

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

MC # 48 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 SPECIAL ALLOWANCE FOR FY 1997

1. PURPOSE

This Circular is issued pursuant to Budget Circular No. 14 dated November 19, 1997 prescribing rules and regulations on the payment of the Special Allowance for FY 1997, in the amount of one thousand pesos (P1,000) to all personnel as authorized under Executive Order No. 458 dated November 17, 1997.

2. COVERAGE

NIA personnel who are under the following circumstances from January 1, 1997 to October 31, 1997 and are still in the service as of October 31, 1997.

- 2.1 those who have rendered at least a total of four (4) months of service including leaves of absence with pay; and
- 2.2 those who are on approved leave without pay but have rendered at least a total of four (4) months of service.

3. EXEMPTIONS

3.1 NIA personnel under the following instances from January 1, 1997 up to October 31, 1997 shall not be entitled to the benefits authorized herein:

3.1.1 those with pending case until exonerated, viz:

3.1.1.1 when under preventive suspension



3.1.1.2 when formally charged in administrative cases, i.e. their offices have found, after preliminary investigation, that a prima facie case exist against them and the requisite written formal charge has been issued by the disciplining authority;

3.1.1.3 when they have pending cases before the Office of the Ombudsman, the Prosecutor's Office or of other administrative bodies which relates to acts or omissions in connection with their official duties or functions and where it has already been resolved by the Offices concerned that there exist prima facie cases; and

3.1.1.4 when there is pending criminal information filed against them in Courts which relate to acts or omissions in connection with their official duties or functions.

3.1.2 those who are formally charged in administrative cases and/or meted penalties;

3.1.2.1 in this regard, if the penalty meted out to an employee is only a reprimand, such penalty is not one that can be made as basis of disqualification to receive this special allowance.

3.1.3 those who are absent without leave (AWOL); and

3.1.4 those who are hired not as part of the organic manpower of NIA but as consultants or experts for a limited period to perform specific activities or services with expected outputs; laborers of contracted projects, including those paid by piecework basis; and others similarly situated.

4. RULES AND REGULATIONS

4.1 The Special Allowance of NIA personnel who are on full-time or part-time detail with another government agency or special project shall be drawn from their respective mother agency. In the case of those who are paid from project funds, the benefit shall be drawn from the same source where they draw their salaries. No one shall receive the benefit from more than one source.

4.2 NIA personnel who rendered less than four (4) months of service as of October 31, 1997 shall not be entitled to this Special Allowance

4.3 The Special Allowance of NIA personnel who transferred from one agency to another shall be granted by their new office.

5. 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.



Revised by NIA-2000

7-1-2000

6. RESPONSIBILITY OF THE HEADS OF OFFICES


Chiefs of Offices concerned shall be held personally liable for any payment not in accordance with provisions of this Circular without prejudice, however, to the refund of any excess payments by the employee concerned.

7. SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be referred to the OIC, Office of the Assistant Administrator for Administrative Services for submission to the Secretary of Budget and Management for appropriate evaluation and resolution.

8. PAYMENTS OF BENEFIT

Payment of this benefit shall not be earlier than November 30, 1997.


ORLANDO V. SORIANO
Administrator

December 18, 1997