

Republic of the Philippines
Department of Agriculture
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Quezon City

MC # 21 s, 2008

MEMORANDUM CIRCULAR

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

SUBJECT: **GUIDELINES IN THE UTILIZATION AND OCCUPANCY OF NIA HOUSING FACILITIES**

In the interest of the service and to ease the burden of traveling to and from the workplace of NIA officials and employees especially those at UPRIIS and MARIIS and thereby enhance efficiency and productivity, the herein guidelines is hereby adopted and shall take effect on May 1, 2008.

1.0 ELIGIBLE BENEFICIARIES

All employees whether permanent, casual or contractual where an employer-employee relationship exist are eligible to occupy any available housing unit of NIA Housing Facilities subject to rules and regulations prescribed under this guidelines.

2.0 CATEGORIES OF HOUSING UNITS AND QUALIFIED BENEFICIARIES ARE AS FOLLOWS:

2.1 SENIOR AND JUNIOR STAFF HOUSES

Employees occupying managerial position in NIA field offices such as Regional / Operations / Project & Division Manager including Section Chief and State Auditor are entitled to occupy the Senior and Junior staff houses.

2.2 EXECUTIVE APARTMENTS

2.2.1 First Priority

Any employee in the field offices from the rank of unit heads such as Security Officers, Engineers, Hydrologist, Agriculturist and Forestry Assistants are entitled to occupy any housing units under this category.

2.2.2 Second Priority

All other employees who do not own any housing unit within the municipality where the housing facility is located and whose work place is within the office premises.

2.3 EMPLOYEES QUARTERS

2.3.1 First Priority

Employees who do not own any housing unit within the municipality where the housing facility is located and whose work place is within the office premises.

2.3.2 Second Priority

All other employees whose work place is outside the office premises and who do not own a house may be allowed to stay in the housing facilities under this category.

3.0 AWARDING OF OCCUPANCY CONTRACTS

Awarding of occupancy contracts shall be based on the following procedure:

- 3.1 Eligibility to Occupy a Housing unit shall be issued to qualified NIA officials and employees after the evaluation conducted by the Housing Management Committee of respective field offices.
- 3.2 Notice of Eligibility to Occupy shall be accompanied by a committee resolution which shall be an integral part of the contract.

4.0 UTILIZATION AND OCCUPANCY OF HOUSING UNITS

- 4.1 Housing units shall be solely for residential purpose of immediate and unemancipated family members.
- 4.2 The Occupancy Contract shall not be transferable.
- 4.3 Upon the signing of the Occupancy Contract, the employee-occupant must diligently observe the policies, terms and conditions stipulated therein and such other policies the NIA Management thereafter may enforce which shall form part of the contract.

5.0 GROUNDS FOR CANCELLATION OF OCCUPANCY CONTRACTS AND PENALTIES

- 5.1 Grounds for Cancellation of Occupancy Contracts.
 - 5.1.1 Violation of paragraph 4, Utilization and Occupancy of Housing Units.

5.1.2 In cases of direct payment of monthly rental and the employee-occupant fails to pay for three (3) consecutive months.

5.1.3 Destruction or demolition of any part of the housing unit without the written consent of NIA, shall likewise be a ground for unilateral cancellation of the contract without prejudice to the payment of the cost of damages.

5.2 Delays in the payment of monthly rental under Section 5.2 of Paragraph 5 shall be subject to an interest of 5% per month. A delay of 10 days or more shall be considered 1 month while a delay of less than 10 days shall be disregarded.

6.0 CANCELLATION, EXPIRATION OR TERMINATION OF CONTRACT

6.1 The Occupancy Contract shall co-exist with the employer-employee relationship.

6.2 Any employee-occupant may voluntarily surrender the housing unit being occupied.

6.3 Upon destruction of the facilities due to damages brought by fortuitous events such as typhoon, earthquake, war, fire, landslides, etc. which render the same not good for occupancy.

6.4 NIA management may cancel the occupancy contract if either of the following circumstances exist:

6.4.1 The housing unit ceased to be good for occupancy and it is beyond economic repair.

6.4.2 The area where the housing unit is located shall be used for greater beneficial use.

6.4.3 In any event where the life of the occupant-employee and his family member is under an imminent danger. Under this situation, the 15-day notice is not required.

6.5 Regional / Operations Managers and Chief of Field Offices who are occupying any housing facility under the jurisdiction of their respective area of assignment shall be free from rentals. However, their occupancy shall only be allowed within their tenure of assignment to give way to the incumbent Manager or Chief of Office.

6.6 Cancellation / termination of Occupancy Contract shall take effect within Fifteen (15) days upon receipt of Notice to Vacate.

- 6.7 In case the employee-occupant intends to terminate the contract, he/she shall notify the NIA at least Fifteen (15) days prior to the date of termination to provide ample time for concerned NIA Officials to undertake an inventory of movable properties and materials contained therein, to prevent loss and destruction.

7.0 RENTAL RATES AND MODE OF PAYMENT

- 7.1 Utilization of Housing Facilities shall be subject to the following rental rates:

1. Sr. Staff House Php	1,000.00 / month
2. Jr. Staff House	800.00 / month
3. Executive Apartments	600.00 / month
4. Employees Quarters	400.00 / month

- 7.2 The monthly rentals of housing units covered by Occupancy Contract shall be paid through check-off or payroll deductions. However, the employee-occupant may opt to pay directly to the cashier if the monthly take-home pay of such employee-occupant is Php 1,000.00 or less. Rentals of transients shall be paid before check-out.
- 7.3 Fifty (50 %) percent of the total collections from rentals of housing facilities shall be reserved and deposited to a Trust Account of Regional Offices which could be utilized solely for the repair of such housing facilities.
- 7.4 Arrears of delinquent occupant-employee shall be check-off from any monetary benefits paid to employees. For this purpose, arrears of separated employees who shall be evicted under paragraph 10 hereof maybe off-set to COLA/AA Balance.
- 7.5 Rental rates of Dormitories and Housing Facilities of other Regional and Field Offices not covered by this circular shall be subject to the approval of the Administrator upon the recommendation of Regional / Operations Manager Concerned.

8.0 COST OF WATER AND POWER SUPPLY

Water and power supply of staff houses, apartments & quarters shall be to the account of the employee-occupant based on actual consumptions and shall likewise be paid through payroll deductions.

9.0 IMPROVEMENTS AND REPAIRS

- 9.1 The costs of repairs of housing units due to ordinary wear and tear and by force majeure shall be borne solely by the NIA while improvements shall be borne by the employee. Improvements introduced by the employee-occupant shall be considered part or component of the housing facility except if


9.2 No repair and improvements shall be allowed without the prior written approval of the NIA.

10.0 TRANSITORY PROVISIONS

Separated NIA employees who are occupying any housing unit prior to the adoption of this guidelines shall surrender the unit they are presently occupying within a period of Two (2) months upon receipt of a Notice to Vacate.

11.0 REPEALING CLAUSE

Any agreements, contracts or parts thereof inconsistent herewith are hereby repealed or modified accordingly.


MARCELINO V. TUGAOEN, JR.
Administrator

April 23, 2008