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

MC # 12, s. 1972

MEMORANDUM CIRCULAR

TO : THE UPRP PROJECT MANAGER; HEADS OF DEPARTMENTS & STAFFS, DIVISIONS; PROJECT DIRECTORS; NIA-UNDP GROUND-WATER DEVELOPMENT PROJECT; PROJECT CHIEF, MAGAT RIVER PROJECT FEASIBILITY STUDY; PROJECT MANAGER, COTABATO RIVER PROJECT; REGIONAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; AND ALL CONCERNED This Agency

SUBJECT : Allowances in the National Irrigation Administration

You are hereby informed that the Board of Directors, NIA, has approved a guideline and schedule of allowances under Res. No. 1631-71 dated December 13, 1971.

In view of the foregoing, instructions have been given to the Budget Officer to prepare and issue the corresponding sub-allotment advices for the parties who will be entitled to these allowances. Upon receipt of the allotments, parties concerned may therefore claim the amount to which they are entitled, subject however, to Accounting and Auditing rules and regulations.

In cases where the proper charge is against project funds, Project Managers and/or Project Chiefs, will be responsible for allocating funds to cover these allowances.

Please be guided accordingly.

ALFREDO L. JUINIO
Administrator

Encl.: As Stated

February 15, 1972

Annex "B"

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

March 3, 1971

TO : The Administrator
NIA, Quezon City

FROM : Alejandro S. Sison
Chief, Management Staff

SUBJECT : Policies and Guidelines Regarding Representation Allowances in the National Irrigation Administration

In compliance with your verbal instructions, I have the honor to submit hereunder my study on the matter of giving representation allowances for NIA personnel as follows:

OBJECTIVE -

The objective of giving representation allowances to key personnel in the NIA is to provide for financial expense that will inevitably be incurred by them in connection with their daily outside contacts and working relationships with important personnel in other offices for the purpose of maintaining harmonious relationships which will benefit NIA's interest.

POLICIES -

In order to achieve the above stated objective, the NIA will have to develop the following policies:

1) Only heads of departments or divisions, heads of staff units and heads of regional offices may qualify for representation allowances.

2) Each heads of all departments or divisions and chiefs of staff units who maintain working relationships with outside personnel which concerns the improvement and protection of NIA's interest are entitled to said representation allowances.

3) This representation allowances should be considered as a privilege for good performance and actual capability to enhance NIA's purposes and objectives.

4) This allowances may be withdrawn at any time when it is shown that it is not merited on the basis of actual performance.

INTERPRETATION -

The suggested policies stated above are conceived as a privilege that may be allowed so as to reward good performance and improvement in our interrelationships with other agencies of the government, private enterprises, and the general public. It is a discretionary action within the prerogative of the Administrator, and may be allowed or withdrawn at any time at his discretion, subject to the approval of the Board. It should be interpreted however, as an incentive for good performance in order to improve the status and image of the NIA.

(SGD.) ALEJANDRO S. SISON
Chief, Management Staff

/prl...
12-15-71

Revised NIA Board Form No. 4
January 2, 1971

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon
o-c-O-o-o

Office of the Corporate Secretary

Certificate of Resolution

To Whom It May Concern:

This certifies that, according to the records of this office, during the Regular/~~Special~~ meeting of the NIA Board on the 13th day of December 1971, at Quezon City, Philippines, one of the resolutions adopted / approved/ confirmed is quoted hereunder, viz.:

"Resolution No. 1631-71

RESOLVED, as it is hereby resolved that, as proposed and recommended by the Administrator and with the concurrence of the Executive Committee, subject, however, to the following changes, to wit:

		Name, Designation & Unit	Proposed Representation Allowance
A,	3,	Technical Assistant to the Chairman of the Board	₱350.00
	4.	Technical Assistant to the Sec. of Agr. & Natural Resources	350,00
	5.	Corporate Board Secretary	300.00
E,	1,	Administrator	867.00
I,	1.	UPRP Project Manager	350,00

to APPROVE and CONFIRM the proposed schedule of representation and transportation allowances of NIA officials and/or personnel, effective September 1, 1971; and

RESOLVED FINALLY, as it is hereby finally resolved, to approve and confirm the proposed "Policies & Guidelines" regarding representation Allowances in the National Irrigation Administration; and that copies of said schedule of representation and transportation allowances and Policies & Guidelines are attached as Annexes A & B."

