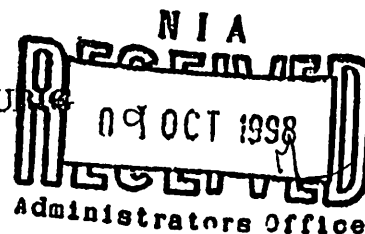


copy 10/9

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



MC No. 41, 1998

MEMORANDUM CIRCULAR

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

SUBJECT : GUIDELINES FOR THE FULL IMPLEMENTATION OF AMELIORATION ASSISTANCE FOR CY 1998

1.0 PURPOSE

To maintain a personally satisfying and productive work environment and provide financial assistance to the NIA personnel to overcome present financial difficulties, the continued grant of Amelioration Assistance (AA) was authorized under Board Resolution No. 6823-98 dated July 13, 1998 in the maximum amount of Seven Thousand Two Hundred Pesos (P7,200.00) each to qualified employees.

2.0 COVERAGE

NIA personnel whether under regular, temporary or casual status, contractual, co-terminous and part-time personnel whose employment is in the nature of a regular employee, i.e., their appointments were approved by the Civil Service Commission including those who are under the following circumstances from January 1, 1998 to September 30, 1998:

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

0-10-440-62

3.0 EXEMPTIONS

The exemption on the grant of Amelioration Assistance shall include personnel under the following instances from January 1, 1998 to September 30, 1998:

3.1 those with pending case until exonerated, viz:

3.1.1 when under preventive suspension;

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

3.1.3 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

3.1.4 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.

3.2 those who are formally charged in administrative case and/or meted penalties;

3.2.1 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 the said benefit.

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

3.4 those who are not hired as part of the organic manpower of government entities but as consultants or experts for a limited period to perform specific activities or services with expected outputs and others similarly situated.

4.0 RULES AND REGULATIONS

4.1 The Amelioration Assistance 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 received the advance partial Amelioration Assistance of Three Thousand Six Hundred Pesos (P3,600.00) representing one-half of the authorized maximum amount of Seven Thousand Two Hundred Pesos (P7,200.00) as implemented under NIA-MC No. 23, s. 1998 are entitled to receive the remaining one-half of P7,200.00 equivalent to 3,600 pesos provided that they are still in the service as of September 30, 1998.
- 4.3 NIA personnel who rendered less than four (4) months of service as of September 30, 1998 are entitled to Amelioration Assistance pro-rated as follows:

Length of Service	Percentage of the Authorized Amount
Less than 1 month	0%
1 month but less than 2 months	10%
2 months but less than 3 months	30%
3 months but less than 4 months	50%

- 4.4 The Amelioration Assistance of NIA personnel who transferred to another government agency shall be granted by their new office.

5.0 RESPONSIBILITY OF THE HEAD OF OFFICES

The heads of offices shall be held responsible and personally liable for any payment of Amelioration Assistance not in accordance with the provisions of this circular without prejudice, however, to refund of any excess payment by the official or employee concerned.

6.0 SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be submitted to the Assistant Administrator for Administrative Services for appropriate evaluation and resolution.

Compliance hereon is enjoined.


MANUEL S. AREVALO
Administrator

October 9, 1998

RECORDS FILE COPY

NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT : Grant of Amelioration Allowance for CY 1998.

Board Res.

RESOLUTION NO. 6823-98
SERIES OF 1998

RESOLVED, as it is hereby resolved, to approve the grant of Amelioration Assistance to NIA Officials and Employees for the Year 1998 in the maximum amount of **Seven Thousand Two Hundred Pesos (P7,200.00)**, regardless of salary and appointment status who have rendered at least four (4) months of service as of the payment of the said benefit except those serving under service contract and for those who have rendered less than four (4) months service as of date of payment shall receive the amount proportionate to the actual service rendered, consistent with the rules governing payment thereof, subject to availability of funds.

Funding requirement to cover those of the regular monthly including daily personnel shall be charged against the Current Operating Budget allocation, while those of project personnel shall be charged against their respective Project funds.

July 13, 1998

I, the undersigned, hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Directors of the National Irrigation Administration and spread in the minutes of a duly constituted meeting of said Board held on July 13, 1998.

740th Regular Meeting

[Signature]
IMELDA CORPUS-ISIDORO
Corporate Board Secretary