

Bus Jaldin

Post/File

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

MC # 13 s. 2000

**MEMORANDUM CIRCULAR**

**TO :** THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT MANAGERS, REGIONAL IRRIGATION  
MANAGERS, PROVINCIAL IRRIGATION OFFICERS AND  
IRRIGATION SUPERINTENDENTS AND ALL OTHERS  
CONCERNED  
This Agency

**SUBJECT :** **GUIDELINES ON AVAILMENT OF REHABILITATION LEAVE**

**I. COVERAGE**

Officials and employees who incur wounds and injuries in the performance of duty.

**II. REQUIREMENTS FOR SUBMISSION**

1. Applications for leave of absence on account of wounds or injuries incurred in the performance of duty properly accomplished on the prescribed form (CSC Form #6, Revised 1984).

2. Proper medical certificate and evidence/s showing that the wounds or injuries were incurred in the performance of duty.

3. CO/Field Clearance whichever is applicable.

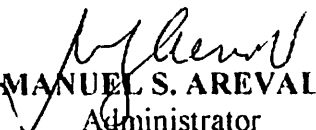
### III. OTHER RULES AND REGULATIONS

1. The NIA Disability Committee shall issue a Certification as to eligibility for entitlement/avilment of Rehabilitation Leave.
2. Absence during any period of disability thus occasioned shall be on full pay, but not to exceed six (6) months or 180 calendar days.
3. Absence shall not be charged against sick leave or vacation leave, if there are any.

### IV. SAVING CLAUSE

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

Strict compliance is enjoined.

  
MANUEL S. AREVALO  
Administrator  
JUL 04 2000

July 4, 2000