

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

MC # 28 s. 1984

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, HEADS OF FOREIGN-ASSISTED PROJECTS, REGIONAL IRRIGATION DIRECTORS, UPRIS MANAGER, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS, CORPORATE AUDITOR, REGIONAL/PROJECT AUDITORS, AND ALL OTHERS CONCERNED
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : GRANT OF ADDITIONAL P150/P100 PER MONTH
COST OF LIVING ALLOWANCE

BOARD RESOLUTION No. 5062-84 DATED OCTOBER 22, 1984 IN COMPLIANCE WITH CORPORATE COMPENSATION CIRCULAR No. 4 DATED SEPTEMBER 30, 1984 AS AUTHORIZED BY EXECUTIVE ORDER No. 985 DATED SEPTEMBER 18, 1984, ALLOWS THE GRANT OF COST OF LIVING ALLOWANCE (COLA) EQUIVALENT TO P150/MONTH TO OFFICIALS AND EMPLOYEES RECEIVING BASIC MONTHLY SALARY OF P1,500.00 AND BELOW; AND P100.00/MONTH TO THOSE RECEIVING BASIC MONTHLY SALARY OF P1,501.00 AND ABOVE, EFFECTIVE JUNE 16, 1984.

THE RETENTION OF THE BALANCE OF THE EMERGENCY FOOD SUBSIDY ALLOWANCE (EFSA) WHICH WAS ARRIVED AT AFTER DEDUCTING THE LAST 10% SALARY INCREASE FROM THE ORIGINAL P200 EFSA AS EMBODIED IN BR No. 5008-84 DATED JUNE 25, 1984 IS LIKEWISE AUTHORIZED SUBJECT TO THE PROVISIONS OF MC No. 7, s. 1984 (GRANT OF EMERGENCY FOOD SUBSIDY ALLOWANCE).

1.0 COVERAGE

EMPLOYEES IN THE ACTIVE SERVICE AS OF JUNE 16, 1984 OR LATER, WHETHER PERMANENT, TEMPORARY, EMERGENCY, CASUAL OR CONTRACTUAL, ARE COVERED BY THIS CIRCULAR.

2.0 RULES AND REGULATIONS

2.1 THE AMOUNT OF COST-OF-LIVING ALLOWANCE FOR THE MONTH OF JUNE 1984 SHALL BE P50/P75 AS THE CASE MAY BE.

2.2 THE P150.00 COLA AUTHORIZED HEREIN SHALL BE REDUCED ACCORDINGLY WHEN AN EMPLOYEE'S MONTHLY SALARY EXCEEDS P1,500.00. FOR DAILY PAID WORKERS, THE COLA SHALL BE CORRESPONDINGLY REDUCED WHEN THE DAILY WAGE EXCEEDS P50.00 PER DAY.

3.0 DISQUALIFICATIONS

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

1. AN EMPLOYEE UNDER SUSPENSION FROM OFFICE COVERING ANY PERIOD BETWEEN JUNE 16, 1984 AND THEREAFTER, FOR THE DURATION OF HIS SUSPENSION.
2. AN EMPLOYEE ON VACATION/SICK LEAVE WITHOUT PAY COVERING ANY PERIOD BETWEEN JUNE 16, 1984 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 JUNE 15, 1984 INCLUDING THOSE ALREADY ON TERMINAL LEAVE ON SUCH A DATE.

4.0 FUNDING

PAYMENT SHALL BE FUNDED OUT OF SAVINGS AND SHALL NOT ACCORDINGLY INCREASE THE NIA OPERATING BUDGET.

5.0 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

OCTOBER 26, 1984