

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

MC No. 51 s., 1998

**MEMORANDUM CIRCULAR**

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

**SUBJECT : GRANT OF STAPLE FOOD ALLOWANCE FOR CY 1998**

Pursuant to Rule X of the Omnibus Civil Service Rules and the Unified Employee Suggestions and Incentive Awards System (ESIAS) of the Department of Agriculture and its attached agencies and corporations, and pursuant further to NIA Board Resolution No. 6856-98 dated December 14, 1998, a Staple Food Allowance (SFA) for CY 1998 is hereby granted in the maximum amount of Seven Thousand Two Hundred Pesos (P7,200.00) each to qualified officials and employees.

**1. PURPOSE**

The grant of the SFA is imperative to enhance the capability of employees to meet the fast-rising cost of their staple food necessities and those of their respective families especially during this time of economic crisis.

**2. COVERAGE**

This Circular covers NIA personnel in the service as of November 30, 1998 whether under regular, temporary or casual status, contractual, co-terminous, as well as 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:

- 1.1 those who have rendered at least a total of four months of continuous service including leave of absence with pay;
- 1.2 those who are on approved leave without pay but have rendered a total of at least four (4) months of service as of November 30, 1998;
- 1.3 employees who are on scholarship/study leave
- 1.4 employees who entered the government service after August 1, 1998 and are still in the service as of November 30, 1998 shall be entitled to an amount proportionate to actual services rendered as follows:

<u>Actual Length of Service</u>	<u>Amount</u>
three (3) months but less than four (4) months	75% of P7,200 or P5,400
two (2) months but less than three (3) months	50% of P7,200 or P3,600
one (1) month but less than two (2) months	25% of P7,200 or P1,800
less than one (1) month	0% or none

## **2. EXEMPTIONS**

- 2.1 An official or employee under preventive suspension without pay is not entitled to SFA. However, when exonerated, he shall be entitled to same.
- 2.2 An official or employee who was absent without official leave (AWOL) as of November 30, 1998 shall not be entitled to the benefits granted herein.
- 2.3 An official or employee who may have four (4) months or more of NIA service but was no longer in the service as of November 30, 1998 due to retirement/resignation/separation or for whatever other reasons shall not be entitled to the allowance.

- 2.4 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.

### 3. FUNDING

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 1998 shall be sourced from available savings. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.


### 4. RESPONSIBILITY OF IMPLEMENTING OFFICIALS

Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this circular in their respective area 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.

### 5. RESOLUTION OF CASES

Cases not covered by this Circular shall be referred to the Administrator  
Attn.: Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.

(100)   
MANUEL S. AREVALO  
Administrator

16 December 1998

NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT : Grant of Staple Food Allowance (SFA) for CY 1998

RESOLUTION NO. 6856-98  
SERIES OF 1998

RESOLVED, as it is hereby resolved, to approve the Grant of Staple Food Allowance (SFA) for CY 1998 in the maximum amount of Seven Thousand Two Hundred Pesos (P7,200.00) for each qualified official and employee subject to a condition that no other important activities/expenditures mandated to NIA be sacrificed.

Funds to cover the allowances of personnel whose salaries/wages are charged to Corporate Operating Budget shall be sourced from available savings, while that of Project personnel shall be charged against their respective Project funds.

*Valid  
NIA 12/16*

Date Adopted:

December 14, 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 December 14, 1998.

749th Regular Meeting

*Imelda C. Isidoro*  
IMELDA CORPUS-ISIDORO  
Corporate Board Secretary

*12/14/98  
NIA  
6856-98*