



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

**LABANAN
ANG
KAHIRAPAN**



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-6071 TO 78
TELEFAX NO.: 926-2846
TIN: 000-916-415

Circulate

OUR REFERENCE:

MC No. 44, s. 2009

MEMORANDUM CIRCULAR

TO : THE ACTING SENIOR DEPUTY ADMINISTRATOR, ACTING DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL / OPERATION / PROJECT MANAGERS / DIVISION MANAGERS, AND OTHERS CONCERNED

SUBJECT: **ASSISTANCE TO VICTIMS OF TYPHOON "ONDOY"**

*hfy
af
bz
up
hem
M
ocaw
man
dt
m
KUS*

Pursuant to Memorandum Circular No. 29, s. 2009 of the Civil Service Commission all heads of offices are directed to marshal efforts and resources to help government employees in Region 3, Region 4-A, National Capital Region, and other areas declared as calamity areas to undertake the following measures:

1. Ascertain the condition of your respective staff to determine the level of assistance that can be provided;
2. Make available appropriate financial assistance, such as loans and donations, as allowed by internal policies and government accounting / budgeting rules;
3. Grant special emergency leave of up to five days to personnel who need to do urgent major repair and / or clean-up at home. The special emergency leave will not be deducted from their leave credits. Additional days may be added to account for the time when they were awaiting rescue and / or could leave their home;
4. Undertake a campaign to collect clothes, food, cash and other donations for employees in need and other typhoon victims, and assign agency personnel to prepare relief goods, without adversely affecting normal agency services and operations;
5. Make available or offer agency facilities for temporary shelter, without compromising security and public service; and
6. Undertake such other measures as may be deemed appropriate for immediate relief / assistance.

As an additional economic assistance, you are directed to authorize monetization of leave credits at not more than twenty (20) days for those affected by typhoon "Ondoy" and ten (10) days for all others.

Let us extend a helping hand to one another as one NIA Family and rekindle the *bayanihan* spirit in each of us.

Be guided accordingly.

CARLOS S. SALAZAR
Administrator

30 September 2009



Republic of the Philippines
Civil Service Commission

Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at its Best.
Hamanayan Muna

M. C. No. 22, s. 2009

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Assistance to Victims of Typhoon "Ondoy"

In the wake of the devastation caused by Typhoon "Ondoy," all heads of offices are directed to marshal efforts and resources to help government employees in Region 3, Region 4A, National Capital Region, and other areas declared as calamity areas. Specifically, the following measures should be undertaken:

1. Ascertain the condition of their agencies' staff to determine the level of assistance that can be provided;
2. Make available appropriate financial assistance, such as loans and donations, as allowed by internal policies and government accounting/budgeting rules;
3. Grant special emergency leave of up to five days to personnel who need to do urgent major repair and/or clean-up at home. The special emergency leave will not be deducted from their leave credits. Additional days may be added to account for the time when they were awaiting rescue and/or could leave their home;
4. Undertake a campaign to collect clothes, food, cash and other donations for employees in need and other typhoon victims, and assign agency personnel to prepare relief goods, without adversely affecting normal agency services and operations;
5. Make available or offer agency facilities for temporary shelter, without compromising security and public service; and
6. Undertake such other measures as may be deemed appropriate for immediate relief/assistance.

Let us show that the *bayanihan* spirit is alive and well in each of us.


RICARDO L. SALUDO
Chairman

28 September 2009