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Republika ng Pilipinas
PAMRANSANG PANGASIWAAN NG PATURIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 53, s. 1985

MEMORANDUM CIRCULAR

T O : ALL ASSISTANT ADMINISTRATORS, DEPARTMENT HEADS, REGIONAL
IRRIGATION DIRECTORS, PROJECT/OPERATIONS MANAGERS, IRRI-
GATION SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS,
REGIONAL ACCOUNTANTS, CASHIERS, DISBURSING OFFICERS AND
ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Prohibition of Payroll and Pay Envelope Deductions

It has come to our attention that deducting money thru the payroll to cover non-official accounts is still practiced in some of our field offices. This practice is prohibited by several issuances notably MC #47, series 1972 and MC #60, series 1982, the pertinent provisions of which are reiterated for strict compliance.

"All payroll deductions in favor of private parties, firms or individuals except those due government agencies such as GSIS, BIR, Pag-Ibig should be discontinued. This practice has cost the NIA time and effort in collecting and remitting the amounts due the private parties concerned. In all these transactions, this Office has been incurring expenses for supplies and materials."

Likewise we have learned that some field personnel are required to shoulder expenses for purely social functions. The contributions are deducted from the pay envelope allegedly without the consent of the employee. This practice is prone to be misunderstood by the employees and should be discontinued immediately. It is therefore directed that henceforth no deductions other than the usual dues for government agencies as provided in MC#60, series 1982 shall be made from the pay envelope without first securing written authority from the employee/s concerned.

Strict compliance is enjoined.

(SGD.) CESAR L. TECH
Administrator

28 October 1985
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