



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

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

TELEPHONE NOS.
CABLE
TELEX

97-6071 to 78
NIAPI
42802 NIA PM

OUR REFERENCE

MC # 016, s. 1988

MEMORANDUM CIRCULAR

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

National Irrigation Administration

SUBJECT : GRANT OF TEN PERCENT (10%) ACROSS-THE-BOARD SALARY INCREASE

Pursuant to NIA Board Resolution No. 5486-88 dated March 14, 1988, a ten percent (10%) across-the-board salary increase provided for under Section 2.2 of National Compensation Circular No. 51 dated January 20, 1988 is hereby granted to NIA personnel in accordance with the hereunder rules, regulations and guidelines.

1.0 Coverage

All NIA personnel whether regular, temporary, contractual, casual or emergency are covered by this Circular.

2.0 Effectivity

The herein authorized 10% across-the-board salary increase shall be effective January 1, 1988.

3.0 Definition

The actual basic salary of an employee for purposes of this Circular shall mean the basic salary/wage actually received as of December 31, 1987 as certified and authorized by the Department of Budget and Management (DBM) exclusive of incentive pay, transportation/representation and living allowances, bonus, honoraria and/or any other additional benefits.

4.0 Non-Itemized Positions

4.1 The compensation of contractual personnel shall be increased by ten percent (10%) only when the contract of employment/services has been duly approved under the Ministry of the Budget (now Department of Budget and Management)/Civil Service Commission Joint Circular No. 3, dated February 23, 1977.

4.2 The basis of the computation of the salary increase provided herein shall be the minimum of the salary grade allocation of the comparable class in the Sectoral Classification Plan, exclusive of the 20% premium pay. Thus, the ten percent (10%) salary increase of Supervising Irrigators' Association Officer (SG 16), Farmers' Organization Specialist (SG 15), and Irrigation Community Organizer (SG 11) shall be based on P 1,991.00, P 1,802.00 and P 1,211.00, respectively.

4.3 The adjustments in basic pay and amelioration allowance shall be effected thru a supplemental contract (please refer to Annex "A") approval of which is delegated to the Regional Manager. Two (2) copies to be furnished the Central Office, Attention: The Assistant Administrator for Administrative Services, for review purposes.

5.0 Amelioration Allowance/Cost of Living Allowance (COLA)

5.1 The Amelioration Allowance enjoyed by employees shall be adjusted accordingly as a result of the herein salary increase.

5.2 The COLA provided under MC # 056, s. 1987 shall be adjusted accordingly when an employee's salary exceeds P 1,375.00 per month applying the formula "40% of Basic Salary but not to exceed P 750.00".

6.0 Disqualifications

6.1 IEA employees who have resigned/separated or are on terminal leave as of December 31, 1987 are disqualified from the grant of the salary increase.

6.2 Consultants employed pursuant to loan agreements are not covered by this increase.

7.0 Contributions

The salary increase herein authorized is subject to GSIS retirement and Life Insurance premiums and Pag-IBIG deductions of a member beneficiary.

8.0 Notice of Salary Adjustment (NSA)

Officials authorized under MC # 12, s. 1984 to sign/approve Notices of Salary/Wage Adjustments are hereby directed to notify each employee entitled to salary/wage adjustment under this Circular through a Notice of Salary/Wage Adjustment in a prescribed form, enclosed as Annexes "B and C", hereof, subject to review by proper authorities. A copy of the NSA shall be furnished the GSIS, if the beneficiary is a member thereof.

9.0 Payment Procedures and Funding

9.1 Payment shall be subject to the availability of funds and to the usual accounting and auditing rules and regulations.

9.2 The across-the-board salary/wage increase of those occupying positions authorized in the Regular Plantilla of Personnel shall be charged against the Current Operating Budget. The increase for project employees as well as contractual personnel shall be charged against their respective project funds and may only be given if funds are available for the purpose.

10.0 Responsibility of the Chiefs of Offices and Recipient Employee/
Official

The Chiefs of MIA office concerned shall be held personally liable for any payment not in accordance with provisions of this Circular without prejudice, however, to the refund of any excess payments by the employee concerned.

11.0 Saving Clause

Cases not covered by the provisions of this Circular shall be referred to the Administrator, Attention : Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.


FEDERICO N. ALDAY, JR.
Administrator

Encls. : a/s

21 March 1988

SUPPLEMENTAL CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENT :

This SUPPLEMENTAL CONTRACT entered into in _____
 _____, Philippines by and between :

The NATIONAL IRRIGATION ADMINISTRATION, herein after referred to as
 the NIA, a government controlled corporation, duly organized under R.A.
 3601 as amended by P.D. 552, with office address at Quezon City, Philippines,
 represented by _____

in behalf of the Administrator,

- and -

_____, herein after referred to as _____
 _____, Filipino citizen, single/married of
 legal age and residing at _____

hereby agree that the total remuneration of the latter is hereby adjusted
 as follows :

Monthly Total Remuneration as of December 31, 1987

(With a Monthly Basic Salary of ₱ _____) ₱/

Add : Adjustment pursuant to Section 2.2 of

National Compensation Circular No. 51

dated January 20, 1988

(10 % of Basic Salary)

Adjusted Monthly Remuneration effective January 1, 1988.

(Gross Pay)

IN WITNESS WHEREOF, the parties hereto have unto set their hand
 _____, Philippines, on _____, 19 _____

NATIONAL IRRIGATION ADMINISTRATION
 (N I A)

Designation
 (ICD, FCS or SIAO)

BY :

IRRIGATION SUPERINTENDENT/
 PROVINCIAL IRRIGATION ENGINEER

Signature

WITNESSES :

APPROVED/DISAPPROVED:

REGIONAL MANAGER

100-443887-100

NOTICE OF SALARY ADJUSTMENT

Mr./Ms. _____

Basic Annual Salary as of
December 31, 1987 P _____

Add : Salary Increase _____

Adjusted Salary Effective
January 1, 1988 P _____

Very truly yours,
For the Administrator :

- The Corporate Auditor
- The Manager, Controllorship Department, NIA
- The Manager, Personnel and Records Management Department, NIA
- The General Manager, SSIS
- The Director, CPCB

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

NOTICE OF WAGE ADJUSTMENT

Date _____

Pursuant to Section 2.2 of National Compensation Circular No. 51 dated January 20, 1988, the respective wages of the daily paid employees listed hereunder have been adjusted effective January 1, 1988.

NAME	DESIGNATION	S : Actual Basic G : Rate per day as of 12-31-87	Adjusted daily rate as of 1-1-88
------	-------------	--	--

By Authority of the Administrator:

Copy furnished:

The Corporate Auditor
The Manager, Controllershship Department, NIA
The Manager, Personnel & Records Mgt. Dept., NIA