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

MC # 37, s. 1983

MEMORANDUM CIRCULAR

T O : 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 CONCERNED  
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : GRANT OF ADDITIONAL ₱100 PER MONTH COST OF LIVING ALLOWANCE

IN COMPLIANCE WITH BOARD RESOLUTION No. 4024-83 DATED NOVEMBER 14, 1983 AND CORPORATE COMPENSATION CIRCULAR No. 1 DATED NOVEMBER 8, 1983 ALLOWING THE GRANT OF AN ADDITIONAL COST OF LIVING ALLOWANCE (COLA) AS AUTHORIZED BY EXECUTIVE ORDER No. 922 DATED NOVEMBER 3, 1983, EFFECTIVE NOVEMBER 1, 1983, A ₱100 PER MONTH COLA IS HEREBY GRANTED TO NIA EMPLOYEES OVER AND ABOVE THEIR PRESENT COLA SUBJECT TO THE FOLLOWING GUIDELINES:

I. COVERAGE

EMPLOYEES IN THE SERVICE AS OF NOVEMBER 1, 1983 OR LATER, WHETHER PERMANENT, TEMPORARY, EMERGENCY, CASUAL OR CONTRACTUAL, ARE COVERED BY THIS CIRCULAR.

THUS, EMPLOYEES ON THEIR FIRST SIX MONTHS OF SERVICE (EXCEPT CASUAL/EMERGENCY LABORERS, MC 15, s. 1980) WILL RECEIVE ₱250 INSTEAD OF ₱150.00 AND ON THEIR 7TH MONTH WILL RECEIVE A TOTAL OF ₱400 COLA/MONTH.

II. COMPUTATION

THE FOLLOWING FORMULA SHALL BE USED IN COMPUTING THE ADDITIONAL COLA OF AN EMPLOYEE FOR HIS FIRST MONTH OF EMPLOYMENT AND/OR PERIOD/S WHEN ON APPROVED LEAVE OF ABSENCE WITHOUT PAY.

A. FOR MONTHLY AND DAILY EMPLOYEES IN THEIR FIRST MONTH OF EMPLOYMENT IN THE NIA

FORMULA: COLA PER CALENDAR DAY ( $\text{₱100} \div \text{No. of CALENDAR DAYS OF THE MONTH}$ )

X No. of CALENDAR DAYS FROM ASSUMPTION OF DUTY TO END OF THE MONTH

= TOTAL AMOUNT OF ADDITIONAL COLA DUE FOR THE MONTH

EXAMPLE: EMPLOYEE EMPLOYED IN THE NIA ON NOVEMBER 16, 1983. APPLYING THE FORMULA ABOVE, COMPUTATION SHALL BE AS FOLLOWS:

₱3.33 ADDITIONAL COLA/CALENDAR DAY FOR NOVEMBER  
x 15 No. of CALENDAR DAYS FROM NOVEMBER 1-30, 1983  
₱49.95 TOTAL AMOUNT OF ADDITIONAL COLA DUE FOR THE MONTH OF NOVEMBER

B. FOR EMPLOYEES WHO INCUR LEAVE/S OF ABSENCE WITHOUT PAY

1. FOR MONTHLY SALARIED EMPLOYEE

FORMULA: ADDITIONAL COLA PER CALENDAR DAY ( $\text{P}100 \div \text{No. of CALENDAR DAYS OF THE MONTH}$ )  
X No. OF CALENDAR DAYS NOT COVERED BY LEAVE WITHOUT PAY  
= TOTAL AMOUNT OF ADDITIONAL COLA DUE FOR THE MONTH

EXAMPLE: AN EMPLOYEE ON LEAVE WITHOUT PAY ON Nov. 21, 22, 23 AND 29, 1983

$\text{P}3.33$  - COLA/CALENDAR DAY FOR NOVEMBER  
 $\times 26$  - No. OF CALENDAR DAYS NOT COVERED BY LEAVE WITHOUT PAY  
 $\text{P}86.58$  - TOTAL AMOUNT OF ADDITIONAL COLA DUE FOR THE MONTH OF NOVEMBER.

2. FOR DAILY WAGE EMPLOYEE

FORMULA: ADDITIONAL COLA PER WORKING DAY ( $\text{P}100 \div \text{No. of WORKING DAYS OF THE MONTH}$ )  
X No. OF WORKING DAYS NOT ON LEAVE WITHOUT PAY  
= TOTAL AMOUNT OF ADDITIONAL COLA FOR THE MONTH

EXAMPLE: AN EMPLOYEE ON LEAVE WITHOUT PAY ON Nov. 21, 22, 23 AND 29, 1983

$\text{P}5.00$  - COLA/WORKING DAY FOR NOVEMBER  
 $\times 16$  - No. OF WORKING DAYS NOT ON LEAVE WITHOUT PAY  
 $\text{P}80.00$  - TOTAL AMOUNT OF ADDITIONAL COLA FOR THE MONTH OF NOVEMBER

III. DISQUALIFICATIONS

THE FOLLOWING ARE DISQUALIFIED FROM THE GRANT OF ADDITIONAL COST OF LIVING ALLOWANCE:

1. AN EMPLOYEE UNDER SUSPENSION FROM OFFICE COVERING ANY PERIOD BETWEEN NOVEMBER 1, 1983 AND THEREAFTER, FOR THE DURATION OF HIS SUSPENSION.
2. AN EMPLOYEE ON VACATION/SICK LEAVE WITHOUT PAY COVERING ANY PERIOD BETWEEN NOVEMBER 1, 1983 AND THEREAFTER, FOR THE DURATION OF THE LEAVE WITHOUT PAY.
3. AN EMPLOYEE SEPARATED FROM THE NIA EFFECTIVE AT THE CLOSE OF OFFICE HOURS ON OCTOBER 31, 1983 INCLUDING THOSE ALREADY ON TERMINAL LEAVE ON SUCH A DATE.

IV. SAVING CLAUSE

CASES NOT COVERED BY THIS CIRCULAR SHALL BE REFERRED TO THE ADMINISTRATOR, ATTENTION: ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES.

PLEASE BE GUIDED ACCORDINGLY.

(SGD.) CESAR L. TECH  
ADMINISTRATOR

DECEMBER 5, 1983