

EB - RB
E Co - sma
AS - aj
LF - hpf
SB

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

MC # 46, 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/Supplemental Guidelines on the
Grant of Incentive Allowance (13th Month Pay)

The existing policy on the grant of incentive allowance dis-qualifies officials/employees on vacation leave without pay for more than twenty nine (29) days immediately prior to November 16, or after November 14, of a given year from the grant of the allowance. On the other hand, those who incur vacation leaves without pay for the same number of days or more prior to the disqualification period are entitled to the full allowance. Likewise, those who incur sick leave/s without pay for any number of days during the period under review are entitled to the full allowance.

Since the allowance is intended as an incentive to NIA personnel for their overall performance during the period under review, it would seem that employees who, for valid reason/s, have to go on leave without pay during the period of disqualification are not being credited for their performance during the preceding months. In order therefore, to give due recognition to the overall performance of officials/employees during the period under review, the following guidelines on the grant of incentive allowance are hereby prescribed:

1. Henceforth, for purposes of the incentive allowance, the year under review shall be reckoned from November 16 of the immediately preceding year to November 15 of the current year; any number of leaves without pay,

whether vacation or sick (aggregate or continuous) incurred by an employee during the year under review shall be deducted from the incentive allowance due him in accordance with the following formula:

Number of Months Service

12

x Monthly Rate

2. A newcomer to the NIA must have rendered a minimum of ten (10) months service (exclusive of leaves without pay), as of the cut-off date of the incentive allowance, namely, November 15, to qualify therefor. The allowance due him shall be computed in accordance with the above stated formula.
3. It is likewise prescribed that the services of employees who passed away prior to the grant of allowance shall be credited with an allowance proportionate to the services rendered during the year under review based on the above-cited formula. The allowance shall be given to his heir/s.

Pertinent provisions of previously approved Memorandum Circulars on the grant of incentive allowance shall be deemed modified in accordance with the above guidelines.

This Circular shall take effect beginning Calendar Year 1982.

(SGD.) FIORELLO R. ESTUAR
Administrator

August 12, 1982