



Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 38, s. 2010

MEMORANDUM CIRCULAR

**T O : THE DEPUTY ADMINISTRATORS, DEPARTMENT MANAGERS,
REGIONAL/OPERATIONS/PROJECT MANAGERS, DIVISION
MANAGERS, REGIONAL AND PROJECT ACCOUNTANTS AND
ALL OTHERS CONCERNED**

**SUBJECT : Revised Guidelines on the Extension of Daily Positions/Personnel
Charged to COB or Project Funds Whose Appointment or Plantilla of
Casual Appointment Passed Thru the Civil Service Commission
(CSC)**

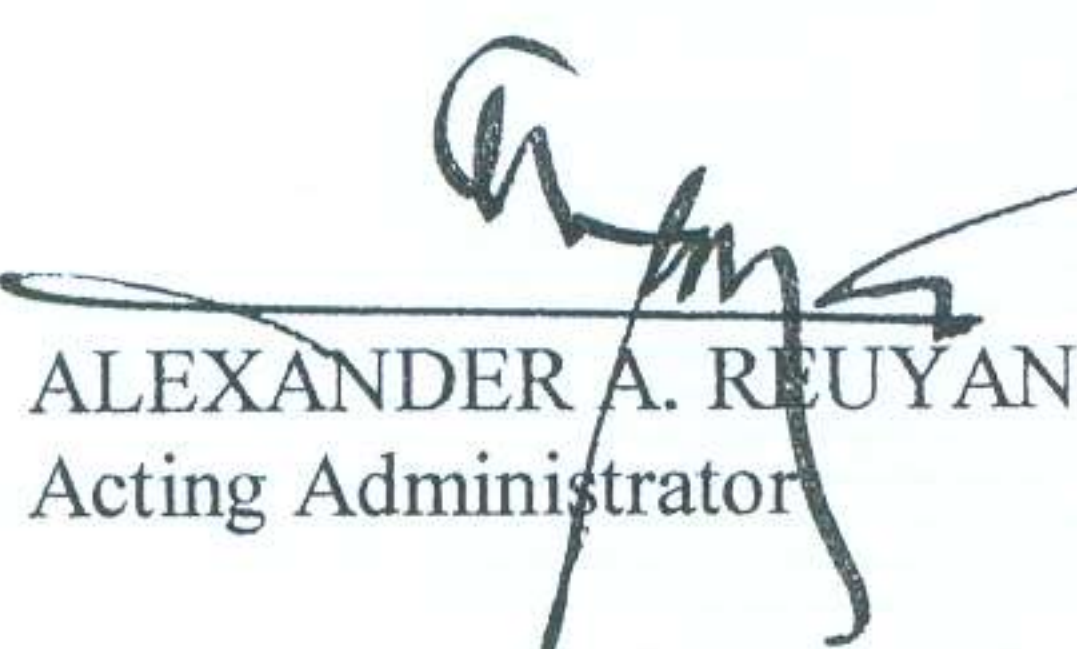
In keeping with the thrust of the Agency to maintain a lean but strong organization and to monitor closely the number of daily wage employees, the following revised guidelines in the renewal/extension of daily personnel shall be implemented effective immediately.

1. All daily positions/personnel charged to COB or project funds whose appointment or plantilla of casual appointment passed thru the CSC shall be approved by the Administrator.
2. All requests for extension/renewal of daily positions shall be accompanied with individual justification and shall be submitted to the Administrator thru the Internal Audit Services at least one month before the start of each semester.
3. The total wages, allowances and benefits for daily personnel charged to a particular project must not exceed the labor cost allocation in the approved POW.
4. For field offices, daily personnel shall be retained only when there is work to be undertaken under an approved POW which is fully supported with cash.

The concerned Chief of Office shall be held liable for renewal/extension of dailies not in accordance with this circular.

All issuances which are inconsistent herewith are hereby repealed/modified accordingly.

Please be guided accordingly.


ALEXANDER A. REUYAN
Acting Administrator

25 May 2010