

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

MC # 049 s. 1988

MEMORANDUM CIRCULAR

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

National Irrigation Administration

SUBJECT : GRANT OF ADDITIONAL COST OF LIVING ALLOWANCE (COLA)

Pursuant to Board Resolution No. 5533-88 implementing partially item no. 2.3 of National Compensation Circular No. 52 dated January 27, 1988, an additional COLA Of P 100.00/month is hereby granted to NIA officials and employees effective October 1988.

1.0 Coverage

Employees in the active service as of October 1988 or thereafter, whether regular, temporary contractual, casual or emergency are covered by this circular.

2.0 Payment Procedures

It is understood that the existing rule on the computation of COLA of employees who incur leaves of absence without pay shall continue to be in force

3.0 Disqualifications

The following are disqualified from the grant of this additional Cost of Living Allowance:

1. An employee under suspension from Office covering any period between October 1, 1988 and thereafter, for the duration of his suspension.
2. An employee on vacation/sick leave without pay covering any period between October 1, 1988 and thereafter, for the duration of the leave without pay.
3. An employee separated from the NIA as of September 30, 1988 including those already on terminal leave on such a date.

4.0 Funding

Funds to cover the additional COLA of regular employees and project/contractual personnel shall be charged against the Current Operating Budget and project funds, respectively.

5.0 Saving Clause

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

Please be guided accordingly.

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

13 December 1988