



9/14/87

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

MC 37
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OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.:
CABLE
TELEX

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OUR REFERENCE:

MC No. 037s. 1987

September 17, 1987

TO : Regional Irrigation Manager; Operations Manager;
Provincial Irrigation Engineer; Irrigation Superintendent
and all others concerned

SUBJECT: Preparation of CY 1988 Current Operating
Budget of Field Offices

For a more effective allocation and control of NIA resources, participation of the different Regional Offices, Provincial Irrigation Offices, Irrigation Systems including UPRIIS and MARIIS in the preparation of the CY 1988 Current Operating Budget is hereby required.

Everybody is enjoined to submit a realistic budget, taking into consideration the level of attainable income and to limit expenditures to the minimum level without impairing normal operation.

Please accomplish the attached form and submit in (3) copies to the Assistant Administrator for Finance & Management thru the Office of the Assistant Administrator for Systems Operation and Equipment Management not later than November 6, 1987. Heads of responsibility centers may be required to justify their budgets in a manner to be determined later.

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FEDERICO N. ALDAY, JR.
Administrator

BUDGET PREPARATION FORM CY 1988
(Rounded To The Nearest Peso)

OFFICE: _____

P A R T I C U L A R S	CY 1988 BUDGET ESTIMATE
IRRIGATED AREA IN HAS. (For Irrigation Systems Only):	:
Dry Season _____	:
Wet Season _____	:
No. of Monthly Personnel per approved staffing pattern _____	:
No. of Monthly Positions Filled-Up _____	:
No. of Authorized Daily Personnel _____	:
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ESTIMATE OF INCOME:	:
Irrigation Fee Collection	: P _____
Equipment Rental	: _____
Pump Amortization	: _____
CIF Amortization	: _____
Others (Specify)	: _____
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TOTAL INCOME	: P _____
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ESTIMATE OF EXPENSES:	:
PERSONAL SERVICES:	:
1. Salaries	: P _____
2. Wages	: _____
3. Amelioration Allowance	: _____
4. COLA	: _____
5. Medical Allowance	: _____
6. EDSA	: _____
7. 13th Month Pay & Christmas Bonus	: _____
8. GSIS Insurance Premium	: _____
9. Pagibig Fund Contribution	: _____
10. Medicare	: _____
11. State Insurance	: _____
12. Contractual Services	: _____
13. Other Personal Services (Specify)	: _____
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SUB-TOTAL PERSONAL SERVICES	: P _____

P A R T I C U L A R S		CY 1988 BUDGET
		ESTIMATE
AMOUNT BROUGHT FORWARD (Personal Services)	:	P
II - MAINTENANCE AND OTHER OPERATING EXPENSES:	:	
14. Traveling Expenses	:	
15. Supplies & Materials	:	
16. Water Illumination & Power	:	
17. Gas and Oil for vehicles	:	
18. Power for Irrigation Pumps	:	
19. Communication Expenses	:	
20. Representation & Transportation Allowance	:	
21. Uniform Allowance	:	
22. Motorcycle Allowance	:	
23. Insurance & Registration - Buildings and Vehicles	:	
24. Collection/Viability Bonus	:	
25. Collection Expenses	:	
26. Irrigators' Share in ISF Collection	:	
27. Rehabilitation & Repair of Equipment	:	
SUB-TOTAL - MAINTENANCE & OTHER OPERATING EXPENSES	:	P
TOTAL EXPENSES	:	P
SURPLUS/(DEFICIT) (INCOMES LESS EXPENSES)	:	P

SUBMITTED BY:

Designation

1. Salaries - One year salary for Filled-Up positions only. Vacant Plantilla (Reorganized) positions which are intended to be filled-up during the year shall be considered as filled-up provided with a full year salary.
2. Wages - Actual wages of daily employees for 360 working days
3. Amelioration Allowance:

Salary of P1,500 per month & below = 10%

1,500 to 3,000 - P150 + 9% of excess over 1,500

3,000 above - P285 + 8% excess over 3,000
4. COLA = P550/mo. - For those with salary/wage of 1,500 or below
500/mo. - For those with salary/wage of 1,501 on above
5. Medical Allowance - P200/mo. per employee
6. EFSA - Retained EFSA if any
7. Thirteen Month Pay and 1/2 month Christmas Bonus

One & One-Half (1-1/2) month of items No. 1 to 6 above
8. GSIS Insurance & Retirement Premiums (Government Share) = 9-1/2% to salaries of permanent employees only.
9. Pagibig Fund Contribution - 2% of salary & COLA of permanent employees amount not to exceed P300/mo.
10. Medicare (Government Share) for monthly and daily employees:

<u>Salary/wages per month</u>	<u>Medicare</u>
350 - 499.99	- 5.35
500 - 699.99	- 7.50
700 - 899.99	- 10.00
900 - & above	- 12.50
11. State Insurance - Government Share for monthly and daily employees = 1% of salary/wage, COLA & Amelioration Allowance, but not to exceed P30 per employee, per month.
12. Contractual Services - Services of a personal nature contracted as a substitute for the use of government personnel. Example: Contracts for the Maintenance of Irrigation in lieu of utilizing regular ditchtenders.
13. Traveling Expenses - Refer to NIA MC NO. 001 s. 1987 for the up-dated rates.
14. Representation & Transportation Allowance - Refer to NIA MC NO. 034 s. 1986 and 003 s. 1987.
15. Uniform Allowance - P500 and P300 per year for Security Guards and Lady employees respectively.
16. Motorcycle Allowance - Refer to existing NIA MC's
17. Rehabilitation & Repair of Equipment - Includes repair of Office Equipment, motor vehicles and heavy construction equipment. Estimates for the repair of motor vehicles, and heavy construction equipment are to be supported with a repair program for the evaluation of the Equipment Management Department in the Central Office.

18. For purposes of limiting the budget to CURRENT OPERATIONS, expenses which directly benefit projects and which are therefore chargeable against project funds should be excluded in the estimates. Salaries and other benefits employees detailed in the office but are holding appointments under project plantilla are to be excluded.

19. For uniformity in the submission of the budget estimates, budget proposals of the division of the regional office and that of the Regional Manager and his Staff shall be consolidated into a Regional Office Budget. Budget proposals of irrigation systems and PIOs shall be submitted to the Regional Office for consolidation with the Regional Office Budget and submitted to the Central Office.