



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

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OUR REFERENCE:

MC No. 64 2011

MEMORANDUM CIRCULAR

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

SUBJECT: GUIDELINES ON THE GRANT OF PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI) FOR FY 2011

1.0 PURPOSE

- 1.1 This Circular is issued to provide the guidelines prescribed under Budget Circular No. 2011-4 dated 05 December 2011 implementing Administrative Order No. 24, "*Authorizing the Grant of Productivity Enhancement Incentive (PEI) to Government Employees for Fiscal Year 2011*" issued by President Benigno S. Aquino III on 01 December 2011.

Said A.O. provides that incentives for government personnel shall include rewards for exceeding agency financial and operational performance targets, and to motivate employees efforts toward higher productivity.

2.0 COVERAGE

- 2.1 NIA employees occupying regular, casual (daily) or contractual positions; appointive; rendering services on full-time or part-time basis and are still in the service as of November 30, 2011.

3.0 EXCLUSIONS

The following are excluded from the coverage of this Circular:

- 3.1 Consultants and experts hired to perform specific activities or services with expected outputs;

- 3.2 Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- 3.3 Student laborers and apprentices; and
- 3.4 Individual and group of people whose services are engaged through job orders, contract of service, or others similarly situated.

4.0 GRANT OF THE PEI

The grant of the PEI shall be subject to the following conditions/guidelines.

- 4.1 NIA employees occupying regular, casual (daily), or contractual positions and are still in the service as of November 30, 2011.
- 4.2 The PEI shall be at the maximum amount of ten thousand (P10,000.00) pesos each.
- 4.3 NIA employees who have rendered at least a total or an aggregate of four (4) months of service for the year, including leaves of absence with pay, shall be entitled to the full amount of the PEI.

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

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

- 4.4 The NIA employees have not received or will not receive any additional year-end benefit in FY 2011, over and above the Year-End Bonus and Cash Gift authorized under R.A. No.6686, as amended by R.A. No. 8441.
- 4.5 The PEI of NIA employees 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 total amount.
- 4.6 The PEI of those who transferred from one agency to another shall be granted by the new office.
- 4.7 The PEI of those on detail with another government agency shall be granted by the mother agency.
- 4.8 A compulsory retiree, whose services have been extended may be granted the PEI, subject to the pertinent conditions/guidelines under this Circular.
- 4.9 Personnel charged with Administrative and/or Criminal Cases-

4.9.1 Personnel found guilty of the administrative and/or criminal charges filed against him/her and meted penalty in FY 2011 shall not be entitled to the FY2011 PEI.

4.9.2 If the penalty meted out is only a reprimand, such penalty shall not disqualify the employee concerned to the grant of the PEI.

5.0 FUNDING SOURCE

Funds for those whose salaries/wages are charged against the Current Operating Budget for 2011 shall be drawn there from while those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

6.0 PAYMENT OF THE PEI

Payment of the PEI shall not be made earlier than 08 December 2011.

7.0 RESPONSIBILITY OF HEADS/CHIEFS OF OFFICES

The Head/Chief of Office Concerned shall be held personally liable for any payment of the PEI not in accordance with the provisions of this Circular without prejudice, however, to the refund thereof by the employees concerned.


8.0 SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be referred to the Deputy Administrator for Administrative and Finance Sector for resolution.

9.0 EFFECTIVITY

The Circular shall take effect immediately.

Be guided accordingly.


ANTONIO S. NANGEL
Acting Administrator