

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

MC # 03, s. 1997

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 OFFICERS;
IRRIGATION SUPERINTENDENTS; CORPORATE AUDITOR;
REGIONAL/PROJECT AUDITORS AND ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : GRANT OF PRODUCTIVITY INCENTIVE BENEFITS (PIB) FOR CY
1996

1. PURPOSE

The Productivity Incentive Benefits (PIB) authorized under Administrative Order No. 161 dated December 6, 1994 is hereby granted to qualified NIA officials and employees. The grant shall be in accordance with the following rules and regulations as prescribed for CY 1994 and years thereafter under National Compensation Circular Nos. 73 and 73-A dated December 27, 1994 and March 1, 1995, respectively and as duly noted under NIA Board Resolution No. 6666-97 dated January 22, 1997.

2. COVERAGE

2.1 This Circular covers all appointive officials and employees including casual/daily, temporary and contractual personnel whose employment is in the nature of regular personnel.

2.1.1 For this purpose, casual/daily, temporary and contractual personnel shall refer only to those whose positions have been approved by the Department of Budget and Management and whose hiring has been approved by the Civil Service Commission.

3. BASIS AND AMOUNT OF AWARD

- 3.1 The incentive pay shall be based on individual personnel productivity and performance as evaluated and determined by the heads of the respective offices in accordance with the policies and standards set by the Civil Service commission.
- 3.2 To be entitled to the PIB, officials/employees shall have at least satisfactory performance ratings for the two (2) semesters of CY 1996 and shall have contributed to the productivity of the office/agency as determined by the respective heads of offices.
- 3.3 The PIB shall be in a maximum amount of two thousand pesos (P2,000.00) each recipient. The reference of P2,000.00 per employee shall be for purposes only of determining the total cost of the incentive pay that will be utilized for the purpose and should not be construed to mean as prescribing an across-the-board grant of said incentive.

4. FUNDING SOURCE

The amount necessary for the purpose of implementing this Circular shall be sourced fully from the Calendar Year 1996 Budget.

Funds to cover those whose salaries/wages are charged against the 1996 Operating Budget shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

5. NIA Officials and Employees Who Transferred from One Agency to Another and Those Employed on Part-Time Basis.

- 5.1 The PIB of officials and employees who transferred to another government office/agency on or before the end of CY 1996 for which the PIB is granted shall be paid by the new office/agency while the benefits of those who transferred after December 31, 1996 shall be paid by NIA.
- 5.2 The PIB of officials and employees who are employed on a part-time basis shall be equivalent to one-half of the full amount received by full-time officials/employees with the same productivity and performance appraisal.

6. **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. Cases concerning the PIB of officials and employees who were newly-hired, retired, on leave of absence with or without pay, or on authorized attendance at a training course/scholarship grant or any other similar activity shall be referred to the Civil Service Commission for resolution while all other cases not covered under this Circular shall be referred to the Department of Budget and Management for proper study and recommendation to the Office of the President.
8. This Circular shall cover the grant of PIB for CY 1996, subject to the availability of funds.

Compliance hereon is enjoined.


RODOLFO C. UNDAN
Administrator

30 January, 1997