

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

MC No. 7, s. 1984

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 CONCERNED
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : GRANT OF EMERGENCY FOOD SUBSIDY ALLOWANCE

PURSUANT TO BOARD RESOLUTION No. 4077-84 ADOPTED ON MARCH 26, 1984 AN EMERGENCY FOOD SUBSIDY ALLOWANCE (EFSA) OF P200.00 PER MONTH EFFECTIVE MARCH 1, 1984 IS HEREBY GRANTED TO NIA EMPLOYEES SUBJECT TO THE FOLLOWING GUIDELINES:

1. COVERAGE

- A. EMPLOYEES IN THE ACTIVE SERVICE OF THE NIA FOR AT LEAST ONE (1) CONTINUOUS YEAR WHETHER ON PERMANENT, TEMPORARY, EMERGENCY, CASUAL OR CONTRACTUAL BASIS ARE ENTITLED TO THE ALLOWANCE.
- B. EMPLOYEES OF THE COA WHO HAVE BEEN ASSIGNED TO THE NIA FOR AT LEAST ONE (1) CONTINUOUS YEAR SHALL ALSO BE ENTITLED TO THIS ALLOWANCE SUBJECT, HOWEVER, TO EXISTING COA REGULATIONS.

II. COMPUTATION

THE FOLLOWING FORMULA SHALL BE USED IN COMPUTING THE ADDITIONAL EFSA OF AN EMPLOYEE ON APPROVED LEAVE OF ABSENCE WITHOUT PAY.

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

1. FOR MONTHLY SALARIED EMPLOYEE

FORMULA:

EFSA PER CALENDAR DAY $(P200 \div \text{No. of CALENDAR DAYS OF THE MONTH})$

X No. of CALENDAR DAYS NOT COVERED BY LEAVE WITHOUT PAY

= TOTAL AMOUNT OF EFSA DUE FOR THE MONTH

EXAMPLE: AN EMPLOYEE ON LEAVE WITHOUT PAY ON MARCH
20, 21, 22, AND 29, 1984

P6.45 - EFSA/CALENDAR DAY FOR MARCH

X 27 - NO. OF CALENDAR DAYS NOT COVERED BY

LEAVE WITHOUT PAY

P174.15 - TOTAL AMOUNT OF EFSA DUE FOR THE MONTH
VVVVVV OF MARCH

2. FOR DAILY WAGE EMPLOYEE

FORMULA:

EFSA PER WORKING DAY ($P200 \div$ NO. OF WORKING DAYS
OF THE MONTH)

X NO. OF WORKING DAYS NOT ON LEAVE WITHOUT PAY

= TOTAL AMOUNT OF EFSA FOR THE MONTH

EXAMPLE: AN EMPLOYEE ON LEAVE WITHOUT PAY ON MARCH
20, 21, 22 & 29, 1984

P9.09 - EFSA/WORKING DAY FOR MARCH

X 18 - NO. OF WORKING DAYS NOT ON LEAVE WITHOUT
PAY

P163.62 - TOTAL AMOUNT OF EFSA FOR THE MONTH OF
VVVVVVV MARCH

III. DISQUALIFICATIONS

THE FOLLOWING ARE DISQUALIFIED FROM THE GRANT OF EMERGENCY
FOOD SUBSIDY ALLOWANCE:

1. AN EMPLOYEE SERVING A PENALTY OR SUSPENSION FROM OFFICE FOR THE WHOLE DURATION OF HIS PENALTY/SUSPENSION. THE FORMULA PROVIDED UNDER II-A OF THIS CIRCULAR SHALL APPLY IN THE COMPUTATION OF ALLOWABLE AMOUNT.
2. AN EMPLOYEE ON VACATION/SICK LEAVE WITHOUT PAY FOR THE DURATION OF THE SAID LEAVE WITHOUT PAY.
3. EMPLOYEE ALREADY ON TERMINAL LEAVE AS OF MARCH 1, 1984.

IV. FUNDING

SUBSIDY FOR REGULAR NIA EMPLOYEES SHALL BE CHARGED AGAINST ANY AVAILABLE FUNDS OF NIA WHILE THE ALLOWANCE FOR PROJECT EMPLOYEES SHALL BE CHARGED AGAINST THEIR RESPECTIVE PROJECT FUNDS. THIS SUBSIDY MAY BE WITHDRAWN, REVISED OR INCORPORATED IN FUTURE NIA PAY PLANS IF THE NATIONAL GOVERNMENT PROMULGATES NEW REMUNERATION PLANS FOR GOVERNMENT EMPLOYEES.

V: SAVING CLAUSE ^{CASES NOT COVERED BY THIS CIRCULAR SHALL BE REFERRED TO}

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

FOR COMPLIANCE.

(SGD.) CESAR L. TECH
ADMINISTRATOR

MARCH 30, 1984