



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

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
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OUR REFERENCE:
MC No. 73, 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 MEAL SUBSIDY/GROCERY ALLOWANCE (ADDITIONAL
BONUS/BENEFITS) FOR CY 2003**

1.0 LEGAL BASIS

The NIA Board of Directors under Board Resolution No. 7221-03 dated December 15, 2003 has approved the grant of Meal Subsidy/Grocery Allowance (Additional Bonus/Benefits) of FIFTEEN THOUSAND PESOS (P15,000.00) each to NIA officials and employees for the year 2003, subject to the usual accounting and auditing rules and regulations prescribed by law.

2.0 COVERAGE & AMOUNT

2.1 NIA personnel under regular, temporary or casual status, and contractual personnel whose appointment is in the nature of a regular employee who are still in the service as of October 31, 2003 are entitled to the Additional Bonus/Benefits authorized herein.

2.1.1 those who have rendered at least a total or an aggregate of four (4) months of service including leaves of absence with pay during the year are entitled to receive the full amount of P15,000.00 each.

2.1.2 those, on the other hand, who have rendered less than four (4) months of service as of October 31, 2003 shall be granted a pro-rated Additional Bonus/Benefits as follows:

<u>Length of Service</u>	<u>% Share</u>	<u>Equivalent Amount</u>
3 months but less than 4 months	90%	P 13,500.00
2 months but less than 3 months	80%	P 12,000.00
1 month but less than 2 months	70%	P 10,500.00
Less than one (1) month	50%	P 9,000.00

3.0 EXEMPTIONS

NIA personnel under any of the following instances as of October 31, 2003 shall not be entitled to the Additional Bonus/Benefits authorized herein.

- 3.1 Those who are absent without official leave (AWOL).
- 3.2 Those who are no longer in the service due to retirement / resignation / separation / death or for whatever reasons; and
- 3.3 Those who are hired not as part of the organic manpower but as consultants or experts, for a limited period to perform specific activities or services with expected outputs (as differentiated from Item 4.1 hereof); laborers of contracted projects/pakiao and others similarly situated.
- 3.4 Those who are formally charged with administrative 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 shall not be entitled to the Additional Bonus / Benefits authorized herein.

3.3.1 In this regard, those meted with only a reprimand shall be qualified to receive the said Additional Bonus/Benefits benefits.

4.0 OTHER RULES AND REGULATIONS

- 4.1 This Circular shall likewise cover consultants and contractees who are hired to supplement the existing regular workforce of the office and whose contracts partake that of a regular employment (as differentiated from item 3.3 hereof).
- 4.2 The benefits 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 the salaries. No one shall receive Additional Bonus/Benefits from more than one source.
- 4.3 NIA personnel who transferred to another office and are no longer in the service as of October 31, 2003 are not covered by this Circular.
- 4.4 NIA personnel formally charged with administrative and criminal cases and which cases are still pending for resolution shall be entitled to the Additional Bonus/Benefits authorized therein. Those who shall be found guilty and meted penalties shall be required to refund.

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.

It is understood that payment of this Additional Bonus/Benefit shall only be effected after unpaid salaries and wages of employees as well as their corresponding remittances to GSIS, PAG-IBIG, PhilHealth, etc, are settled as duly certified by the Regional/Project Accountant and of the Regional/Project Manager.

6.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS

The Heads of the 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 employees concerned.

7.0 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.



JESUS EMMANUEL M. PARAS
Administrator

22 December 2003