

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

MC # 047, s. 1988

MEMORANDUM CIRCULAR

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

SUBJECT : SUPPLEMENTAL PROVISIONS TO MC # 046, s. 1988

As a supplement to Memorandum Circular No. 046, s. 1988, COA personnel assigned to the NIA as of October 31, 1988 are entitled to the 13th month pay package consisting of the following :

- 1.) one (1) month basic pay, and
- 2.) one (1) month allowances, namely :
 - a.) Cost of Living Allowance equivalent to 40% of basic pay but not exceeding P 750.00;
 - b.) Amelioration Allowance - 10% of basic pay;
 - c.) Children's allowance of P 30.00 per dependent-minor child but not to exceed four (4) children;
 - d.) EFSa, if any
 - e.) Meal Allowance of P 3.00/working day.

The computation of this 13th month pay shall be as follows :

1. For COA personnel who have been actually assigned to the NIA for at least four (4) months as of October 31, 1988.

a.) Basic Pay

A one (1) month basic pay is hereby authorized based on the actual rate as of October 31, 1988.

b.) Amelioration Allowance

The grant of one (1) month AA for NIA-COA monthly personnel shall be based on their authorized monthly basic salary as of October 1988.

c.) COLA/Children's Allowance, Meal Subsidy and EFSa, if any

A one (1) month COLA, Children's Allowance, Meal Subsidy and EFSa, if any, is likewise granted as part of the 13th month pay based on the authorized rates as of October 1988.

2. COA personnel, on the other hand, who have been actually assigned to the NIA for less than four (4) months as of October 31, 1988 are entitled to the 13th month pay on a pro-rata basis applying the following formula :

$$\frac{\text{No. of Cal. Days Served (Excl. Vac. leaves w/o. Pay)}}{123 \text{ days (July 1 to Oct. 31, 1988)}} \times \text{Total Autho. Mo. Gross Pay Allowable (Basic Pay + Allow. cited=13th above) month pay}$$

Example : A Senior Clerk with a basic pay of P 1,623.00/month who was assigned to the NIA on August 3, 1988 or a total of eighty-five (85) calendar days incurred an aggregate total of eight (8) days vacation leaves without pay during the period under review:

Computation :

$$\frac{77}{123} \times P 2,527.50 = \underline{\underline{P 1,582.25}}$$

Based on the above computation, this Sr. Clerk is entitled to P 1,582.25 as 13th month pay.

*Breakdown :

Basic Pay	-	P 1,623.00
A. A.	-	162.30
COLA	-	649.20
Children's (variable)	-	30.00
Meal subsidy	-	63.00
		<u>P 2,527.50</u>

3. Likewise, COA personnel who have been actually assigned to the NIA for at least four (4) months during the current CY but were already rotated/re-shuffled to another government office as of the prescribed cut-off date of October 31, 1988 are entitled to the 13th month pay herein authorized subject to item 1 of computation hereof.

The grant of this 13th month pay shall be subject to presentation of certification that these NIA-COA personnel are not recipients of any 13th month pay or Christmas bonus for the current CY from their mother office and/or from another office of assignment.

Saving Clause

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

The grant of 13th month pay equivalent to one (1) month salary and allowances herein authorized may be effected immediately subject to availability of funds as certified by the Assistant Administrator for Finance and Management.

Compliance hereon is enjoined.

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

07 December 1988