

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

MC # 1, s. 1983

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS, OPERATION MANAGER, PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE OF SYSTEMS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Guidelines in the Granting of Honorarium and Incentive Allowance to NIA Personnel

In order to standardize the granting of honorarium and incentive allowance in the NIA the following guidelines are hereby issued. Please be guided accordingly.

A. Definitions and Concepts

1. An employee who performs duties and responsibilities called for in his appointment and works for 40 hours a week is compensated with a salary or wage, the amount of which is indicated in his appointment. The policy on appointment and compensation is treated separately.
2. An employee who, due to the exigency of the service, is required to work beyond 8 hours a day or on Saturday/Sunday/holiday is entitled to overtime pay. (Policy treated under separate MC.)
3. An employee who because of his training and expertise is requested to do occasional but substantial work not necessarily related to, or included in, the comprehension of his position may be given an honorarium in recognition of the extra time and effort that he exerts to prepare himself for the added assignment.

4. An employee who is given an additional assignment that is not just occasional but once given requires the employee to give prolonged and serious attention to said additional work, may be given an allowance to serve as incentive for him to do the additional assignment.
5. An employee whose job requires him to go out of the office regularly is entitled to reimbursement of funds advanced by him for ordinary transportation provided he does not use government vehicle. Said reimbursement may be made on a trip-to-trip basis or in lump sum per month.

The Office is obliged by law to give or pay the salary appearing in the appointment papers. The employee has the right to demand that salary, provided he performs satisfactorily his duties and responsibilities called for by the nature of his position. It is automatically given the moment the appointment is signed by proper authorities.

On the other hand, an honorarium or an allowance is given only as a privilege or benefit and when enjoyed may be withdrawn anytime the Office deems it necessary to do so. It cannot be demanded as a matter of right.

B. Coverage of this MC

This MC sets guidelines for granting financial incentive to employees who in the exigencies of the service are required/requested temporarily to perform duties beyond those which are called for in their official appointment (see A3 and A4 above). This does not apply to representation/transportation allowance granted to chiefs of offices.

C. When an honorarium/allowance may be granted

1. The assignment is in addition to the regular work, not in lieu of the regular assignment, thus requiring the employee to work harder/faster/or beyond regular office hours, provided that the additional work is at least equal in category or grade to his appointment and the employee does not ask for overtime allowance for doing the assignment beyond office hours.

Example of honorarium:

A senior employee who because of his expertise and proven integrity is designated as head of a bidding committee, although supply and procurement activities are not within the comprehension of his official position, may be given an honorarium.

2. If the assignment is to be done on a full time basis, in lieu of the regular work, the temporary assignment should require an expertise or skill that is higher in category and level by at least 2 grades than that required by the regular job for which he receives a salary.

Example of allowance:

In the study conducted for a period of 6 months to establish the database framework of the Agency, a statistician (by appointment) is assigned to work as systems analyst for the project. This statistician should be given an allowance.

The following are not entitled to an honorarium/allowance:

- a) An employee who is required to assume a higher position as part of his training during probation or while waiting for his higher position to be processed, unless the position he assumes carries with it an allowance authorized under separate authority.

Examples:

- 1) An engineer designated as OIC of a provincial office gets the allowance of the PIE, which is authorized under a separate issuance.
- 2) A senior engineer who is slated for promotion as supvg. engineer and is actually given duties of supvg. engineer while his appointment is in process does not get an allowance as the position of supvg. engineer is not entitled to an allowance.
- b) An employee who is a member of a committee or work group performing duties and responsibilities inherent to his position.

Example:

The representative to the Bidding Committee coming from Property & Physical Resources Department.

D. Employees working on Projects of other Agencies

Employees who are allowed/designated by the NIA to work on projects or offices other than the NIA may be given an allowance provided that all of the following conditions are present:

1. funds for the purpose are allocated by the project;
2. the NIA realizes some profit from that project, net of all expenses including salaries and wages of NIA employees working on the project, equipment rental, etc.
3. the designation or issuance allowing the employee to work in the non-NIA project expressly allows the employee to get an allowance.