Issued for whatever legal purpose it may serve, this 14th day of December 1971, at Quezon City, Philippines.

ORIGINAL SIGNED

Carolino L. de Guzman
Corporate Secretary

Verified By: _____
On: _____ 1971

/prl...
12-15-71

Annex "A"

LIST OF NIA PERSONNEL SHOWING PROPOSED REPRESENTATION AND TRANSPORTATION ALLOWANCES IN ACCORDANCE WITH PROPOSED SCHEDULES

Name, Designation & Unit	Present		Proposed		Increase	
	Rep. Allowances	Trans. Allowances	Rep. Allowances	Trans. Allowances	Rep. Allowances	Trans. Allowances
A. Board of Directors						
1. Chairman	400.00	350.00	650.00	350.00	250.00	-
2. Six Members	1,500.00	1,500.00	2,100.00	1,500.00	600.00	-
3. Technical Assistant to Chairman of the Board	250.00	250.00	350.00	250.00	100.00	-
4. Technical Assistant to Sec. of Agr. & Nat. Resources	250.00	250.00	350.00	250.00	100.00	-
5. Corporate Board Sec.	250.00	250.00	300.00	250.00	50.00	-
6. Technical Man to the Board	100.00	-	100.00	-	-	-
Sub-Total (footing)	2,750.00	2,600.00	3,850.00	2,600.00	1,100.00	-
B. Office of the Administrator						
1. Administrator	667.00	333.00	867.00	333.00	200.00	-
2. Asst. Administrator	250.00	250.00	300.00	300.00	50.00	50.00
3. Technical Asst. to the Administrator	200.00	200.00	200.00	200.00	-	-
Sub-Total (footing)	1,117.00	783.00	1,367.00	833.00	250.00	50.00
C. Administrator's Staffs:						
1. Management Staff:						
a. Alejandro S. Sison Chief, Mgt. Staff	150.00	-	200.00	200.00	50.00	200.00
b. Felix N. Regalado Asst. Chief, Mgt. Staff	-	-	100.00	-	100.00	-
2. Legal Staff:						
a. Chief, Legal Staff	150.00	-	200.00	200.00	50.00	200.00
b. Div. Chief, Legal Staff	-	-	100.00	-	100.00	-
c. Div. Chief, Legal Staff	-	-	100.00	-	100.00	-
3. Public Relations Staff						
a. Public Relations Officer	250.00	-	200.00	-	(50.00)	-
Sub-Total (footing)	550.00	-	900.00	400.00	350.00	400.00
D. Engineering Department						
1. Chief Civil Engineer	200.00	200.00	200.00	200.00	-	-
2. Four Div. Chiefs	-	-	400.00	-	400.00	-
Sub-Total (footing)	200.00	200.00	600.00	200.00	400.00	-
E. Treasury Department						
1. Corporate Treasurer	200.00	200.00	200.00	200.00	-	-
2. Two Div. Chiefs	-	-	200.00	-	200.00	-
Sub-Total (footing)	200.00	200.00	400.00	200.00	200.00	-

Note: Approval of the rate of allowances of the Chairman and members of the Board is subject to confirmation by the Office of the President due to MC # 95-A s. 1967.

