

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 78
CABLE NIAPHIL
TELEX 42802 NIA PM

MEMORANDUM CIRCULAR

OUR REFERENCE:

MC No. 44 s. 1999

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

SUBJECT: GRANT OF STAPLE FOOD ALLOWANCE FOR CY 1999

1. PURPOSE

This Circular is issued to provide the rules and regulations on the grant of Staple Food Allowance (SFA) for CY 1999, in the amount of P3,000.00 per quarter for each qualified official and employee pursuant to NIA Board Resolution No. 6936-99 dated December 13, 1999 and in accordance with Rule X of the Civil Service Omnibus Rules and the Unified Employee Suggestions and Incentive Awards System (ESIAS) of the Department of Agriculture and its attached agencies and corporations.

The grant of the SFA is primarily 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 whether under permanent, temporary, co-terminous or casual/daily status, and contractual personnel whose employment is in the nature of regular employee, i.e., their appointments are approved by the Civil Service Commission, and in the service as of the time of grant i.e., December 13, 1999.

3. EXEMPTION

- 3.1 An official or employee under preventive suspension without pay is not entitled to SFA. However, when exonerated, he shall be entitled to same.
- 3.2 An official or employee who was absent without official leave (AWOL) within the period covered is not entitled to the benefit granted herein.

- 3.3 Those who were hired as consultants or experts for a limited period to perform specific activities or services with expected outputs and others similarly situated are not entitled to this SFA.

4. AMOUNT

Each qualified NIA official/employee is entitled to receive SFA at P3,000.00 each quarter equivalent to P1,000.00 per month.

Services rendered for less than a month, shall be computed on a pro-rata basis, i.e. $P1,000.00 \div 22 \text{ days}$ or $P45.45/\text{day}$ multiplied by number of days worked.

5. PAYMENT

In the case of incumbent officials and employees, payment of the SFA herein authorized shall be in two releases, as follows:

- | | |
|----------------|---|
| First Release | - P3,000.00 equivalent to one (1) quarter of CY 1999. |
| Second Release | - Remaining SFA covering the other quarters of CY 1999 subject to availability of funds |

6. FUNDING SOURCE

The SFA authorized herein shall be taken from the following funds:

- 6.1 For those whose salaries/wages are charged against the COB, it shall be sourced from available savings.
- 6.2 For those who are paid from project funds, the benefit shall be drawn from the same source where they draw their salaries/wages.

7. RESPONSIBILITY OF IMPLEMENTING OFFICIALS

Chiefs of Offices/Projects concerned shall be held responsible and personally liable for any payment of SFA not in accordance with the provisions of this Circular in their respective areas of jurisdiction without prejudice, however, to the refund of any excess payment by the official or employee concerned.

8. SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Administrator, Attn: Assistant Administrator for Administrative Services for appropriate evaluation/action.

Compliance hereon is enjoined.


MANUEL S. AREVALO
Administrator

20 December 1999

NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT:. Grant of Staple Food Allowance (SFA) at P3,000.00 per quarter per employee for CY 1999

**RESOLUTION NO. 6936-99
SERIES OF 1999**

RESOLVED, as it is hereby resolved, to approve the grant of Staple Food Allowance (SFA) at P3,000.00 per quarter per employee for CY 1999 for each qualified official and employee subject to availability of funds.


Funds to cover the allowances of personnel whose salaries/wages are charged against the Corporate Operating Budget in the amount of P56.3M shall be charged thereto, while that of project personnel shall be charged against their respective project funds.

Date Adopted:

December 13, 1999

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 13, 1999.

766th Regular Meeting


FRANK S. ABALOS
Corporate Board Secretary

NUMBER OF EMPLOYEES CHARGED TO COB

Responsibility Center	Monthly	Daily	No. Pers.	AA	AMOUNT
CENTRAL OFFICE	624	30	654 X	9,000	5,886,000
REGIONAL OFFICES	4914	691	5605 X	9,000	50,445,000
TOTAL	5,538	721	6,259		56,331,000

Fig. 457