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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 79  
FAX NO.: 926-28-46

OUR REFERENCE:

MC NO. 01, S. 2006

**MEMORANDUM CIRCULAR**

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

**SUBJECT: CREATION OF COMMITTEE ON EMPLOYEES' BENEFITS  
(Regional Level)**

To facilitate the processing of claims for payment of COLA/Amelioration Allowance, Leave Monetization, etc, you are hereby directed to create in your respective Offices a Committee tasked with the evaluation of requests for payment and cash allocation with the following composition:

Chairman	:	Regional / Operation Manager
Members	:	1 representative from Finance and Mgt. Division or merged Finance & Administrative Division, as the case may be 1 representative from Administrative Division or Personnel Section, as the case may be 2 representatives from PIO/ISO/District/Division 1 NIAEASP representative
Secretariat	:	Personnel Section/Unit concerned

Recommendation/s of said Committee shall be submitted to the undersigned Attn: Over-all Chairman, Central Committee on Additional Cash Benefits for final review/resolution. In no case shall a request for and payment of the above-mentioned grant be entertained at the Central Office without the endorsement of the Regional / Operation Managers and supported by a Committee Resolution.

For compliance.

  
**BALTAZAR H. USIS**  
Administrator

January 11, 2006