E. Conditions precedent to granting the honorarium or allowance

All of the following conditions should be present for an honorarium or allowance to be granted:

1. There are funds available for the purpose.
2. The assignment cannot be compensated by overtime allowance due to constraints such as time and schedule.
3. The allowance is given to the person not the position and is co-terminuous with the assigned job.
4. The nature of the work is temporary. If it exceeds one year the grant may be restudied and renewed if necessary.
5. The total or aggregate allowance received per month from all sources, including representation/transportation allowance shall not exceed one-half of the basic salary of the employee.
6. The additional assignment is not really just a backlog of the employees but a different job that needs to be done.
7. The temporary assignment is covered by an official designation or authority signed by the Administrator.
8. Whenever the employee with an allowance sends a representative to attend the meeting of a committee or assignment for which he receives an allowance as a member, the corresponding amount of allowance shall be given to the representative attending the meeting.
9. The honorarium or allowance from any source for work connected with the NIA must be expressly authorized in writing by the Administrator.

F. Rates

Each allowance or honorarium shall be not more than 20% of the basic monthly salary of the employee.

G. Submission of Reports on Existing Allowances

The Asst. Administrator for Finance & Management is instructed to study and evaluate all existing allowances/honoraria. For this reason all chiefs of departments/projects/regions, including the Operation Manager of UPRIS shall submit to the Asst. Administrator for Finance & Management a list of all employees receiving allowances/honoraria under their jurisdiction. Please see attached form. This report is due on or before February 15, 1983. Henceforth the same report shall be submitted to the Asst. Administrator for Finance & Management every year not later than December 31.

THIS DEPARTMENTAL CIRCULAR SHALL BE EFFECTIVE IMMEDIATELY.

(SIGNED) JOSE L. R. ESTUAR
Administrator

January 17, 1983

SAMPLE ONLY

LIST OF NIA EMPLOYEES RECEIVING ALLOWANCES/HONORARIUM
AS OF DECEMBER 31, 1982

SYSTEMS MANAGEMENT DEPARTMENT

N A M E	POSITION TITLE	NATURE OF ALLOWANCE/ HONORARIUM	AMOUNT	DURATION	FUNDING SOURCE	AUTHORITY	REMARKS
Manuela Cruz	Dept. Manager D	Rep./Transp. Allow. as OIC, SMD	P 7,200	While in Office NIA at P600/mo.		MC #14, s. 1981	
		Incentive Allow. as member in the prepa- ration of Project Completion Reports	1,200	Oct.-Dec. 1982 at P400/mo.	NRMP	CM #8, s. 1982	
		Incentive Allow. as member, O & M Study	3,600	Jan.-Dec. 1982 at P300/mo.	O & M Study Proj.	Memo of Adminis- trator dated Jan. 2, 1982	
Jerry de Leon	Principal Engr.	Incentive Allow. as member, NIA Housing Proj. Mgt. Group	4,000	March 1, 1982- May 31, 1982	NIA Housing Project	SR #782-7-82	
		Incentive Allow. as member of CORPLAN CORE Staff	1,400	June 1, 1982- Dec. 31, 1982 at P200/mo.	NIA	Memo of Adminis- trator dated Oct. 1, 1982	
Roberto Vasquez	Hydrogeologist	Incentive Allow. as member, Resistivity Survey		Oct. 1, 1982 Dec. 31, 1982 at P600/mo.	NWRC	Memo. of Adminis- trator dated October 6, 1982	
<u>REGION I</u>							
Jaime Perez	Div. Manager B	Rep./Transp. Allow. as Chief, Eng'g Div.	3,000	While in Office NIA at P250/mo.		MC#14, s. 1981	
		Incentive Allow. as Chief, Planning & Design Div. of SWIM	6,000	Jan. 1982-Dec. 31, 1983 at P500/mo.	1MPWH	Memo of Adminis- trator dated Jan. 1, 1982	
Charlie Perez	Prin. Engr. A	Rep./Transp. Allow. as OIC, Field Const.	3,000	While OIC at NIA P250/mo.		MC# 14, s. 1981	
		Risk Allowance	750	June 1, 1982- Aug. 31, 1982 at P250/mo.	CRIP	Memo. of Adminis- trator dated May 1, 1982.	