



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

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

OUR REFERENCE:
MC No. 54, s. 2012

MEMORANDUM CIRCULAR

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

SUBJECT: GUIDELINES ON THE GRANT OF THE PRODUCTIVITY ENHANCEMENT
INCENTIVE (PEI) TO NIA EMPLOYEES FOR FISCAL YEAR (FY) 2012

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1.0 PURPOSE

- 1.1 This Circular is issued to provide the guidelines prescribed under Budget Circular No. 2012-3 dated 29 November 2012 implementing Executive Order (EO) No. 80, "Directing the Adoption of a Performance-Based Incentive System to Government Employees for FY 2012" issued by President Benigno S. Aquino III on 20 July 2012 purposely to motivate higher performance and greater accountability in the public sector and ensure the accomplishment of commitments and targets under the 5 Key Result Areas (KRAs) laid down in EO No. 43 and in the Philippine Development Plan 2011-2016.
- 1.2 The PEI in the amount of Five Thousand (P5,000.00) shall continually be granted across-the-board, in accordance with the guidelines issued by the Department of Budget and Management (DBM).

2.0 COVERAGE

- 2.1 NIA employees occupying regular, contractual, or casual positions; appointive; rendering services on full-time or part-time basis.

3.0 EXCLUSIONS

The following are excluded from the coverage of this Circular:

- 3.1 Personnel in GOCCs and Government Financial Institutions (GFIs) under the jurisdiction of the Governance Commission on GOCCs; and
- 3.2 Those hired without employer-employee relationships and paid from non-Personal Services appropriations/ budget, as follows;
 - 3.2 1 Consultants and experts hired to perform specific activities or services with expected outputs;

- 3.2.2 Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- 3.2.3 Student laborers and apprentices; and
- 3.2.4 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

- 4.1 Civilian employees x-x-x in GOCCs under the jurisdiction of the DBM, x-x-x shall be entitled to the one-time PEI for FY 2012 at the maximum amount of P5,000.00 each.
- 4.2 The grant of the PEI shall be subject to the following conditions/guidelines.
 - 4.2.1 NIA employees still in the service as of November 30, 2012;
 - 4.2.2 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
3 months but less than 4 months	40%	P 2,000.00
2 months but less than 3 months	30%	1,500.00
1 month but less than 2 months	20%	1,000.00
Less than one (1) month	10%	500.00

- 4.2.3 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;
- 4.2.4 The PEI of those who transferred from one agency to another shall be granted by the new office;
- 4.2.5 The PEI of those on detail with another government agency shall be granted by the mother agency;
- 4.2.6 A compulsory retiree, whose services have been extended may be granted the PEI, subject to the pertinent conditions / guidelines under this circular;

4.2.7 Personnel Charged with Administrative and/or Criminal Cases.

Personnel found guilty of administrative and/or criminal charges filed against him/her and meted penalty in FY 2012 shall not be entitled to the FY 2012 PEI;

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 2012 shall be drawn therefrom while those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

6.0 WHEN TO PAY THE PEI

Payment of the PEI shall be made not earlier than December 14, 2012.

7.0 RESPONSIBILITY OF HEADS / CHIEF 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.

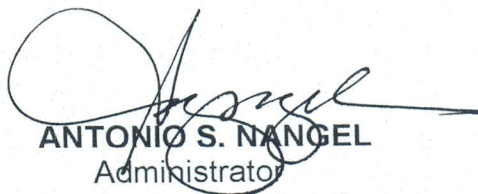
8.0 SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be referred to the Deputy Administrator for Administrative and finance Sector for further referred to the DBM for resolution, as deemed necessary.

9.0 EFFECTIVITY

This Circular shall take effect immediately.

Be guided accordingly.


ANTONIO S. NANGEL
Administrator

27 December, 2012