

PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
Tanggapan ng Tagapangasiwa
Lungsod ng Quezon

Tel. Nos. 97-60-71 to 78

Cable Address: NIAPHIL

MC # 83 , s. 1989

MEMORANDUM CIRCULAR

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

National Irrigation Administration

SUBJECT: Grant of Fifteen Per Cent (15%) Adjustment in
Salaries/Wages in Advance of Salary Standardization.

A fifteen per cent (15%) adjustment in salaries/wages of NIA employees has been approved under Board Resolution No. 5629-89 dated December 18, 1989 as partial implementation of R. A. No. 6788 prescribing a revised compensation and position classification system in the government, including government-owned and/or controlled corporations. This measure is being adopted due to the expected delay in the implementation of the salary standardization by government corporations.

Pursuant thereto, you are hereby directed to adjust the actual basic salaries/wages of employees as of June 30, 1989 by fifteen per cent (15%) in accordance with the hereunder rules and regulations.

1.0 Coverage

All NIA personnel whether permanent, temporary, contractual, casual or emergency in the active service as of June 30, 1989 are covered by this Circular.

2.0 Effectivity

The herein authorized 15% salary/wage adjustment shall be effective July 1, 1989.

3.0 Definition

3.1 The actual basic salary/wage of an employee for purposes of this Circular shall mean the basic salary/wage actually received as of June 30, 1989 exclusive of cost of living, amelioration, meal, children's, medical, emergency allowances and/or any other additional benefits.

- 3.2 The herein authorized 15% salary/wage adjustment shall be deemed part of the salary/wage adjustment that shall be received by an employee as a result of the full implementation of the salary standardization. If the total salary/wage adjustment that shall be received by an employee upon implementation of same is less than the amount that he/she is entitled to under this Circular, he/she shall refund the difference within a period of three (3) months upon receipt of a Notice of Salary Readjustment/Refund.

4.0 Effect on Amelioration/Cost of Living Allowances

- 4.1 The Amelioration Allowance being enjoyed by employees shall be adjusted accordingly as a result of the herein salary adjustment.
- 4.2 The COLA provided under MC No. 056, s. 1987 shall be adjusted accordingly when an employee's salary as adjusted under this Circular exceeds P1,375.00 per month applying the formula "40% of basic salary but not to exceed P750.00". This adjustment in COLA, however, is exclusive of the additional P100.00 monthly COLA granted to NIA employees pursuant to MC No. 049, s. 1988.

5.0 Disqualifications

- 5.1 An employee under suspension from Office covering any period between July 1, 1989 and thereafter, for the duration of his suspension.
- 5.2 An employee on vacation/sick leave without pay covering any period between July 1, 1989 and thereafter, for the duration of the leave without pay.
- 5.3 An employee separated from the NIA as of June 30, 1989 including those on terminal leave on such a date.

6.0 Notices of Salary/Wage Adjustment (NSA/NWA)

Officials authorized under MC No. 12, s.1984 to sign/approve Notices of Salary/Wage Adjustments are hereby directed to notify each employee entitled to a salary/wage adjustment under this Circular through a Notice of Salary/Wage Adjustment in a prescribed form, attached as Annexes "A" and "B", hereof, subject to review by proper authorities.

7.0 Payment Procedures and Funding

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

- 7.2 The fifteen per cent (15%) salary/wage adjustment of those occupying positions authorized in the Regular Plantilla of Personnel shall be charged against the Current Operating Budget for 1989. The adjustment for project employees as well as contractual personnel shall be charged against their respective project funds and may only be given if funds are available for the purpose.

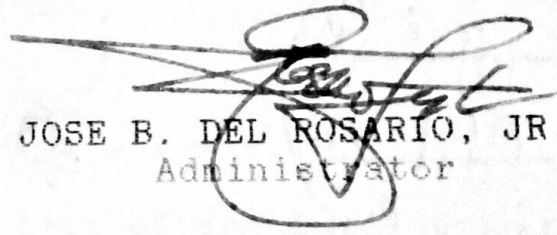
8.0 Responsibility of the Chiefs of Offices and Recipient Employee/Official

The Chiefs of NIA Office concerned shall be held personally liable for any payment not in accordance with provisions of this Circular without prejudice, however, to the refund of any excess payments by the employee/official concerned.

9.0 Saving Clause

Cases not covered by the provisions of this Circular shall be referred to the Administrator, Attention: Officer-in-Charge, Office of the Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.



JOSE B. DEL ROSARIO, JR.
Administrator

Encls. : a/s

20 December 1989

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

NOTICE OF SALARY ADJUSTMENT

Date

Mr./Ms. _____

Sir/Madam:

Pursuant to NIA Board Resolution No. 5829-89 dated December 18, 1989, your salary is hereby adjusted effective July 1, 1989 as follows:

Basic Annual Salary as of	
June 30, 1989	P _____
Add: 15% increase in salary in advance	
of Salary Standardization	_____
Adjusted Annual Salary Effective	
July 1, 1989	P _____

This salary adjustment shall form part of the total standardized salary as prescribed under Corporate Compensation Circular No. 10, s. 1989 implementing the Salary Standardization Law otherwise known as RA 6758 subject to readjustment/refund if found not in order.

Very truly yours,
For the Administrator:

Dept./Regional/Operations/
Project Manager

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

NOTICE OF WAGE ADJUSTMENT

 Date

Pursuant to NIA Board Resolution No. 5829-89, s. 1989, dated December 18, 1989, the respective wages of the daily paid employees listed hereunder have been adjusted effective July 1, 1989.

NAME	:	DESIGNATION	:	S : ACTUAL BASIC : RATE PER DAY AS G : OF JUNE 30, 1989	: ADJUSTED : DAILY RATE AS : OF JULY 1, 1989
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This wage adjustment shall form part of the total standardized rate as prescribed under Corporate Compensation Circular No. 10, s. 1989 implementing the Salary Standardization Law otherwise known as RA 6758 subject to readjustment/refund if found not in order.

By Authority of the Administrator:

MC # 83, s. 1989

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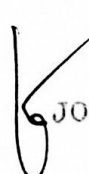
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 JOSE B. DEL ROSARIO, JR.
Administrator

Encls. : a/s

20 December 1989

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

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Very truly yours,
For the Administrator:

Dept./Regional/Operations/
Project Manager

Republika ng Pilipinas
PANGKALANG PANGKALANG NG DATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

NOTICE OF WAGE ADJUSTMENT

Date

Pursuant to NIA Board Resolution No. 5829-89, s. 1989, dated December 18, 1989, the respective wages of the daily paid employees listed hereunder have been adjusted effective July 1, 1989.

N A M E	:	DESIGNATION	:	S : ACTUAL BASIC : RATE PER DAY AS : OF JUNE 30, 1989	:	ADJUSTED DAILY RATE AS OF JULY 1, 1989
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This wage adjustment shall form part of the total standardized rate as prescribed under Corporate Compensation Circular No. 10, s. 1989 implementing the Salary Standardization Law otherwise known as RA 6758 subject to readjustment/refund if found not in order.

By Authority of the Administrator:
