

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

MC # 23 s, 1998

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, PROJECT/OPERATION MANAGERS,
PROVINCIAL IRRIGATION OFFICERS, IRRIGATION
SUPERINTENDENTS, AND ALL OTHERS CONCERNED
National Irrigation Administration**

**SUBJECT: GUIDELINES FOR THE PARTIAL IMPLEMENTATION OF
AMELIORATION ASSISTANCE FOR CY 1998**

Board Resolution No. 6823-98 dated July 13, 1998 authorizes the continued grant of Amelioration Assistance (AA) to maintain a personally satisfying and productive work environment and provide financial assistance to the NIA personnel to overcome present financial difficulties.

Section 1. Coverage and Amount. NIA personnel whether under regular, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee, i.e., their appointments were approved by the Civil Service Commission, who have rendered at least four (4) months of service as of date of payment are entitled to receive one-half of the authorized amount of AA equivalent to three thousand six hundred pesos (P3,600.00). This amount shall be accordingly deducted from the full amount of seven thousand two hundred pesos (P7,200.00) accruing to the official or employee concerned for CY 1998. Those who do not meet the herein prescribed residence requirement shall receive their AA in the last quarter of 1998 subject to the guidelines that shall be prescribed by NIA management.

Sec. 2. Funding Source. The implementation of this Circular shall be subject to availability of funds.


Funds to cover the AA of personnel whose salaries/wages are charged against the Current Operating Budget shall be charged against savings of the COB for 1998 while the

AA of those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

Sec. 3. Responsibility of Implementing Officials. Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this Circular in their respective areas 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.

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.


MANUEL ANTONIO S. AREVALO
Administrator

17 July 1998