



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

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OUR REFERENCE:
MC No. 06, s. 2004

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 PRODUCTIVITY INCENTIVE BENEFIT (PIB) FOR CY 2003**

1. PURPOSE

The PIB authorized under Administrative Order No. 161 dated December 6, 1994 is hereby granted to qualified NIA officials and employees. The grant shall be in accordance with the hereunder rules and regulations as prescribed under National Compensation Circular Nos. 73 and 73-A dated December 27, 1994 and March 1, 1995, respectively.

2. COVERAGE

The benefits herein authorized shall apply to all appointive officials and employees including casual/daily, temporary and contractual personnel whose employment is in the nature of regular personnel or whose appointment has been approved by the Civil Service Commission.

3. BASIS AND AMOUNT OF BENEFIT

- 3.1 The incentive pay shall be based on individual personnel productivity and performance as evaluated and determined by the heads of the respective offices and in accordance with the policies and standards set by the Civil Service Commission.
- 3.2 To be entitled to the PIB, officials/employees shall have at least satisfactory performance ratings for the two (2) semesters of CY 2003 and shall have contributed to the productivity of the office/agency as determined by the respective heads of offices.
- 3.3 The PIB shall be in the amount of two thousand pesos (P2,000.00) each recipient.

4. MISCELLANEOUS PROVISIONS

- 4.1 The PIB of officials and employees who transferred to another government office/agency on or before the end of CY 2003 for which the PIB is granted shall be paid by the new office/agency while the benefits of those who transferred after December 31, 2003 shall be paid by NIA.
- 4.2 The PIB of officials and employees who are employed on a part-time basis shall be equivalent to one-half of the full amount received by the full-time officials/employees with the same productivity and performance appraisal.

The amount necessary for the purpose of implementing this Circular shall be sourced fully from the Calendar Year 2004 Budget.

Funds to cover the PIB of those whose salaries/wages are charged against the COB shall be correspondingly charged thereto. Those whose positions are authorized under project Plantilla/s shall be charged against their respective project funds.

- 4.3 Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this Circular in their respective area 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.
- 4.4 Cases concerning the PIB of officials and employees who were retired, on leave of absence with or without pay, or on authorized attendance at a training course/scholarship grant or any other similar activity shall be referred to the Central office, Attn. The Assistant Administrator for Administrative Services.
- 4.5 This Circular shall cover the grant of PIB for CY 2003.

For compliance.



JESUS EMMANUEL I. PARAS
Administrator

01 **March** 2004