

Republika ng Pilipinas
PAMLAANSANG PANGASTWAAN NG PATULIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 007, s. 1987

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS/HEADS OF DEPARTMENTS
AND STAFFS/REGIONAL MANAGERS/OPERATION MANAGERS/
IRRIGATION SUPERINTENDENTS/PROVINCIAL IRRIGATION
ENGINEERS AND ALL OTHERS CONCERNED

SUBJECT : Guidelines in Granting Allowances

For your information and guidance, the following guidelines in the granting of allowances pursuant to MC #034, s. 1986 and NIA Board Res. #5319-86 dated October 14, 1986 are hereby promulgated.

I. COVERAGE

This issuance specifically covers representation/transportation allowance or RATA and position differential allowance or PDA.

II. DEFINITION OF TERMS

Allowance - monetary incentive granted over and above the regular remuneration to compensate an employee for assignments/activities not covered by his compensation for the position he occupies. For purposes of this MC there are 2 kinds of allowances:

- a) Representation/transportation allowance or RATA - a financial assistance granted to an officer such as manager to help defray expenses, for snacks, meals and the like incurred while in the performance of his duties. This allowance is attached to the position and is given to whoever is discharging the duties of the position, even in acting capacity.
- b) Position differential allowance or PDA - a monetary recognition awarded to an employee for regularly performing duties and responsibilities above the position level he is appointed to, and paid for, or for assuming certain duties and responsibilities in addition to his present position. This allowance applies to positions not entitled to the RATA. This grant is in consonance with the principle of equal pay for equal work. It is in lieu of overtime pay for the additional higher duties.

III. RULES

A. Representation and/or Transportation Allowance or RATA

1. An employee who holds an appointment to a position in the middle management level and is actually discharging the duties and responsibilities of the position is entitled to the RATA of the position. The amount of allowance is indicated under MC #034, s. 1986.
2. An employee whose position is not entitled to RATA but is designated as OIC of an office, the chief of which is entitled to RATA, shall be entitled to RATA of the regular chief.

Example:

<u>By Appointment</u>	<u>RATA</u>	<u>By Designation</u>	<u>RATA/Month</u>
Principal Engineer	None	OIC, Division X	P 700

3. A chief of office with RATA, who is designated concurrent chief or OIC of another office also with RATA, is entitled to one-half of the RATA of the latter, in addition to his own RATA, provided that his total RATA does not exceed that of his immediate supervisor, in the higher position.

Examples:

<u>By Appointment</u>	<u>RATA</u>	<u>Concurrent Position</u>	<u>RATA</u>	<u>Total RATA</u>
a. Division Manager	P700	OIC, of another division	P700	P1,000
b. Division Manager	700	Department OIC	1,000	1,200 (700 + 500)

D. Position Differential Allowance or PDA

1. An employee who is officially assigned to perform duties substantially higher than his position is entitled to a position differential allowance for the duration of such assignment in the amount of P200/month provided that:

- a) The higher duties performed are classifiable to a position that is at least 2 grades higher than the present position of the employee.

Examples:

<u>By Appointment</u>	<u>Needed Position</u>	<u>PDA</u>
Ditchtender, G-2	Watermaster, G-6	P200/month
Laborer, G-1	Ditchtender, G-2	None
		DT only 1 grade higher than laborer.

- b) The higher assignment is not for training purposes while appointment is in transit or while employee is on probation.

<u>By Appointment</u>	<u>Additional Duties</u>	<u>PDA</u>
Clerk , G-5	Accounting Clerk, G-7 (while appointment is in transit)	None

2. A cashier who is assigned as SDO of another office in addition to the cashiering work in his own office is entitled to an allowance of
 - a) P150/month if the other office is in the same compound; b) P200 if in another compound but not more than 1 hour travel away by NIA vehicle; and c) P250 if the second office is more than 1 hour travel away from the mother office of the cashier.

The term "another office" refers to a separate organizational unit. It does not apply to the cashier of a PIO who by the very nature of his duties is required to serve the head office and the QIP's under the PIO. The individual CIP's are not considered as other offices.

To be entitled to PDA, the cashier must serve a total number of at least 150 personnel.

IV. ADDITIONAL CONDITIONS FOR GRANTING THE ALLOWANCES

1. In order to avail of the PDA, the employee must be duly designated SDO or formally assigned to perform higher duties through a memorandum from the Assistant Administrator of the Sector or from the Administrator, whichever is applicable, upon recommendation of the head of department/region/project or of the Operations Manager concerned.

2. The RATA is attached to the position and is granted to the employee who actually discharges the duties and responsibilities thereof. For example, an officer holding a position with RATA, such as a project or department manager under the PDI Sector but who, for some reason, does not actually manage a project or a department, is not entitled to the RATA.
3. An employee whose position is not entitled to RATA under MC 034, s. 1936 but is presently receiving RATA under separate authority previously granted by the Administrator, shall continue to receive said RATA for as long as he holds the position. When the position is vacated, the subsequent incumbent may not claim the RATA of his predecessor.
4. To enjoy the RATA, an OIC must serve as such for at least 15 consecutive working days during the month. There is only one RATA per position, hence, only one official may collect the full RATA in any given month.
5. An OIC shall be entitled to/any either the RATA of the position or the PDA, whichever is higher.
6. To enjoy the PDA, an employee must have served in the higher position or as SDO for at least one month.
7. The incentive allowances such as RATA and PDA shall be charged to the office which directly benefits from the service of the employee.

This circular supersedes and amends all previous issuances bearing on the same subject matter or pertinent portions thereof and shall take effect immediately.

(S.O.D.) FEDERICO N. ALDAY, JR.
Administrator

8 January 1987