

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

MC # 39 S. 1997

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 : GRANT OF AMELIORATION ASSISTANCE FOR CY 1997

Administrative Order No. 365 dated October 10, 1997 authorizes the grant of Amelioration Allowance for CY 1997 and same was favorably acted for implementation in NIA under Board Resolution No. 6750 dated October 27, 1997.

Sec. 1. Coverage. The benefit shall be fully enjoyed by all NIA officials and employees, regardless of salary and appointment status, who have rendered at least four (4) months of service as of October 31, 1997 except those serving under service contract or hired for specific purposes and services.

Personnel, on the other hand, who have rendered less than four months of service as of October 31, 1997 shall be entitled to an amount proportionate to the actual service rendered while part-time personnel shall be entitled to one-half of the benefit of a full-time personnel.

Sec. 2. Computation. Officials and employees who have rendered at least four months of actual service with NIA as of October 31, 1997 shall receive the benefit in full amounting to seven thousand two hundred pesos (P7,200.00).

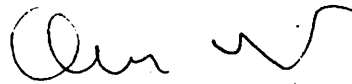
In case the actual service rendered as of October 31, 1997 is less than four months, the official/employee concerned shall be entitled to a proportionate amount of the benefit, as follows:

Length of Service	Amount
Three (3) months or more but less than four months	75% of P7,200 = P5,400
Two (2) months or more but less than three months	50% of P7,200 = P3,600
One (1) month or more but less than two months	25% of P7,200 = P1,800

Sec. 3 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.

Sec. 4 SAVING CLAUSE. Cases not covered by this Circular shall be referred to the Officer-in-Charge, Office of the Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.


ORLANDO V. SORIANO
Administrator

29 October 1997

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