Position Title & Unit	Present		Proposed		Increase	
	Rep. Allowances	Trans. Allowances	Rep. Allowances	Trans. Allowances	Rep. Allowances	Trans. Allowances
F. Finance Department						
1. Chief, Finance Dept.	-	-	200.00	-	200.00	-
2. Chief, Fin. Plan. Div.	150.00	-	100.00	-	(50.00)	-
3. Chief, Acctg. Div.	100.00	-	100.00	-	-	-
Sub-Total (footing)	250.00	-	400.00	-	150.00	-
G. Operations Department						
1. Chief, Operations Dept.	-	-	200.00	-	200.00	-
2. Four Chiefs of Div.	-	-	400.00	-	400.00	-
Sub-Total (footing)	-	-	600.00	-	600.00	-
H. Administrative Department						
1. Chief, Adm. Dept.	150.00	-	200.00	-	50.00	-
2. Three Chiefs of Div.	-	-	300.00	-	300.00	-
Sub-Total (footing)	150.00	-	500.00	-	350.00	-
I. Upper Pampanga River Proj.						
1. Project Manager	250.00	-	350.00	-	100.00	-
2. Asst. Project Manager	150.00	-	200.00	-	50.00	-
3. Asst. Project Manager	150.00	-	200.00	-	50.00	-
4. Chief Civil Engineer	100.00	-	150.00	-	50.00	-
5. Business Manager	100.00	-	150.00	-	50.00	-
6. Project Manager	100.00	-	100.00	-	-	-
7. Project Engineer	100.00	-	100.00	-	-	-
8. Chief, Resettlement Div.	-	-	100.00	-	100.00	-
9. Chief, O & M Div.	-	-	100.00	-	100.00	-
10. Chief, Equipt. Div.	-	-	100.00	-	100.00	-
Sub-Total (footing)	950.00	-	1,550.00	-	600.00	-
J. Cotabato Irrig. Project						
1. Project Manager	200.00	-	200.00	-	-	-
2. Asst. Project Manager	-	-	100.00	-	100.00	-
Sub-Total (footing)	200.00	-	300.00	-	100.00	-
K. NIA-UNDP Groundwater Proj.						
1. Project Co-Manager	200.00	-	200.00	-	-	-
2. Asst. Co-Manager	150.00	-	100.00	-	(50.00)	-
Sub-Total (footing)	350.00	-	300.00	-	(50.00)	-
L. Water Management Project						
1. Five (5) Counterpart NIA Rep. of ADB Consultants	500.00	-	500.00	-	-	-
M. Magat Multi-Purpose Project Feasibility Study						
1. Project Chief	200.00	-	200.00	-	-	-
2. Asst. Project Chief	-	-	100.00	-	100.00	-
Sub-Total (footing)	200.00	-	300.00	-	100.00	-
N. Regional Irrigation Offices						
1. Eight (8) Regional Irrigation Engineers	1,200.00	-	1,200.00	-	-	-

Name, Designation & Unit	Present		Proposed		Increase	
	Rep. Allowances	Trans. Allowances	Rep. Allowances	Trans. Allowances	Rep. Allowances	Trans. Allowance
2. Eight (8) Asst. Reg'l. Irrigation Engineers	-	-	800.00	-	800.00	-
Sub-Total (footing)	1,200.00	-	2,000.00	-	800.00	-
O. Office of the Corporate Auditor						
1. Corporate Auditor	250.00	250.00	300.00	250.00	50.00	=
2. Asst. Corp. Auditor	200.00	200.00	200.00	200.00	-	-
3. Chief, Field Services Division	100.00	100.00	100.00	=	=	=
4. Three Chiefs of Div.	300.00	=	300.00	=	=	=
5. Proj. Auditor UPRP	150.00	=	150.00	=	-	-
6. Asst. Proj. Aud. UPRP	-	=	100.00	=	100.00	=
7. Proj. Aud. UNDP	100.00	-	100.00	-	-	-
8. Emeritus Fernandez Proj. Aud. ADB	100.00	=	100.00	=	-	-
9. Eight Regional Auditor	800.00	-	800.00	-	-	-
Sub-Total (footing)	2,200.00	550.00	2,350.00	550.00	150.00	-
Project Charges	350.00	-	450.00	-	100.00	
	1,850.00	550.00	1,900.00	550.00	50.00	

