

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

MC #37, s. 1984.

MEMORANDUM CIRCULAR

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

SUBJECT : GRANT OF CHRISTMAS BONUS PURSUANT TO BOARD RESOLUTION NO. 5075-84

A CHRISTMAS BONUS CONSISTING OF: ONE MONTH BASIC PAY, COST OF LIVING ALLOWANCE (COLA), AMELIORATION ALLOWANCE (AA) AND EMERGENCY FOOD SUBSIDY ALLOWANCE (EFSA) IS HEREBY GRANTED TO NIA PERSONNEL BASED ON THE GUIDELINES STATED HEREUNDER.

1.0 CHRISTMAS BONUS

1.1 ONE MONTH BASIC PAY BASED ON THE ACTUAL RATE RECEIVED ON NOVEMBER 15, 1984

THE YEAR UNDER REVIEW SHALL BE RECKONED FROM NOVEMBER 16, 1983 TO NOVEMBER 15, 1984. 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 BONUS HEREIN AUTHORIZED APPLYING THE FOLLOWING FORMULA.

PERIOD OF SERVICES  
$$\frac{(\text{EXCLUDING LEAVES WITHOUT PAY})}{365} \times \text{MONTHLY RATE} / \text{DAILY RATE} \times 30 \text{ DAYS}$$

EXAMPLE:

A CLERK B WITH A BASIC PAY OF ₱774.00/MO. OR ₱25.80/DAY INCURRED AN AGGREGATE TOTAL OF 17 DAYS VACATION AND/OR SICK LEAVE WITHOUT PAY DURING THE YEAR UNDER REVIEW.

COMPUTATION:

<u>MONTHLY</u>	<u>DAILY</u>
$\frac{348}{365} \times \text{P}774 = \text{P}737.95$	$\frac{348}{365} \times (\text{P}25.80 \times 30) = \text{P}737.95$

HENCE, APPLYING THE FORMULA, HE IS ENTITLED TO ₱737.95 BASIC PAY CHRISTMAS BONUS.

1.2 COLA

A ONE-MONTH COLA AN EMPLOYEE IS ENTITLED TO AS OF OCTOBER 1984 IS LIKewise AUTHORIZED.

1.3 AA

THE GRANT OF A ONE-MONTH AA FOR MONTHLY EMPLOYEES SHALL BE BASED ON THEIR BASIC SALARY AS OF OCTOBER, 1984. FOR DAILY EMPLOYEES, THE ALLOWANCE SHALL BE EQUIVALENT TO 10% OF THEIR DAILY RATE MULTIPLIED BY 30 CALENDAR DAYS.

1.4 EFSA

THE EFSA EQUIVALENT TO THE RETAINED EFSA AS OF MAY 1, 1984 IS LIKewise AUTHORIZED.

2.0 COVERAGE

- 2.1 NIA MONTHLY AND DAILY EMPLOYEES IN THE SERVICE AS OF NOVEMBER 15, 1984 ARE ENTITLED TO THE ABOVE-ENUMERATED CHRISTMAS BONUS.
- 2.2 HEIRS OF EMPLOYEES WHO PASSED AWAY PRIOR TO THE GRANT OF THE CHRISTMAS BONUS SHALL BE ENTITLED TO A BONUS PROPORTIONATE TO THE SERVICES RENDERED DURING THE YEAR UNDER REVIEW.
- 2.3 CONTRACTUAL PERSONNEL DIRECTLY HIRED BY THE NIA (EXCLUDING CONSULTANTS EMPLOYED PURSUANT TO LOAN AGREEMENTS) ARE ENTITLED TO THEIR TOTAL CONTRACT REMUNERATION AUTHORIZED FOR THE MONTH OF OCTOBER 1984 EXCLUDING ALLOWANCES FOR TRANSPORTATION, REPRESENTATION, BOARD, LODGING AND/OR PER DIEMS.
- 2.4 NIA AUDITING PERSONNEL WHO HAVE BEEN ACTUALLY ASSIGNED TO THE NIA AS OF NOVEMBER 15, 1984 ARE ENTITLED TO THE FOLLOWING:
- 2.4.1 ONE-MONTH BASIC PAY ON A PRO-RATA BASIS PURSUANT TO ITEM 1.1 ABOVE. COMPUTATION SHALL BE BASED ON THEIR ACTUAL LENGTH OF SERVICE WITH THE NIA AS OF THE CUT-OFF DATE, I.E., NOVEMBER 15, 1984.

