

11/15
OHC - [signature]
NCC - nyc
LPF - [signature]
AJL -
SBB - [signature]

REPUBLIKA NG PILIPINAS
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
LUNGSOD NG QUEZON

CORPLAN

MC # 31, s. 1983

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, HEADS OF FOREIGN-ASSISTED PROJECTS, REGIONAL IRRIGATION DIRECTORS, UPRIIS MANAGER, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS, CORPORATE AUDITORS, REGIONAL/PROJECT AUDITORS, AND ALL OTHERS CONCERN.
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, COLA AND AMELIORATION ALLOWANCE ARE HEREBY GRANTED TO NIA PERSONNEL BASED ON THE GUIDELINES STATED HEREUNDER.

1. ALLOWANCES

A. ONE MONTH BASIC PAY BASED ON THE ACTUAL RATE RECEIVED ON NOVEMBER 15, 1983.

THE YEAR UNDER REVIEW SHALL BE RECKONED FROM NOVEMBER 16, 1982 TO NOVEMBER 15, 1983. 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 DUE HIM APPLYING THE FOLLOWING FORMULA.

PERIOD OF SERVICES
(EXCLUDING LEAVES WITHOUT PAY) $\frac{348}{365}$ 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 17 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.

B. COST OF LIVING ALLOWANCE (COLA)

A COST OF LIVING ALLOWANCE EQUIVALENT TO AN EMPLOYEE'S COLA FOR OCTOBER 1983, IS LIKewise AUTHORIZED.

C. AMELIORATION ALLOWANCE (AA)

THE GRANT OF ONE-MONTH AMELIORATION ALLOWANCE FOR MONTHLY/ DAILY EMPLOYEES WHO HAVE RENDERED AT LEAST SIX (6) MONTHS OF CONTINUOUS NIA SERVICE IS ALSO HEREBY AUTHORIZED. FOR MONTHLY EMPLOYEES, THIS ADDITIONAL ALLOWANCE SHALL BE BASED ON THEIR A.A. FOR OCTOBER 1983. FOR DAILY EMPLOYEES, THE ALLOWANCE SHALL BE EQUIVALENT TO 10% OF THEIR DAILY RATE MULTIPLIED BY 30 CALENDAR DAYS.

NOTE: SUPPLEMENTAL GUIDELINES FOR THE GRANT OF COLA AND AMELIORATION ALLOWANCE PURSUANT TO MC No. 21, s. 1982 SHALL APPLY IN THE GRANT OF INCENTIVE ALLOWANCES.

II. COVERAGE

- A. NIA MONTHLY AND DAILY EMPLOYEES IN THE ACTIVE SERVICE AS OF NOVEMBER 15, 1983 ARE ENTITLED TO ONE (1) MONTH BASIC PAY, COLA AND AMELIORATION ALLOWANCE PURSUANT TO ITEM I-A, B AND C.
- B. 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 AND COLA PURSUANT TO ITEMS I-A & B ABOVE.
- D.
 - 1. NIA AUDITING PERSONNEL WHO HAVE BEEN ACTUALLY ASSIGNED TO THE NIA AS OF NOVEMBER 15, 1983 ARE ENTITLED TO ONE (1) MONTH BASIC PAY ON A PRO-RATA BASIS PURSUANT TO ITEM I-A ABOVE. COMPUTATION SHALL BE BASED ON THEIR ACTUAL LENGTH OF SERVICE WITH THE NIA AS OF THE CUT-OFF DATE, I.E., NOVEMBER 15, 1983.
 - 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, 1983.
 - 3. COA PERSONNEL ASSIGNED TO THE NIA AS OF NOVEMBER 15, 1983 ARE ENTITLED TO ONE-MONTH LIVING ALLOWANCE OF P100.00.
- E. TECHNICAL ASSISTANTS TO THE BOARD ARE ENTITLED TO ONE (1) MONTH ALLOWANCE.

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, 1983 TO NOVEMBER 15, 1983.
- 2. EMPLOYEES SEPARATED FROM THE NIA EFFECTIVE NOVEMBER 15, 1983 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 1983. THOSE WHOSE POSITIONS ARE AUTHORIZED UNDER PROJECT FLOATING PLANTILLAS SHALL BE CHARGED AGAINST THEIR RESPECTIVE PROJECTS' 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 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: ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES.

THE GRANT OF ALLOWANCE HEREIN PROVIDED FOR MAY BE EFFECTED SUBJECT TO AVAILABILITY OF FUNDS AS CERTIFIED BY THE ASSISTANT ADMINISTRATOR FOR FINANCE AND MANAGEMENT.

AS A MATTER OF POLICY, THE ANNUAL GRANT OF INCENTIVE ALLOWANCES SHALL DEPEND LARGELY ON THE CONDITIONS AND LIMITATIONS CONTAINED IN THE NIA'S CURRENT OPERATING BUDGET.

THE PREVIOUS CIRCULARS INCONSISTENT HERewith ARE HEREBY REPEALED/MODIFIED ACCORDINGLY.

COMPLIANCE HEREON IS ENJOINED.

(SGE.) CESAR L. TECH
ADMINISTRATOR

NOVEMBER 14, 1983