



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Tubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
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QUEZON CITY - PHILIPPINES

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OUR REFERENCE

MC # 050, s. 1986

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS  
AND STAFFS; HEADS OF FOREIGN-ASSISTED PROJECTS;  
OPERATION MANAGERS; 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 Medical Allowance for NIA Personnel

Pursuant to Board Resolution No. 5286-86 approved on August 11, 1986 in consonance with pertinent provisions of Letter of Implementation #97 and Corporate Compensation Circular #2, s. 1979, the grant of medical allowance is hereby granted to NIA personnel, subject to the following guidelines:

1.0 Coverage/Effectivity

All NIA personnel whether permanent, temporary, casual or agency, are hereby granted a monthly medical allowance effective August 1, 1986, based on an employee's actual salary/wage as of July 31, 1986.

2.0 Computation

2.1 The medical allowance may be granted in accordance with the following scale:

| <u>Monthly Rate/Daily Rate</u>                | <u>% Medical Allowance</u>        |
|-----------------------------------------------|-----------------------------------|
| P 1,000.00 and below/<br>P 33.33 and below    | 12.5%                             |
| P 1,001.00 to 2,000.00/<br>P 33.34 to P 66.66 | 8.5%                              |
| P 2,001.00 and above<br>P 66.67 and above     | 5.0% but not to<br>exceed P200.00 |

2.2 The actual salary/wage of an employee for purposes of this Circular shall mean the basic salary/wage of an employee exclusive of incentive pay pay/bonus/ transportation/representation/cost of living and a melioration allowances, honorarium and/or any other additional benefits.

2.3 The initial allowance enjoyed by an employee shall be maintained notwithstanding subsequent changes in salary as a result of personnel movement (promotion/demotion) and shall not cause a reduction in the medical allowance already enjoyed by an employee.

### 3.0 Other Rules and Regulations

3.1 Employees hired after August 1, 1986 shall be entitled to the medical allowance effective on their initial month of employment provided, they have rendered full service of one (1) month. Those who have rendered less than one month, may qualify for the medical allowance on the succeeding month following the original month of employment.

3.2 NIA employees separated from the NIA service or on terminal leave as of July 31, 1986 or earlier are not entitled to the medical allowance.

3.3 Employees who incur sick leave of absence without pay for a period of thirty (30) calendar days or more, may avail of the allowance subject to presentation of a medical certificate from a government physician which may be further evaluated by the NIA Physician.

3.4 Employees who incur a vacation leave of absence without pay shall have their allowance computed on a pro rata basis as follows:

Formula:

$$\begin{aligned} & \text{Rate/mo./day} \times (30 \text{ days less no. of leaves} \\ & \quad \text{without pay}) \times \text{allowable \%} \\ & \text{P666/mo.} \times (30 \text{ calendar days} - 5 \text{ days leave} \\ & \quad \text{without pay}) \times 12.5\% \\ & = \text{P69.37} - \text{Medical Allowance} \\ & \quad \text{for the month.} \end{aligned}$$

### 4.0 Payment Procedures and Funding

4.1 Payment shall be subject to the availability of funds and to usual accounting and auditing rules and regulations.

4.2 The herein authorized medical allowance of those occupying positions authorized in the Regular Plantilla of Personnel shall be charged against the Current Operating Budget. The allowance for project employees shall be charged against their respective project funds and may only be given if funds are available for the purpose.

4.3 The computation of the medical allowance for daily employees will be daily rate times 30 days.

Example: Clerk B, 5th step, Grade 5

|                                    |
|------------------------------------|
| P 27.10 (rate/day)                 |
| x 30 days                          |
| P 813.00                           |
| x 12.5%                            |
| P 101.62 - Medical allowance/month |

5.0 Responsibility/Liability of Chiefs of Office

Chiefs of Office concerned shall be responsible for the implementation of this Circular in their respective areas of jurisdiction and shall be held liable for any deviation from the provisions hereof, without prejudice, however, to the refund of any excess payments by the employee concerned.

6.0 Saving Clause

Cases not covered by the provisions of this Circular shall be referred to the Administrator, Attention: Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.

October 3, 1986

  
FEDERICO N. ALDAY, JR.  
Administrator

10/3/86