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2.4.2 ONE-MONTH FOOD SUBSIDY AUTHORIZED FOR THE MONTH OF OCTOBER 1984.

2.4.3 ONE-MONTH COLA IN THE AMOUNT OF ₱200/250 AS THE CASE MAY BE.

2.5 TECHNICAL ASSISTANTS TO THE BOARD ARE ENTITLED TO ONE (1) MONTH ALLOWANCE.

### 3.0 DISQUALIFICATIONS

THE FOLLOWING ARE NOT ENTITLED TO THE CHRISTMAS BONUS:

3.1 AN EMPLOYEE WHO SERVED OR IS SERVING ADMINISTRATIVE/CRIMINAL PENALTY DURING THE PERIOD NOVEMBER 16, 1983 TO NOVEMBER 15, 1984, EXCEPT THOSE PENALTIES CARRYING FINES/SUSPENSION OF SALARY FOR LESS THAN ONE (1) WEEK.

3.2 AN EMPLOYEE WHO HAS A PENDING ADMINISTRATIVE/CRIMINAL CASE AS OF NOVEMBER 15, 1984; OR AN EMPLOYEE FACING AN ADMINISTRATIVE/CRIMINAL CASE INVOLVING LOSS OF MONEY OR PROPERTIES EVEN THOUGH NO FINAL CHARGE HAS BEEN FILED YET; OR AN EMPLOYEE WHO IS UNDER PREVENTIVE SUSPENSION AS OF NOVEMBER 15, 1984. THE BONUS MAY BE GRANTED AFTER HE IS EXONERATED OF THE CHARGE.

3.3 AN EMPLOYEE SEPARATED FROM THE NIA EFFECTIVE NOVEMBER 15, 1984 OR EARLIER DUE TO VOLUNTARY RESIGNATION/PHASE-OUT INCLUDING THOSE ON TERMINAL LEAVE ON SUCH A DATE.

### 4.0 FUNDING

THE CHRISTMAS BONUS OF THOSE OCCUPYING POSITIONS AUTHORIZED IN THE REGULAR PLANTILLA OF PERSONNEL SHALL BE CHARGED AGAINST THE CURRENT OPERATING BUDGET FOR 1984. THOSE WHOSE POSITIONS ARE AUTHORIZED UNDER PROJECT FLOATING PLANTILLAS SHALL BE CHARGED AGAINST THEIR RESPECTIVE PROJECT'S FUNDS.

### 5.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS

CHIEFS OF OFFICES/PROJECTS SHALL BE HELD RESPONSIBLE FOR ANY GRANT OF BONUS WHICH IS NOT IN ACCORDANCE WITH THIS CIRCULAR WITHOUT PREJUDICE, HOWEVER, TO THE REFUND OF ANY EXCESS PAYMENTS BY THE EMPLOYEES CONCERNED. PAYROLLS COVERING THE BONUS 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.

6.0 SAVING CLAUSE

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

THE GRANT OF BONUS HEREIN PROVIDED FOR MAY BE EFFECTED NOT EARLIER THAN THE LAST WEEK OF NOVEMBER 1984, SUBJECT TO AVAILABILITY OF FUNDS AS CERTIFIED BY THE ASSISTANT ADMINISTRATOR FOR FINANCE AND MANAGEMENT.

PREVIOUS CIRCULARS INCONSISTENT HERewith ARE HEREBY REPEALED/MODIFIED ACCORDINGLY. IT IS UNDERSTOOD THAT PROVISIONS INCORPORATED HERewith ARE APPLICABLE ONLY TO CHRISTMAS BONUS FOR 1984 CONSIDERING THAT THIS IS CONTINGENT ON AVAILABILITY OF FUNDS.

COMPLIANCE HEREON IS ENJOINED.

(SGD.) CESAR L. TECH  
ADMINISTRATOR

NOVEMBER 21, 1984

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