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OUR REFERENCE:

MC No. 4, s. 2010

### MEMORANDUM CIRCULAR

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

SUBJECT: RULES AND REGULATIONS ON THE GRANT OF THE PERSONNEL ECONOMIC RELIEF ALLOWANCE (PERA) AT P2,000 PER MONTH

Quoted hereunder are the pertinent provisions of Budget Circular No. 2009-3 dated August 18, 2009 of the Department of Budget and Management.

#### 1.0 Purpose

This Circular is issued to prescribe the rules and regulations on the grant of the PERA which shall be given at two thousand pesos P2,000 per month, the combined total of the current five hundred pesos (P500.00) Personnel Economic Relief Allowance and the one thousand five hundred pesos (P1,500.00) Additional Compensation, to supplement pay due to the rising cost of living.

#### 2.0 Coverage

The following are covered by the Circular:

2.1 NIA personnel occupying regular, contractual, or casual positions rendering services on full-time or part-time basis and whose positions are covered by Republic Act (R.A.) No. 6758, " *Compensation and Position Classification Act of 1989*," as amended.

#### 3.0 Exclusions

The following are excluded from the coverage of this Circular:

3.1 Positions not entitled to any other emolument, aside from salaries, pursuant to the Philippine Constitution;

3.2 Positions for civilian personnel in government agencies which are authorized by law to adopt, and are actually implementing their own compensation and position classification systems;

3.3 Those hired without employee-employer relationships and funded from non-Personal Services appropriations/budgets, as follows:

3.3.1 Consultants and experts hired for a limited period 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 Payment of PERA**

4.1 The PERA shall be paid only when basic pay (salary, wage, or base pay) is also paid.

4.2 PERA at P2,000 per month shall be paid to NIA personnel covered by this Circular, provided they render full-time services for eight (8) hours per working day, twenty-two (22) working days per month, inclusive of leaves of absence with pay.

4.3 The PERA of personnel who incurred absences without approved leaves of absence or on leave of absence without pay during the month shall be computed on the basis of the number of days worked with basic pay. For each working day, the PERA shall be P90.91 (Computed by dividing P2,000 per month by 22 working days per month).

4.4 The PERA of casual personnel paid on daily basis shall also be P90.91 per day.

4.5 The PERA of personnel hired on part-time basis shall be computed in direct proportion to the P2,000 per month PERA for full-time service.

4.6 The PERA of personnel on detail with other government agencies shall be paid by their mother agencies.

4.7 The PERA of personnel with pending cases shall be paid for as long as they render services and are paid their basic salaries/wages or base pay.

#### **5.0 Funding Source**

5.1 Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget shall be

charged thereto. Those whose salaries/wages are charged against Project funds shall be charged against their respective Project funds.

#### **9.0 Responsibilities of Chiefs of Offices**

The Chiefs of Offices concerned shall be held responsible for the proper implementation of the provisions of this Circular. They shall be held liable for any grant of PERA not in accordance with the provisions of this Circular without prejudice, however, to the refund of any undue payments by the personnel concerned.

#### **11.0 Revocation Clause**

This Circular revokes NIA Memorandum Circular Nos. 49 & 49-A s. 1991; 39 & 39-A s. 1993; 12 s. 1997; 24 & 24-A s. 1999; 18 s. 2006 and other existing provisions contrary herewith.

#### **12.0 Effectivity**

This Circular takes effect July 1, 2009.

Be guided accordingly.

  
**CARLOS S. SALAZAR**  
Administrator

20 January 2010