

Republika ng Pilipinas
PAMBANSANG PAGGASTAAN NG PAGTUBIG
(National Irrigation Administration)
Lungsod Quezon

MC # 048, 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 : GRANT OF ADDITIONAL ALLOWABLE ALLOWANCES TO CONTRACTUAL PERSONNEL

Pursuant to Memorandum Order (MO) No. 177, s. 1988 and Corporate Budget Circular (CBC) No. 15, s. 1988 and as further approved and confirmed by the Department of Budget and Management in its letter dated 14 October 1988, grant of additional allowances to NIA contractual personnel as noted by the Board of Directors in its meeting on November 28, 1988, shall be effected subject to the following guidelines:

1.0 Coverage

All NIA contractual personnel in the service as of July 1987 or thereafter are covered by this circular.

2.0 Effectivity Date

The herein authorized additional allowances takes effect on July 1, 1987.

3.0 Allowances and Computations

3.1 Meal subsidy (MS) of P 3.00 per regular working day (exclusive of Saturdays, Sundays and Legal Holidays) per official/employees shall likewise be authorized.

3.2 Parent employees whose children are not more than 21 years of age, unmarried and not gainfully employed are qualified for this allowance subject to the presentation of a birth certificate or any other acceptable secondary documents; the total number of qualified dependent-minor children shall not exceed four (4).

3.2.1

3.2.1 If both husband and wife are employed in the NIA, only one of them shall claim the allowance.

3.3 COLA equivalent to 40% of basic pay but not exceeding P750.00 per month.

It is understood that the adjusted COLA of contractual personnel whose monthly basic salary is above P1,875.00 shall be pegged only at the allowable maximum level of P750.00 per month.

3.4 The Amelioration Allowance (AA) presently enjoyed by contractual personnel on a graduated scheme implemented under Memorandum Circular No. 70, s. 1980 shall henceforth be equivalent to 10% of the contractual personnel's basic monthly pay as mandated under letter of Implementation No. 97, s. 1979.

4.0 Payment Procedures and Funding

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

4.2 The herein authorized allowances for contractual employees shall be a proper charge against the project funds to which their remunerations are being charged and may only be given if funds are available for the purpose.

5.0 Responsibility/Liability of Chiefs of Office

Chiefs of Office concerned shall be responsible for the implementation of this circular in their respective areas of jurisdiction and shall be held liable for any deviation from the provisions, hereof, without prejudice, however, to the refund of any excess payments by employees concerned.

6.0 Incorporation into the 13th month pay for 1987

These additional allowance shall be incorporated into the 13th month pay for 1987 implemented under MC # 50, s. 1987.

7.0 Saving Clause

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

8.0 Provisions of existing memorandum circulars inconsistent herewith are hereby repealed/modified accordingly.

For Compliance.

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

13 November 1988