

Route for info

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

MC # 31, s. 1993

MEMORANDUM CIRCULAR

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

SUBJECT : GUIDELINES FOR THE ADVANCE PAYMENT OF ONE-HALF (1/2)
OF THE AMOUNT OF THE CHRISTMAS BONUS AND CASH GIFT
FOR CY 1993 UNDER R.A. NO. 6686 AS PRESCRIBED UNDER
ADMINISTRATIVE ORDER NO. 57 DATED JUNE 1, 1993

1.0 COVERAGE

- 1.1 NIA personnel whether under regular, temporary or casual status, and contractual personnel whose employment are in the nature of a regular employee, who have rendered at least a total of four (4) months of service including leaves of absence with pay from January 1 to May 15, 1993 and who are still in the service as of May 15, 1993 are entitled to the benefits herein authorized.
- 1.2 NIA personnel with pending cases, whether or not they are under preventive suspension, those on leave without pay and those absent without official leave (AWOL) shall not be entitled to the benefits herein authorized.

2.0 RULES AND REGULATIONS

- 2.1 The benefits herein authorized involve the advance payment of one-half (1/2) of the amount of the Christmas Bonus and Cash Gift for CY 1993 under R.A. No. 6686. Said benefits shall be deducted in full from the total amounts due the official/employee during the regular payment of the Christmas Bonus and Cash Gift for CY 1993.
- 2.2 Officials/employees who availed themselves of the benefits herein authorized and who resigned and/or are separated from the service for whatever cause before October 31, 1993 shall be required to refund the amounts received. For this purpose, the head of the office concerned and such other officials/employees who took part in the grant of subject benefits shall cause the deduction of the above advance payments from any benefits, including against the last salary, due the official/employee whose service ends before October 31, 1993.

retirees?

- 2.3 An official or employee who is on full-time or part-time detail with another government office/agency or special project shall receive his benefits under this Circular from his mother Agency. In the case of personnel paid from project funds, the benefits shall be drawn from the same source where he draws his salary. No one shall receive the benefits under this Circular from more than one source.
- 2.4 Officials and employees who are employed on a part-time basis are entitled to the benefits provided herein corresponding to the basic salary he is actually receiving and a pro-rata amount of the P1,000.00 Cash Gift. Those, who by the nature of their employment, are on part-time service with two (2) different agencies, where part-time service in one agency is equivalent to one-half day service, shall be entitled to claim payment for the corresponding service in each agency, provided that the total benefits shall not exceed the equivalent amount provided in this Circular.
- 2.5 The benefits under this Circular of an official/employee who has transferred from one agency to another shall be paid by his new Office.

3.0 FUNDING

Funds for the purpose of implementing this Circular for 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.

4.0 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.

5.0 AUTHORIZED DEDUCTIONS

The benefits herein authorized shall not be subject to GSIS, Pag-IBIG Fund premiums and income tax deductions. Appropriate deductions will be made when the remaining one-half (1/2) of the benefits for CY 1993 is granted on or after November 15, 1993.

6.0 CASES NOT COVERED

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

7.0 EFFECTIVITY

This Order shall take effect immediately.

(SGD.) DOMINGO T. BAUTISTA
Officer-In-Charge

10 June 1993