



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

TELEPHONE NOS:
CABLE
TELEX

97-00-71 to 78
NIA-PHIL
4002 NIA PH

OUR REFERENCE:

MC # 029 s. 1987

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS
AND STAFF, PROJECT MANAGERS, REGIONAL MANAGERS,
OPERATIONS MANAGERS, IRRIGATION SUPERINTENDENTS/
PROVINCIAL IRRIGATION ENGINEERS AND ALL OTHERS
CONCERNED
National Irrigation Administration

SUBJECT : Financial Assistance Plan for Project Personnel

Pursuant to Board Resolution No. 5402-87 dated May 18, 1987,
there is hereby established a Financial Assistance Plan (FAP) for
Project employees whose services are terminated upon partial or
complete cessation of Project activities.

I. PURPOSE:

The plan is intended to minimize economic dislocation of
project personnel, who are not yet eligible for retirement under
existing laws upon their separation, by providing them with cash
assistance.

II. AUTHORIZED CASH ASSISTANCE:

- A. Each employee who qualifies for assistance under this circular
is entitled to a cash grant of one-half (1/2) month basic pay
for every year of service rendered in the Project of employment
at the time of separation, based on the highest salary received
in the Project.
- B. The monthly rate of daily wage personnel shall be determined
by multiplying his daily rate by 22 (average working days/month).
- C. A fraction of a month's service shall be considered as one (1)
month for purposes of crediting services.

Example: 5 years, 2 mos, and 10 days service shall be
considered 5 years, 3 months or 5.25 years.

- D. Leaves of absence without pay shall be excluded in computing
the services to be credited.

III. COVERAGE:

- A. Monthly and daily project personnel whose services
are terminated due to any of the following reasons
are entitled to the financial assistance.
 1. Completion or near completion of a project;
 2. Deletion of a project component.

- B. Notice of termination must be issued in writing by the Project Manager to daily employees concerned, and, by the Administrator to monthly personnel.

IV. DETAIL/EXTENSION OF SERVICES

- A. The services of a Project employee while on detail to another NIA Office (such as Central Office, Region or another Project) during the lifetime of his mother Project shall not be credited for purposes of computing the financial assistance unless the detail services are directly related to the former Office.
- B. Similarly, an employee whose services are officially extended in another NIA Office beyond the completion of his mother Project may include his latter services in his financial assistance application if these services are directly related to his mother Project.

EXAMPLE:

<u>PERIOD OF SERVICES</u>	<u>DESIGNATION</u>	<u>RATE/MONTH</u>	<u>OFFICE</u>	<u>REMARKS</u>
7/1/82 - 4/30/84	Engr. B	P1,337.00	PRIP	Credited
5/1/84 - 12/31/84	-do-	1,477.00	PRIP	Credited
1/1/85 - 6/30/85	-do-	1,624.70	PRIP	Credited
7/1/85 - 12/31/85	Sr. Engr. B	1,715.00	PRIP	Credited
1/1/86 - 12/31/86	-do-	1,715.00	Detailed to NISIP, C.O. for work not connected with PRIP	Not Credited
1/1/87 - 6/30/87	-do-	1,715.00	PRIP	Credited
7/1/87 - Terminated				

Receivable: 4 years x P857.50 = P3,430.00

V. CONDITIONS:

- A. A position vacated by a Project official/employee who has been granted financial assistance shall be considered abolished and may not be filled-up, nor shall a similar vacancy, whether on monthly or daily basis, be filled in lieu of the vacated position.
- B. The grant of financial assistance shall be subject to clearance from work, financial and property accountabilities, and from any administrative charge. Henceforth, all accountable officers are required to clear themselves of their accountabilities or recencile their accounts on a yearly basis. Failure to comply with this provision shall not be used as a reason for extending services beyond project completion.
- C. An employee who has received financial assistance may not be reemployed in the NIA for a period of one (1) month for every year of service credited in his favor. However, should he be reemployed by NIA during the period of disqualification, he should refund the assistance corresponding to the unexpired period, within five (5) months from reemployment, including refund of the unexpired portion of his terminal leave, if any.

VI. DISQUALIFICATION:

- A. An employee who resigns from the project is not eligible for the assistance under this Plan.
- B. An employee who is eligible for retirement under any existing law (RA 1616/RA 660/PD 1146) may not avail himself of the FAP.
- C. An employee who has a pending administrative case at the time of termination from the service may not be granted financial assistance under this Plan until after the resolution of the administrative case in his favor.

VII. FUNDING:

The grant of this financial assistance is subject to the availability of Project funds. Henceforth, the accounting unit of every Project shall include in the Project annual budget an amount equal to 50% of basic salaries and wages to cover all claims for future financial assistance under this Plan.

to much
should be
easy to
predict when
it could be
included

VIII. EFFECTIVITY:

This FAP is effective May 18, , 1987 and covers Project personnel whose services are to be terminated on or after this date. It is understood that those separated before this effectivity date are not entitled to the assistance.

Please be guided accordingly.


FEDERICO N. ALDAY, JR.
Administrator

6/21/87