

FOR DETERMINATION

Noted

ASST
@11

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

MC # 10 S. 1997

MEMORANDUM CIRCULAR

TO : 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 : GRANT OF AMELIORATION ASSISTANCE FOR CY 1996

As approved under NIA Board Resolution Number 6707-97 dated June 6, 1997, the grant of Amelioration Assistance is hereby authorized for qualified NIA officials and employees to help them overcome present difficulties, boost their morale and to further their commitment and dedication to their jobs.

1. COVERAGE

The benefit shall be enjoyed by all NIA officials and employees whether permanent, temporary or casual who have rendered at least four (4) months of service as of November 30, 1996 and who continued to be in the service as of said date. If the actual service is less than four (4) months, the official or employee concerned shall be entitled to an amount proportionate to actual service rendered as shown in Item 3 hereof.

2. EXEMPTIONS

2.1 Consultants and/or experts hired for specific purposes and services.

3. COMPUTATION

Officials and employees who have rendered at least four (4) months of actual service with NIA as of November 30, 1996 shall receive the benefit amounting to P5,000.

In case the actual service rendered as of November 30, 1996 is less than four (4) months, the official/employee concerned shall be entitled to a proportionate amount as follows:

<u>Length of Service</u>	<u>Amount</u>
Four (4) months or over	100% of ₱5,000 = ₱5,000
Three (3) months or more but less than four months	75% of ₱5,000 = 3,750
Two (2) months or more but less than three months	50% of ₱5,000 = 2,500
One (1) month but less than two months	25% of ₱5,000 = 1,250

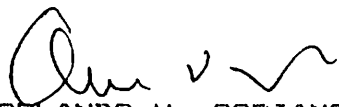
4. **FUNDING SOURCE**

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

5. **SAVING CLAUSE**

Cases not covered by this circular shall be referred to the Administrator, Attention: The Officer-in-Charge, Office of the Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.


ORLANDO V. SORIANO
Administrator

10 June 1997