

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 033, s. 1986

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR; THE ASSISTANT ADMINISTRATORS;  
HEADS OF DEPARTMENTS AND STAFFS; HEADS OF FOREIGN  
ASSISTED PROJECTS; OPERATION MANAGERS; REGIONAL  
MANAGERS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS;  
IRRIGATION SUPERINTENDENTS; CORPORATE AUDITORS;  
REGIONAL PROJECT AUDITORS; AND ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : GRANT OF 13th MONTH PAY

Pursuant to Board Resolution No. 5329-86 dated October 27, 1986, NIA personnel are hereby granted a 13th month pay consisting of: one (1) month basic pay, COLA, EFSA, Amelioration Allowance and Medical Allowance. The year under review shall be reckoned from November 16, 1985 to November 15, 1986.

1.0 Coverage

- 1.1 NIA monthly and daily employees in the service as of November 15, 1986 are entitled to the 13th month pay.
- 1.2 Heirs of employees who passed away prior to the grant of this 13th month pay shall be entitled to same in proportion to the service rendered during the year under review subject to item 2.0 hereof.
- 1.3 Contractual personnel directly hired by the NIA (excluding consultants employed pursuant to loan agreements) are entitled to the 13th month pay based on their total contract remuneration authorized for the month of October, 1986 excluding allowances for transportation, representation, board, lodging and/or per diems subject to 2.1 hereof.
- 1.4 NIA Auditing personnel who have been actually assigned to the NIA as of November 15, 1986 are entitled to the following:
  - 1.4.1 One (1) month basic pay pursuant to 2.1 hereof.
  - 1.4.2 One (1) month food subsidy authorized for the month of October, 1986.
  - 1.4.3 One (1) month COLA authorized for the month of October, 1986
- 1.5 Technical Assistants to the Board are entitled to one (1) month allowance as 13th month pay.

## 2.0 Computation

### 2.1 Basic Pay

An employee who has rendered at least one (1) year of continuous service in the NIA as of November 15, 1986 shall receive one (1) month basic pay as 13th month pay based on the authorized rate as of November 15, 1986. 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 13th month pay herein authorized applying the following formula:

$$\frac{\text{Period of Services} \\ (\text{Excluding Leaves w/o. Pay})}{365} \times \frac{\text{Monthly Rate/Daily Rate} \times 30 \text{ days}}$$

Example:

A Clerk B with a basic pay of P 851.40/mo. or P 28.38/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>
$\frac{348}{365} \times \text{P } 851.40 = \text{P } 811.74$	$\frac{348}{365} \times (\text{P } 28.38 \times 30) = \text{P } 811.74$

Hence, applying the formula, he is entitled to P 811.74 13th month basic pay.

2.1.1 Employees who have rendered less than one (1) year NIA service as of November 15, 1986 are entitled to the 13th month basic pay on a pro-rata basis subject to Item 2.1 above.

However, employees who were already in the NIA service on May 15, 1986 shall be further entitled to the 1/2 month bonus withheld from them based on their salary/wage authorized as of May 15, 1986 on a pro-rata basis.

### 2.2 Amelioration Allowance

The grant of one (1) month AA (13th month pay) for monthly employees shall be based on their authorized monthly basic salary as of October, 1986.

For daily employees, the allowances shall be equivalent to 10% of their authorized daily rate as of October, 1986 multiplied by 30 calendar days. Any number of leaves without pay, whether vacation or sick (aggregate or continuous) incurred by an employee during the month of October shall be deducted accordingly from their AA.

### 2.3 COLA/EFSA/Medical Allowance

A one (1) month COLA, EFSA, Medical Allowance an employee is entitled to for the month of October, 1986 is likewise authorized as part of the 13th month pay.

### 3.0 Disqualifications

The following are not entitled to the 13th month pay:

- 3.1 An employee who served or is serving administrative/criminal penalty during the period from November 16, 1985 to November 15, 1986, except those penalties carrying fines/suspension of salary for less than one (1) week.
- 3.2 An employee who is facing or has a pending administrative/criminal case as of November 15, 1986; 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, 1986. The 13th month pay may be granted after he is exonerated of the charge.
- 3.3 An employee separated from the NIA effective November 15, 1986 or earlier including those on terminal leave on such a date.

### 4.0 Funding

Funds for the purpose of implementing this Circular for those whose salaries /wages are charged against the Current Operating Budget for 1986 shall be charged thereto. Those whose positions are authorized under Project Floating Plantillas shall be charged against their respective Project funds.

### 5.0 Responsibility of Implementing Officials

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

Payrolls of Central Office Personnel shall be coursed thru the Assistant Administrator for Administrative Services.

### 6.0 Saving Clause

Cases not covered by this Circular shall be referred to the Administrator, Attn: Asst. Administrator for Administrative Services.

The grant of 13th month pay equivalent to one(1) month salary and allowances herein authorized may be effected not earlier than the 3rd week of November, 1986, subject to availability of funds as certified by the Assistant Administrator for Finance and Management.

Compliance hereon is enjoined.

11/7/86

(SGD.) FEDERICO N. ALDAY, JR.  
Administrator