OF SYSTEMS/OFFICES/PROJECTS, AND  
ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : Modification and Supplemental Guidelines to  
MC #106, s. 1979 and MC Nos. 15, 70, 80, s.  
1980 Re: Coverage of Employees Entitled to  
the Grant of Cost of Living Allowance (COLA)  
and Amelioration Allowance

It has been observed that NIA employees who intend to resign from the service for purposes of working in another office here or abroad most often apply for ordinary vacation/sick leave of absence until they reach the zero balance instead of filing for terminal leave to enable them to qualify for the grant of COLA and Amelioration Allowances.

In line with the retrenchment and economy measures of the Agency, the following modifications/supplemental guidelines to the above existing Memorandum Circulars on the grant of COLA/Amelioration Allowances are hereby adopted:

1. The approval of sick leave applications shall be subject to certification of the NIA Clinic Physician (Central Office/Field Office) that the employee is sick; he may either require subject employee to come to the Office for a physical check-up or visit him at his residence to check on veracity of claim. In the absence of a

permanently assigned physician in any field office, the Regional Irrigation Director/Project Manager shall issue a certification that the employee is not working in another office locally or abroad.

2. Vacation leave with pay that may be covered by the COLA and Amelioration Allowances shall be to a maximum of 30 working days.
3. The leave application of an employee who is resigning/retiring from the service shall be considered as terminal leave.

It is understood however, that those on Maternity (60 calendar days) and Study Leaves (90 calendar days) with pay shall continue to receive their COLA/Amelioration Allowances. For purposes of control, those on Study Leave shall be required to submit to the Office a certificate and/or proof that they are attending review classes.

Previous Circulars inconsistent herewith are hereby repealed accordingly.

This circular takes effect immediately.

(SGD.) FIORELLO R. ESTUAR  
Administrator

April 21, 1982