



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, s. 2003

MEMORANDUM CIRCULAR

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

SUBJECT : **GRANT OF EXTRA CASH GIFT FOR CY 2003**

1.0 This Circular is issued to implement Administrative Order (AO) No. 254 dated 05 December 2003 authorizing the grant of Extra Cash Gift (ECG) for all government personnel consistent with the rules and regulations on the grant of same as provided for under Budget Circular 2003-7 dated 05 December 2003 and NIA Board Resolution No. 7220-03 dated 15 December 2003.

2.0 **COVERAGE**

The ECG herein authorized shall apply to 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 under the following instances from January 1, 2003 to October 31, 2003 and are still in the service as of October 31, 2003:

- 2.1 Those who have rendered at least a total or an aggregate 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 or an aggregate of four (4) months of service provided they are not yet dropped from the rolls; and
- 2.3 Those who have rendered less than four (4) months of service.

3.0 **EXEMPTIONS**

NIA personnel under the following instances as of October 31, 2003 shall not be entitled to the ECG authorized herein:

- 3.1 Those who are absent without leave (AWOL).
- 3.2 Those who are no longer in the service due to retirement/resignation/separation/death or for whatever reasons;

- 3.3 Those who are hired not as part of the organic manpower but as consultants or experts, to perform specific activities or services with expected outputs; and others similarly situated; and
- 3.4 Those who are formally charged administrative cases as well as criminal cases which relate to acts of omissions in connection with their official duties and functions and found guilty and/or meted penalties in 2003 shall not be entitled to the ECG authorized herein.
- 3.4.1 In this regard, if the penalty meted out is only a reprimand, such penalty is not one that can be made the basis of disqualification to receive the said ECG.

4.0 RULES AND REGULATIONS

- 4.1 NIA personnel covered under Item 2.1 and 2.2 hereof shall be entitled to ECG of not more than FIVE THOUSAND PESOS (P5,000) each.
- 4.2 NIA personnel covered under Item 2.3 hereof shall also be entitled to ECG pro-rated as follows:

| <u>Length of Service</u> | <u>% Share</u> | <u>Equivalent Amount</u> |
|---------------------------------|----------------|--------------------------|
| 3 months but less than 6 months | 40% | P 2,000.00 |
| 2 months but less than 3 months | 30% | P 1,500.00 |
| 1 month but less than 2 months | 20% | P 1,000.00 |
| Less than one (1) month | 10% | P 500.00 |

- 4.3 The ECG 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 benefits shall be drawn from the same source where they draw their salaries. No one shall receive benefits from more than one source.
- 4.4 The ECG of NIA personnel who are employed on a part-time basis shall be pro-rated corresponding to their services rendered. Those who, by the nature of their employment, are on part-time service with two (2) or more different agencies, shall be entitled to a proportionate amount for the corresponding service in each agency, provided that the total ECG shall not exceed P5,000.00.
- 4.5 The ECG of NIA personnel who transferred from one agency to another shall be granted by their new office. For this purpose, a certification that they have not availed themselves of the ECG from their former office is necessary.
- 4.6 Government personnel formally charged administrative and criminal cases and which cases are still pending for resolution shall be entitled to ECG until found guilty and meted penalties.
- 4.7 Those found guilty and later on exonerated by a competent authority upon appeal of the case, shall be entitled to the back ECG unless decided otherwise by said authority.

5.0 FUNDING SOURCE

- 5.1 Funds for the purpose of implementing this Circular for those whose salaries/wages/remuneration are charged against the Current Operating Budget for 2003 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.
- 5.2 For this purpose, available funds shall mean savings which refer to such portions 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
 - 5.2.1 After completion of the work/activity for which the appropriation is authorized; or
 - 5.2.2 Arising from unpaid compensation and related costs pertaining to vacant positions; or
 - 5.2.3 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
- 5.3 Saving 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.

6.0 ADDITIONAL REQUIREMENTS/CONDITIONS

- 6.1 No program or service shall be sacrificed as a result of the grant/payment of the benefit authorized herein.
- 6.2 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.

7.0 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 concerned.

8.0 EFFECTIVITY

This Circular takes effect immediately and payment shall be made not later than December 18, 2003.


JESUS EMMANUEL M. PARAS
Administrator