



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

OUR REFERENCE:

MC No. 72, 2002

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT/ STAFF / REGIONAL/ OPERATION/ PROJECT
MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION
SUPERINTENDENTS AND OTHERS CONCERNED**

SUBJECT : GRANT OF EXTRA CASH GIFT FOR CY 2002

1.0 PURPOSE

This Circular is issued to implement Budget Circular No. 2002-4 dated November 28, 2002 providing rules and regulations on the grant of Extra Cash Gift for 2002.

2.0 COVERAGE

The benefit herein authorized shall apply to all NIA personnel, whether appointed in a permanent, temporary or casual status, including contractual personnel whose employment is in the nature of a regular employee, who are in the service as of October 31, 2002.

3.0 RULES AND REGULATIONS

3.1 NIA officials and employees who have rendered at least a total or an aggregate of four (4) months of service in 2002 and still in the service as of October 31, 2002 shall be entitled to the Extra Cash Gift of not more than FIVE THOUSAND PESOS (P5,000) each.

3.2 Those who have rendered less than four (4) months of service from January 1, 2002 to October 31, 2002 and still in the service as of October 31, 2002 shall be entitled to the Extra Cash Gift but pro-rated as follows:

Length of Service	Percentage	Amount
3 months but less than 4 months	40%	P2,000
2 months but less than 3 months	30%	1,500
1 month but less than 2 months	20%	1,000
less than one month	10%	500

4.0 FUNDING SOURCE

- 4.1 Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 2002 shall be sourced from the available funds of each office/responsibility center concerned. Those whose positions are charged against Project funds shall be charged thereto.
- 4.2 For this purpose, available funds shall mean savings in allotment/cash allocation or balances of the Agency's budget free of any obligation or encumbrance and which are no longer intended for specific purpose/s, such as:
 - 4.2.1 after completion of the work/activity for which the appropriation is authorized;
 - 4.2.2 arising from unpaid compensation and related costs pertaining to vacant positions; or
 - 4.2.3 as a result of improved systems and procedures, cost saving measures and efficiency where the agency was able to meet and deliver the required or planned targets, programs and services approved in the annual budget at a lesser cost.
- 4.3 Savings in cash allocation shall refer to the free portion of the Notice of Cash Allocation after all agency requirements up to the end of the year have been satisfied.

5.0 ADDITIONAL REQUIREMENTS/CONDITIONS

- 5.1 No program or service shall be sacrificed as a result of the grant/payment of the benefit authorized herein.
- 5.2 The implementing rules and regulations issued by the Public Sector Labor- Management council (PSLMC) for Executive Order No. 180, dated June 1, 1987, particularly Section 3, Rule VIII thereof, on the non-negotiability of benefits which require appropriation of funds, shall be strictly observed in the grant of the herein and other benefits.

6.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS

The heads of offices 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 employee

7.0 REPORTING REQUIREMENT

The head of agency shall submit to the DBM not later than January 31, 2003, a report on the implementation of the benefit by accomplishing the attached form (Annex "A" hereof).

8.0 RESOLUTION OF CASES

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

9.0 EFFECTIVITY

This Circular takes effect immediately and payment shall be made not later than December 15, 2002.


JESUS EMMANUEL M. PARAS
Administrator

5 December 2002

**REPORT ON THE IMPLEMENTATION/NON-IMPLEMENTATION OF
EXTRA CASH GIFT OR SIMILAR BENEFIT FOR CY 2002**

National Irrigation Administration

Responsibility Center	Did NOT Implement	Has Implemented*	Amount Per Person	No. of Entitled Personnel	Total Amount Paid	Fund Source
Central Office						
Region 1						
Region 2						
Region 3						
Region 4						
Region 5						
Region 6						
Region 7 & 8						
Region 9						
Region 10						
Region 11						
Region 12						
CAR						
CARAGA						
UPRIIS						
MRIIS						
TOTAL						

* Please specify date of payment

Submitted by:

Agency Head