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

MC # 58 s. 1982

MEMORANDUM CIRCULAR

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

National Irrigation Administration

SUBJECT : GRANT OF INCENTIVE ALLOWANCES PURSUANT TO BOARD RESOLUTION NO. 3877-82 DATED NOVEMBER 8, 1982

Incentive allowances consisting of: one (1) month basic pay, P150.00 cash equivalent of a sack of rice, COLA and amelioration allowance are hereby granted to NIA personnel based on the guidelines stated hereunder.

I. Allowances

A. One month basic pay based on the actual rate received on November 15, 1982.

The year under review shall be reckoned from November 16, 1981 to November 15, 1982. 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 one month basic pay incentive allowance due him applying the following formula.

Period of Services  
(excluding leaves without pay)  
365 x Monthly Rate/Daily Rate  
x 30 days

Example:

A Clerk B with a basic pay of P666.00/mo. or P22.20/day incurred an aggregate total of 12 days vacation and/or sick leave without pay during the year under review.

Computation:

1. Monthly

$$\frac{348}{365} \times P666 = P634.98$$

2. Daily

$$\frac{348}{365} \times (P22.20 \times 30) = P634.98$$

Hence, applying the formula, he is entitled to P634.98 basic pay incentive allowance.

B. P150.00 Cash Equivalent of a Sack of Rice

Heads of families whose salaries/wages do not exceed P1,000.00 per month of P33.33/day are entitled to P150.00 cash equivalent of a sack of rice subject to the following guidelines:

1. Husband and wife both employed in the NIA shall be entitled to P150.00 cash equivalent of a sack of rice 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)

A cost of living allowance equivalent to an employee's COLA for October 1982, is likewise authorized.

D. Amelioration Allowance (AA) effective 1982

The grant of one-month amelioration allowance for monthly/daily employees who have rendered at least six (6) months of continuous NIA service, exclusive of leaves without pay, as of November 15, 1982 is also hereby authorized. For monthly employees, this additional incentive allowance shall be based on their A.A. for October 1982. For daily employees, the allowance shall be equivalent to 10% of their daily rate multiplied by 30 calendar days.

Employees with less than six (6) months or 180 days of continuous service, shall be given an allowance on a pro-rata basis to be computed as follows:

$$\frac{\text{Period of Service}}{\text{(excluding leaves without pay)}} \times 40\% \text{ of monthly rate/Daily rate}$$

$\frac{180}{180} \times 30 \text{ days}$

Example:

A Clerk B who was employed on July 1, 1982 with a basic pay of P666.00/mo. or P22.20/day incurred an aggregate total of 12 days sick leave without pay.

Computation:

July 1, 1982 to November 15, 1982 = 135 Calendar Days  
Minus 12 Days sick leave without pay  
Period of Service 123 days

1. Monthly

$$\frac{123}{180} (10\% \times 666.00)$$
$$\frac{123}{180} \times P66.60 = P45.50$$

2. Daily

$$\frac{123}{180} (10\% \text{ of } 22.20 \times 30)$$
$$\frac{123}{180} (10\% \times P666.00)$$
$$\frac{123}{180} \times P66.60 = P45.50$$

Hence, applying the formula, he is entitled to P45.50 amelioration allowance.

## II. Coverage

- A. NIA monthly and daily employees in the active services as of November 15, 1982 are entitled to one (1) month basic pay, P150.00 cash equivalent of a sack of rice, COLA and an amelioration allowance pursuant to item I-A, B, C and D.
- B. The following NIA employees who were separated from the service due to any of the following reasons are entitled to one (1) month basic pay, P150.00 cash equivalent of a sack of rice, COLA pursuant to items I-A, B and C above.
  - 1. Permanent (non-co-terminous) employees whose services were terminated through no fault of their own, (e.g., Cessation of operation of a system or a hydropower plant due to the high cost of operation and maintenance, etc.)
  - 2. Co-terminous employees whose services were terminated due to completion of Project and who are not eligible for GSIS/NIA retirement benefits;
  - 3. Heirs of employees who passed away prior to the grant of the incentives shall be credited with an allowance/s proportionate to the services rendered during the year under review.
- C. Contractual personnel directly hired by the NIA (excluding consultants employed pursuant to loan agreements) are entitled to one (1) month basic pay, P150.00 cash equivalent of a sack of rice and COLA pursuant to items I-A, B and C above.
- D.
  - 1. NIA Auditing personnel who have been actually assigned to the NIA as of November 15, 1982 are entitled to one (1) month basic pay and P150.00 cash equivalent of a sack of rice pursuant to items I-A and B above. Computation shall be based on their actual length of service with the NIA as of the cut-off date, i.e., November 15, 1982.
  - 2. Likewise, they are entitled to a food subsidy equivalent to P150.00 for those with six (6) months or less service with the NIACOA or P300.00 for those with more than six (6) months service with the NIACOA as of November 15, 1982.
  - 3. COA personnel assigned to the NIA as of November 15, 1982 are entitled to an additional incentive allowance equivalent to their one-month living allowance of P100.00.
- E. Technical assistants to the Board are entitled to one (1) month allowance and P150.00 cash equivalent of a sack of rice pursuant to items I-A and B above.

III. Disqualifications

The following are not entitled to the incentive allowances:

1. An employee who served an administrative penalty equivalent to thirty (30) days or more suspension without pay at any time during the period January 1, 1982 to December 31, 1982.
2. Employees separated from the NIA effective November 15, 1982 or earlier due to voluntary resignation 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 1982. 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 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 Services.

The grant of allowance herein provided for may be effected not earlier than November 15, 1982, subject to availability of funds as certified by the Assistant Administrator for Finance and Management.

Previous Circulars inconsistent herewith are hereby repealed/modified accordingly.

Compliance hereon is enjoined.

(SGD.) FIORELLO R. ESTUAR  
Administrator

November 15, 1982