

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

TELEPHONE NOS.:
CABLE
TELEX

97-00-71 to 78
NIAPHIL
42807 NIA PM

OUR REFERENCE:

MC # 031, s. 1987

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION
MANAGERS; OPERATIONS MANAGERS; PROVINCIAL IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS AND ALL OTHERS
CONCERNED

S U B J E C T : AMENDMENTS TO MC # 033, S. 1986 RE-GRANT OF 13TH
MONTH PAY

Pursuant to the unnumbered Memorandum dated November 27, 1986 of Acting Executive Secretary Joker Arroyo authorizing the grant of a Christmas bonus for 1986 consisting of one (1) month basic salary and one (1) month allowance not exceeding the previous year's level, NIA employees including contractual personnel who rendered four (4) months service from January 1, 1986 to October 31, 1986 inclusive of leave with pay, who, because they lack the NIA required residence, received their Christmas bonus on a pro-rata basis, shall have their 1986 Christmas bonus recomputed. As recomputed, four (4) months service as of October 31, 1986 (exclusive of leaves without pay) shall be equal to one full month basic salary as of October 1986.

They are entitled to a Christmas bonus applying the following formula :

One (1) month basic pay based on rate as of October 1986
Less : Christmas Bonus and 13th Month basic pay received in
1986
Equals : Adjustment under this Circular

Examples :

- 1.) An Engineer B with a basic pay of P 1,624.70/mo. or P 54.15/day who entered the NIA service on July 1, 1986

Computation :

One (1) month Basic pay as of October 1986P 1,624.70

Less : Christmas BonusP 273.75

& 13th Month basic pay
received in 1986..... 547.50

821.25

Adjustment under this Memorandum P 803.45

Hence, applying the formula, he is entitled to P 803.45 adjustment under this Circular.

- 2.) A contractual personnel with a monthly remuneration of P 4,000.00 (exclusive of allowances) who entered into a contract with the NIA on July 1, 1986 :

Computation :

One (1) month basic pay based on remuneration (exclusive of allowances) as of October 1986 P 4,000.00

Less : Christmas Bonus P 673.97


& 13th month pay received in 1986..... 1,347.94 2,021.91

Adjustment under this Circular P 1,978.09

Hence, applying the formula, he is entitled to P 1,978.09 adjustment under this Circular.

It is understood that only the basic pay/remuneration (exclusive of allowances) is being re-adjusted under this Circular considering that the Christmas bonus and 13th month pay consisting of allowances were given in full regardless of whether an employee has rendered the traditionally-prescribed one (1) whole year of NIA service (November 16, 1985 to November 15, 1986) or not. It is understood, further, that the basic pay/remuneration mentioned herein shall refer to the Department of Budget and Management/Civil Service Commission duly-approved rate as of the prescribed cut-off date, i.e., October 31, 1986.

For compliance.


FEDERICO N. ALDAY, JR.
Administrator

10 June 1987