

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

MC # 10, s, 1993

MEMORANDUM CIRCULAR

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

SUBJECT : GRANT OF CY 1992 PRODUCTIVITY INCENTIVE BENEFITS (PIB)

Pursuant to NIA Board Resolution No. 6238-93 dated February 11, 1993, the PIB authorized under Administrative Order No. 29 dated January 19, 1993 is 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 December 31, 1992.

2.0 AMOUNT

The PIB shall be in a maximum amount of One Thousand Pesos (P1,000.00) each recipient.

3.0 EXEMPTIONS

- 3.1 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.
- 3.2 An official or employee who is absent without official leave (AWOL) as of December 31, 1992 shall not be entitled to the PIB.
- 3.3 An official or employee who is no longer in the service on or before December 31, 1992 due to retirement/resignation/separation or for whatever other reasons shall not be entitled to the PIB.
- 3.4 Officials, employees and other personnel employed on a part-time basis are not entitled to the PIB.

#### 4.0 OTHER IMPLEMENTING RULES

- 4.1 The PIB herein authorized shall be granted only for Calendar Year 1992.
- 4.2 The PIB of an employee who transferred from one agency to another whether national, local, in State Colleges/Universities or government-owned or controlled corporations/government financial institutions, whose total service is equivalent to one (1) year in the government as of 31 December 1992 shall be paid by his new Office.
- 4.3 The PIB shall not be subject to withholding tax, GSIS, Medicare and other similar deductions.
- 4.4 All payments made pursuant to this Circular shall be subject to the usual accounting and auditing rules and regulations.

#### 5.0 FUNDING

The amount necessary for the purpose of implementing this Circular shall be sourced fully from the Calendar Year 1993 budget.

Funds to cover those whose salaries/wages are charged against the Current Operating Budget for 1993 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

#### 6.0 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.

#### 7.0 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.) APOLONIO V. BAUTISTA  
Administrator

22 February 1993