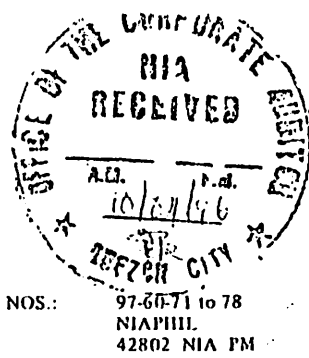


Republika ng Pilipinas

Hambansang Pangasiwaan ng Patubig

(NATIONAL IRRIGATION ADMINISTRATION)

Lungsod ng Quezon



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.:
CABLE
TELEX

97-6671 to 78
NIAPHIL
42802 NIA PM

OUR REFERENCE:

M.C. 27-A, s. 1996

TO: THE DEPUTY ADMINISTRATOR/ ASSISTANT ADMINISTRATORS/
DEPARTMENT/REGIONAL/OPERATIONS MANAGERS/IRRIGATION
SUPERINTENDENTS/PROVINCIAL IRRIGATION OFFICERS/and
all others concerned

SUBJECT: Supplemental M.C. ON THE RENDITION OF OVERTIME
SERVICES

Section 6.0 , paragraph 2 of Memorandum Circular #
27, s. 1996 states :

"It is understood that an employee who renders OT
must have rendered the full eight (8) hours work....."

This provision shall be construed to mean that
fifteen (15) minutes tardiness in a day for one who
will be rendering overtime after office hours shall be
reconsidered as having satisfied the full eight hours
mentioned in M.C. 27, s.1996. The total tardiness
and/or undertime allowed in a week if one renders
weekend overtime, should not exceed a total of one
and a half (1-1/2) hours. More than one (1) day
absence during week days , likewise, disqualifies an
employee from rendering overtime services for the
weekend.

Exemptions from the rule may be given to on-the-
spot overtime on a case-to-case basis such as
preparation of reports needed by World Bank Officials,
by the DBM , Congress etc, subject to the approval of
the proper authority.

Qualified employees under these clarificatory
guidelines who rendered overtime as of April 1, 1996
onwards may avail themselves of the new rate. On the
other hand , those who have not qualified and have
rendered OT may be paid at the old rate embodied under
NIA M.C.# 46,s. 1990 for services rendered but not
beyond September 30, 1996. Henceforth, all the
conditions cited under M.C. 27 and 27-A shall be
strictly adhered to.

Be guided accordingly.


RODOLFO C. UNDAN
Administrator

1996 October 2002