

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

MC No. 29 s. 1989

July 12, 1989

TO : The Regional Irrigation Managers; Operation Managers;
Provincial Irrigation Engineers; Irrigation Superintendents
and all others concerned.

SUBJECT : Preparation of CY 1990 Current Operating Budget of
Field Offices.

This Memo Circular prescribes the revised form for the preparation
of the CY 1990 Current Operating Budget.

For guidelines in accomplishing the budget forms, please refer to MC No.
037 s. 1987

Additions to the above-mentioned circular are the following:

1. Meal Allowance of P3.00 per regular working day worked per
MC. No. 056 s. 1987.
2. Children's Allowance of P30.00 per qualified dependent per
month, authorized under MC. No. 056 s. 1987.
3. ANNEX A - to be submitted with the budget forms to update
the central office Budget Division's computerized records
for personal services requirement.

Two (2) copies of duly accomplished budget forms are to be submitted
to the Assistant Administrator for Finance and Management, copy
furnished: Assistant Administrator for Systems Operation and Equipment
Management not later than August 15, 1989.


JOSE B. DEL ROSARIO, JR.
Administrator

Date: 7/20/89

NATIONAL IRRIGATION ADMINISTRATION
BUDGET PREPARATION FORM CY 1990
(Rounded to the nearest peso)

OFFICE: _____

PARTICULARS	CY 1988 ACTUAL	CY 1989 ACTUAL	CY 1990 ESTIMATE
IRRIGATED AREA IN HAS. (for Irrigation Systems Only)			
Dry Season.	_____	_____	_____
Wet Season.	_____	_____	_____
No. of monthly personnel per approved Staffing Pattern.	_____	_____	_____
No. of Monthly Positions filled-up.	_____	_____	_____
No. of Authorized Daily Personnel .	_____	_____	_____

ESTIMATED INCOME:

Irrigation Fee Collection	_____	_____	_____
Equipment Rental.	_____	_____	_____
Pump Amortization	_____	_____	_____
CIP Amortization.	_____	_____	_____
Others (Specify).	_____	_____	_____
TOTAL INCOME	P _____	P _____	P _____

ESTIMATE OF EXPENSES:

I. PERSONAL SERVICES

1. Salaries.	P _____	P _____	P _____
2. Wages (360 working days per employee)	_____	_____	_____
3. E F S A (retained EFSA if any).	_____	_____	_____
4. Amelioration Allowance (10%).	_____	_____	_____
5. COLA (P650, 40% of Salary, or P850/mo. which ever is applicable)	_____	_____	_____
6. Medical Allowance (P200/mo.).	_____	_____	_____
7. Meal Allowance (P3.00 per employee for 264 days).	_____	_____	_____
8. Children's Allowance (P30/mo. per qualified dependent, but not to exceed 4 dependents) .	_____	_____	_____
9. 13th Month Pay & Christmas Bonus (1.5% of Nos. 1 to 8 above).	_____	_____	_____
10. Medicare (P5.35, 7.50, 10.00 or 12.50/mo. which ever is applicable)	_____	_____	_____
SUB-TOTAL: PERSONAL SERVICES.	P _____	P _____	P _____

P A R T I C U L A R S		CY 1988 ACTUAL	CY 1989 ACTUAL	CY 1990 ESTIMATE
AMOUNT BROUGHT FORWARD (Personal Services)		P _____	P _____	P _____
11. State Insurance (1% of Salary/Wage + amelioration + COLA but not to exceed P30.00/mo.)		_____	_____	_____
12. Pag-ibig (2% of Salary & COLA but not to exceed P100 per month).		_____	_____	_____
13. GSIS (Gov't. Share) Premiums (9.5% of Salary).		_____	_____	_____
14. Contractual Services.		_____	_____	_____
15. Other Personal Services (Specify)		_____	_____	_____
II. MAINTENANCE AND OTHER OPERATING EXPENSES:				
16. Travelling Expenses		_____	_____	_____
17. Supplies & Materials.		_____	_____	_____
18. Water Illumination & Power.		_____	_____	_____
19. Gas & Oil for Vehicles.		_____	_____	_____
20. Power for Irrigation Pump		_____	_____	_____
21. Communication Expenses.		_____	_____	_____
22. Representation & Transportation Allowance		_____	_____	_____
23. Uniform Allowance		_____	_____	_____
24. Motorcycle Allowance.		_____	_____	_____
25. Insurance & Registration Building & Vehicles		_____	_____	_____
26. Collection/Viability Bonus.		_____	_____	_____
27. Collection Expenses		_____	_____	_____
28. Irrigation Share in ISF Collection.		_____	_____	_____
29. Rehabilitation & Repair of Equipment		_____	_____	_____
SUB-TOTAL: MAINTENANCE & OTHER OPERATING EXPENSES.		_____	_____	_____
TOTAL EXPENSES	P	=====	P =====	P =====
SURPLUS/(DEFICIT) (INCOME LESS EXPENSES)	P	=====	P =====	P =====

SUBMITTED BY :

Designation