

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

MC # 20 s. 1989

MEMORANDUM CIRCULAR

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

National Irrigation Administration

SUBJECT : GRANT OF ONE-HALF (1/2) MONTH MID-YEAR BONUS

1.0 Purpose

Pursuant to the Board Resolution No. 5663-89 dated May 8, 1989 the grant of a mid-year 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 the Circular.

2.0 Coverage

- 2.1 NIA monthly and daily employees in the service as of May 15, 1989 are entitled to the mid-year bonus.
- 2.2 Heirs of employees who passed away prior to the grant of this mid-year bonus shall be entitled to same in proportion to the services 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 mid-year bonus based on their total contract remuneration authorized for the month of May 1989 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 1, 1989 are entitled to 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 1989

2.4.3 One-half (1/2) month COLA authorized for the month of May 1989

2.4.4 One-half (1/2) month EFSA, if any, authorized for the month of May 1989

3.0 Computation

3.1 For employees who have rendered at least four (4) months NIA service as of May 15, 1989.

3.1.1 Basic Pay

A one-half (1/2) month basic pay is hereby authorized based on the actual rate as of May 15, 1989.

The computation of the monthly pay of daily-wage employees shall be their daily wage as of May 15, 1989 multiplied by thirty (30) days.

3.1.2 Amelioration Allowance

The grant of one-half (1/2) month AA (mid-year bonus) for monthly employees shall be based on their authorized monthly basic salary as of May 1989.

For daily employees, the allowance shall be equivalent to 10% of their daily rate as of May 1989 multiplied by 30 calendar days.

3.1.3 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 for the month of May 1989 is likewise authorized as part of the mid-year bonus.

3.2 Employees on the other hand, who have rendered less than four (4) months NIA service as of May 15, 1989 are entitled to the mid-year bonus on a pro-rata basis applying the following formula:

No. of Calendar Days Served (Excl'ng. Vac. Leaves W/out Pay)	Total Autho. Mc. Gross Pay Allow. (Basic Pay + Allow. cited above)
120 days (Jan. 16 to May 15, 1989)	2

= Mid-Year Bonus

Example:

A Clerk B with a basic pay of P666.00/month or P22.00/day who entered the NIA service on February 16, 1989 or a total of 89 calendar days incurred an aggregate total of five (5) days vacation leave without pay during the period under review:

Computation:

$$\frac{89-5}{120} \times (P1,678.60 \div 2) = P587.51$$

Based on the above computation, this Clerk B is entitled to P587.51 as mid-year bonus.

\*Breakdown:

Basic Pay	- P 666.00
A.A.	- 66.60
COLA	- 650.00
Children's (variable)	- 30.00
Meal Subsidy	- 66.00
Medical	- 200.00
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Total	- P1,678.60
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4.0 Disqualification

The following are not entitled to the mid-year bonus:

- 4.1 An employee who served or is serving administrative/criminal penalty during the period from January 16 to May 15, 1989 except those penalties carrying fines/suspensions of salary for less than one (1) week.
- 4.2 An employee separated from the NIA effective May 15, 1989 or earlier due to voluntary resignation/phase-out including those on terminal leave during the said period.

5.0 Funding

The bonus of those occupying positions authorized in the regular plantilla of personnel shall be charged against the current operating budget for 1989. Those whose positions are authorized under Project Floating Plantilla shall be charged against their respective project funds.

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

7.0 Saving Clause  
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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 1989, subject to availability of funds as certified by the Manager, Controllershship Department.

Compliance herewith is enjoined.

  
FEDERICO N. ALDAY, JR.  
Administrator

-----<sup>17</sup>----- May 1989