

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

MC # 17, s. 1992

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 PRODUCTIVITY INCENTIVE BENEFITS (PIB)  
FOR CALENDAR YEAR 1991

Pursuant to NIA Board Resolution No. 6149-92 dated February 24, 1992, Productivity Incentive Benefits as authorized under Administrative Order No. 268 dated February 21, 1992 are hereby granted to NIA officials and employees in accordance with the following rules, regulations and guidelines:

1.0 COVERAGE

This circular covers all officials and employees on full-time basis whether permanent, temporary or casual including contractual employees with employment in the nature of a regular employee, who have rendered at least one (1) year of government service as of 31 December 1991.

2.0 AMOUNT

The PIB shall be in a maximum amount equivalent to thirty percent (30%) of an employee's one (1) month basic salary but in no case shall such amount be less than two thousand pesos (P2,000.00).

3.0 COMPUTATION

The computation of the PIB shall be based on the actual basic monthly salary/daily wage/contractual rate of the employees as of December 31, 1991 exclusive of allowances and other forms of compensation usually paid in addition to the basic salary.

The computation of the monthly pay of daily-wage employees shall be their wage as of December 31, 1991 multiplied by twenty-two (22) days.

4.0 MODE OF PAYMENT

In view of the limited cash position of the Agency, the PIB shall be given in two (2) installments: one-half (1/2) of the PIB due on employee shall first be given in March of this year and the remaining one-half (1/2) shall be given in May, 1992.

## 5.0 EXEMPTIONS

- 5.1 An official or employee under preventive suspension without pay is not entitled to the PIB. However, he shall be entitled to same upon return to duty.
- 5.2 An official or employee who is absent without official leave (AWOL) as of December 31, 1991 shall not be entitled to the PIB.
- 5.3 An official or employee who rendered one (1) year service as of December 31, 1991 but is no longer in the service as of said date due to retirement/resignation/separation or for whatever other reasons shall not be entitled to the PIB.
- 5.4 Officials, employees and other personnel employed on a part-time basis are not entitled to the PIB.

## 6.0 OTHER IMPLEMENTING RULES

- 6.1 The PIB herein authorized shall be granted only for Calendar Year 1991.
- 6.2 The PIB of an employee who transferred from one agency to another whose total service in the government, whether national, local, in State Colleges/Universities or government-owned or controlled corporations/government financial institutions, as of 31 December 1991 shall be paid by his new Office.
- 6.3 The PIB shall not be subject to withholding tax, GSIS, Medicare and other similar deductions.
- 6.4 All payments made pursuant to this Circular shall be subject to the usual accounting and auditing rules and regulations.

## 7.0 FUNDING

The amount necessary for the purpose of implementing this Circular shall be sourced from savings in the Calendar Year 1992 budget.

Funds to cover those whose salaries/wages are charged against the Current Operating Budget for 1991 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

## 8.0 REPORTING REQUIREMENTS

The Regional/Operation/Project Managers are required to submit their reports of compliance herewith attached as Annex "A" to Central Office, Attn.: The Manager, Controllorship Department within two (2) weeks from payment thereof who in turn will consolidate the said reports for submission to the Department of Budget and Management. The said reports shall be duly verified and certified by their respective Auditors-in-Charge.

9.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS

Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this Circular in their respective area of jurisdiction and shall be held liable for any deviation/s from the provisions hereof, without prejudice, however, to the refund of any excess payments by the employees concerned.

10.0 SAVING CLAUSE

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

Compliance hereon is enjoined.

(SGD.) JOSE B. DEL ROSARIO, JR.  
Administrator

27 February 1992

*J. B. Del Rosario*