SUMMARY OF PROPOSED REPRESENTATION AND TRANSPORTATION ALLOWANCES IN THE NATIONAL IRRIGATION ADMINISTRATION

	Present		Proposed		Increase	
	Rep.	Trans.	Rep.	Trans.	Rep.	Trans.
A. Central Office						
1. Office of the Board of Directors	2,750	2,600	3,850	2,600	1,100	-
2. Office of the Administrator	1,117	783	1,367	833	250	50
3. Management Staff	150	-	300	200	150	200
4. Legal Staff	150	-	400	200	250	200
5. Public Relations Staff	250	-	200	-	(50)	-
6. Engineering Department	200	200	600	200	400	-
7. Operations Department	-	-	600	-	600	-
8. Treasury Department	200	200	400	200	200	-
9. Finance Department	250	-	400	-	150	-
10. Administrative Department	150	-	500	-	350	-
11. Regional Irrigation Offices	1,200	-	2,000	-	800	-
12. Office of the Corporate Auditor (Part)	1,850	550	1,900	550	50	-
Monthly - Total	8,267	4,333	12,517	4,783	4,250	450
Annual - Total	99,204	51,996	150,204	57,396	51,000	5,400
B. Project Officers						
13. Upper Pampanga River Project	950	-	1,550	-	600	-
14. Water Management Project	500	-	500	-	-	-
15. Cotabato Irrigation Project	200	-	300	-	100	-
16. NIA-UNDP Groundwater Project	350	-	300	-	(50)	-
17. Magat Multi-Purpose Project	200	-	300	-	100	-
18. Office of the Corporate Auditor (Part)	350	-	450	-	100	-
Monthly - Total	2,550	-	3,400	-	850	-
Annual - Total	30,600	-	40,800	-	10,200	-
GRAND TOTAL a. Monthly - Total	10,817	4,333	15,917	4,783	5,100	450
b. Annual - Total	129,804	51,996	191,004	57,396	61,200	5,400
C. Operation & Maintenance Field Services						
Monthly - Total	-	-	2,600	6,845	2,600	6,845
Annual - Total	-	-	31,200	82,140	31,200	82,140

PROPOSED TRAVEL ALLOWANCES
OF O & M PERSONNEL OF NIA

Name, Designation & Unit	Present		Proposed		Increase	
	Rep.	Travel	Rep.	Travel	Rep.	Travel
P. Operation and Maintenance Personnel.						
1. Irrigation Superintendents						
5 Irrigation Superintendents III (₱100.00)	-	-	500.00	-	500.00	-
10 Irrigation Superintendents II (₱ 75.00)	-	-	750.00	-	750.00	-
27 Irrigation Superintendents I (₱ 50.00)	-	-	1,350.00	-	1,350.00	-
Sub-Total (footing)			2,600.00		2,600.00	
Annual Requirement			31,200.00		31,200.00	
2. Watermasters						
18 Supvg. Watermasters (₱ 40.00)	-	-	-	720.00	-	720.00
175 Watermasters (₱35.00)	-	-	-	6,125.00		6,125.00
Sub-Total (footing)				82,140.00		82,140.00
Annual Requirement						
GRAND TOTAL						
Monthly Totals	-	-	2,600.00	6,845.00	2,600.00	6,845.00
Annual Totals			31,200.00	82,140.00	31,200.00	82,140.00

RECAPITULATI . OF REPRESENTATION AND TRANSPORTATI.
ALLOWANCES SHOWN INCLUDING REQUIREMENTS

Description		Proposed Rep.	Allowances Trans.	Remarks
A. To be charged from General Administration Funds				
1. Sundries (RA-3601)	06	200,000		
2. Travel Expenses	02		140,000	
B. Expenditures				
1. Representation Allowance C. O.		150,204		
2. Transportation Allowances C. O.			57,396	
C. Balances				
1. Sundries	06	49,796		
2. Travel Expenses	02		82,604	
D. Expenditures O & M				
1. Rep. Allowance Irrig. Supts.		31,200		
2. Transportation Allowances Watermasters			82,140	
E. Final Balances				
1. Sundries	06	18,596		
2. Travel Expenses	02		464	
F. Project Fund Charges				
1. Representation Allowances		40,800		
2. Transportation Allowances			None	