

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

MC # 023, s. 1983

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS;
HEADS OF DEPARTMENTS AND STAFFS; NATIONAL IRRIGATION
MANAGERS; OPERATIONS MANAGERS, PROVINCIAL IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS AND ALL OTHERS
CONCERNED

National Irrigation Administration

SUBJECT : GRANT OF ONE HALF (1/2) MONTH ADVANCE CHRISTMAS BONUS

1.0 Purpose

Pursuant to Board Resolution No. 5507-83 dated May 25, 1983 the grant of a Christmas bonus equivalent to basic rate and allowances is hereby given in advance to coincide with the opening of the school year and to help employees meet other economic needs and social obligations subject to the rules, procedures and guidelines of this Circular.

2.0 Coverage

- 2.1 NIA monthly and daily employees in the service as of May 15, 1983 are entitled to the advance Christmas Bonus.
- 2.2 Heirs of employees who passed away prior to the grant of this advance Christmas bonus shall be entitled to same in proportion to the service rendered during the period under review subject to item 3.0 hereof.
- 2.3 Contractual personnel directly hired by the NIA (excluding consultants employed pursuant to loan agreements) are entitled to the advance Christmas bonus based on their total contract remuneration authorized for the month of May 1983 excluding allowances for transportation, representation, board, lodging and/or per diems subject to item 3.1 hereof.
- 2.4 NIA auditing personnel who have been actually assigned to the NIA for at least four (4) months as of May 15, 1983 are entitled to the one-half (1/2) month Christmas bonus consisting of the following:
 - 2.4.1 One-half (1/2) month basic pay pursuant to item 3.1 hereof,
 - 2.4.2 One-half (1/2) month food subsidy authorized for the month of May 1983,

2.4.3 One-half (1/2) month COLA authorized for the month of May 1983;

2.4.4 One-half (1/2) month MSA, if any, authorized for the month of May 1983.

3.0 Computation

The period under review shall be reckoned from November 16, 1987 to May 15, 1988 covering a six-month period or one-hundred eighty two (182) calendar days.

3.1 Basic Pay.

3.1.1 An employee who has rendered at least four (4) months of service in the MIA as of May 15, 1988 shall receive one-half (1/2) month pay as advance Christmas bonus based on the authorized rate as of May 15, 1988.

3.1.2 An employee who has rendered less than four (4) months MIA service as of May 15, 1988 is entitled to the advance Christmas bonus on a pro-rata basis applying the following formula :

$$\frac{\text{No. of Calendar Days Served}}{\text{(Excluding Vacation Leaves w/o. Pay)}} \times \frac{\text{Monthly Rate/}}{182} = \frac{\text{Daily Rate}}{\text{Daily Rate}} \times 30 \text{ days}$$

Example :

A Clerk B with a basic pay of P 666.00/month or P 22.20/day who entered the MIA service on March 1, 1988 or a total of 76 calendar days incurred an aggregate total of three (3) days vacation leaves without pay during the period under review.

Computation :

$$\begin{array}{lcl} \text{Monthly} & & \text{Daily} \\ \dots \frac{76-3}{182} \dots \times (P 666.00 \div 12) = P 133.56 & \dots & \frac{76-3}{182} \times (P 22.20 \times 30) \\ & & \div 2 = P 133.56 \end{array}$$

Hence, applying the formula, he is entitled to P 133.56 advance Christmas bonus.

3.2 Amelioration Allowance

The grant of one-half (1/2) month AA (Advance Christmas bonus) for monthly employees shall be based on their authorized monthly basic salary as of May 1988.

For daily employees, the allowance shall be equivalent to 10% of their authorized daily rate as of May 1988 multiplied by 30 calendar days.

3.3 COLA/Medical allowance/Children's Allowance (if any)/Meal Subsidy/EFSA (if any)

A one-half month COLA, Medical Allowance, Children's Allowance (if any), Meal Subsidy and EFSA (if any) an employee is entitled to for the month of May 1988 is like wise authorized as part of the advance Christmas bonus.

4.0 Other Implementing Guidelines

Employees who do not meet the four (4) months residence requirements shall be given their bonus on a pro-rata basis applying the formula under section 3.1.1 hereof.

5.0 Disqualifications

The following are not entitled to the advance Christmas bonus :

5.1 An employee who served or is serving administrative/criminal penalty during the period from November 16, 1987 to May 15, 1988, except those penalties carrying fines/suspension of salary for less than one (1) week.

5.2 An employee separated from the NIA effective May 15, 1988 or earlier due to voluntary resignation/phase-out including those on terminal leave during the said period.

6.0 Funding

The bonus pay of those occupying positions authorized in the regular plantilla of personnel shall be charged against the current operating budget for 1988. Those whose positions are authorized under Project Floating Plantilla shall be charged against their respective project funds.

7.0 Responsibility of Implementing Officials

Chiefs of offices/projects shall be held responsible for any grant of the advance Christmas bonus which is not in accordance with this Circular without prejudice, however, to the refund of any excess payments by the employees concerned. Payrolls covering the mid-year pay of Central Office personnel shall be coursed thru the Assistant Administrator for Administrative Services.

8.0 Saving Clause

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

The grant of bonus herein provided for may be effected third week of May 1988, subject to availability of funds as certified by the Manager, Controllorship Department.

Compliance herewith is enjoined.

(SGD.) FEDERICO N. ALDAY, JR.
Administrator

25 May 1988