



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

DEC 21 2009

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MC No. 61, s. 2009
OUR REFERENCE:

MEMORANDUM CIRCULAR

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

SUBJECT: GRANT OF PRODUCTIVITY ENHANCEMENT INCENTIVE FOR FY 2009

1.0 PURPOSE

- 1.1 This Circular is issued to implement the guidelines prescribed under Budget Circular No.2009-5 dated December 15, 2009 pursuant to Administrative Order No. 276 of even date authorizing the grant of Productivity Enhancement Incentive (PEI) to government employees who have continued to serve the public with dedication and efficiency amidst economic crisis and as a form of incentive to motivate their efforts towards continued improved performance;

2.0 COVERAGE

- 2.1 NIA employees whether hired on permanent, temporary, casual or contractual personnel who are still in the service as of November 30, 2009 are entitled to receive the PEI, a one-time grant of Ten Thousand Pesos (P10,000.00) each.

3.0 EXCLUSIONS

The following are excluded from the coverage of this Circular:

- 3.1 Those who were absent without leave as of November 30, 2009;
- 3.2 Those found guilty and/or meted penalties in FY 2009, except when the penalty is a mere reprimand;
- 3.3 Those hired without employer-employee relationships and paid from non-Personal Services appropriations/budgets, as follows;
- 3.3.1 Consultants and experts hired to perform specific activities or services with expected outputs;

3.3.2 Laborers hired through job contracts (pakyaw) and those paid on piecework bases;

3.3.3 Student laborers and apprentices; and

3.3.4 Others similarly situated.

4.0 Grant of the PEI

4.1 NIA personnel in the service as of November 30, 2009, and have rendered at least a total or an aggregate of four (4) months of service during the year, shall be entitled to the PEI at P10,000.00 each.

4.2 Those who have rendered less than the total or aggregate of four (4) months of service as of November 30, 2009, shall be entitled to the pro-rated PEI as follows:

Length of Service	Percentage	Amount
3 months but less than 4 months	40%	P4,000.00
2 months but less than 3 months	30%	3,000.00
1 month but less than 2 months	20%	2,000.00
Less than one (1) month	10%	1,000.00

4.3 The PEI of NIA personnel employed on a part-time basis shall be pro-rated corresponding to the services rendered. Those employed on part-time basis with two (2) or more agencies shall be entitled to a proportionate amount corresponding to the services in each agency, provided that the total PEI shall not exceed the amount authorized herein.

4.4 The PEI of those who transferred from one agency to another shall be granted by the new office.

4.5 The PEI of those on detail with another government agency shall be granted by the mother agency.

4.6 Government personnel who have received any unauthorized additional year-end benefit over and above the benefit authorized under Republic Act (R.A.) No. 6686, as amended by R.A. No. 8441, prior to the issuance of this Circular charged against the FY 2009 budget, shall:

4.6.1 Refund any excess of the amount authorized herein; or

4.6.2 Be entitled to the difference, if they received less than the authorized amount.

5.0 FUNDING SOURCE

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 2009 shall be drawn therefrom. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

6.0 RESPONSIBILITY OF CHIEFS OF OFFICES

The Chiefs of offices/projects concerned shall be personally liable for any payment of benefit not in accordance with the provisions of this Circular without prejudice, however, to the refund thereof by the employee concerned.

7.0 SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Administrator Attn.: Deputy Administrator for Administrative and Finance Sector for appropriate action.

8.0 EFFECTIVITY

Payment of the PEI shall be effected immediately.

Be guided accordingly.


CARLOS B. SALAZAR
Administrator

21 December 2009