

EPR

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

MC # 39, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;  
HEADS OF DEPARTMENT 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 : GRANT OF ADDITIONAL COMPENSATION IN THE AMOUNT OF  
P500.00 PER MONTH.

Pursuant to NIA Board Resolution No. 6257-93 dated 28 May 1993, an additional compensation of P500.00 per month as authorized under Administrative Order No. 53 dated 17 May 1993 is hereby granted to qualified NIA personnel subject to the following guidelines:

1.0 COVERAGE

This Circular covers all personnel occupying positions allocated to Salary Grade 25 and below whether employed on a regular, casual, temporary or contractual basis; provided that in the case of contractual personnel they shall not be allowed the benefits herein authorized under their existing contract of employment at the time of the issuance of this Circular but only if their contract of employment will be renewed after the expiration of said employment contract.

2.0 AMOUNT/EFFECTIVITY:

The additional compensation herein authorized is P500.00 per month and takes effect on May 01, 1993.

3.0 RESTRICTIONS/DISQUALIFICATIONS:

- 3.1 An official or employee who was separated from the service, either thru retirement, voluntary resignation or for any other reason on April 30, 1993 or earlier is no longer entitled to the herein salary increment.

3.2 Officials, employees and other personnel employed on a part-time basis are not entitled to the herein additional compensation.

3.3 Consultants and others whose nature of employment is of the same nature as consultants are not entitled to the herein prescribed additional compensation.

4.0 OTHER IMPLEMENTING RULES:

4.1 The additional compensation partakes of an allowance, hence, this shall not be subject to withholding tax, GSIS, Medicare, PAG-IBIG Fund Premiums and other similar deductions.

4.2 All payments made pursuant to this Circular shall be subject to the usual accounting and auditing rules and regulations.

5.0 FUNDING SOURCE:

The amount necessary for the purpose of implementing this Circular shall be sourced fully from corporate funds.

Funds to cover those whose salaries/wages are charged against the Current Operating Budget 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 deviations 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 Asst. Administrator for Administrative Services.

Compliance hereon is enjoined.

(SGD.) APOLONIO V. BAUTISTA  
Administrator

4 August 1993