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

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OUR REFERENCE:

MC No. 39 s. 2003

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS/ DEPARTMENT / REGIONAL / OPERATION / PROJECT MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED

SUBJECT : AMENDATORY/SUPPLEMENTAL GUIDELINES TO MEMORANDUM CIRCULAR NO. 20, S. 2003 RE-PAYMENT OF COST OF LIVING ALLOWANCE (COLA) AND AMELIORATION ALLOWANCE (AA)

The following amendatory guidelines are hereby issued to amend Sections 3.3 and 3.4 of Memorandum Circular No. 20, s. 2003, which heretofore shall read, as follows:

"3.3 An employee compulsorily retiring under RA 8291 (GSIS Act) six (6) months or more prior to date of actual retirement may be paid the remaining balance of his/her COLA/AA by the responsibility center concerned provided his/her position is not marked "to be phased out once vacated/POV" under the proposed reorganization. The savings on salaries/allowances generated during the current budgetary year from non-filling of the position vacated up to supposed date of compulsory retirement(age 65) shall be used to pay his/her COLA/AA. The balance still remaining, if any, shall be paid in accordance with Paragraphs 3.1 and 3.2 of MC No. 20, s. 2003.

3.4 In special cases where no alternative assistance could be extended wherein the claimant or his/her spouse or dependent children is/are in dire financial need due to life threatening circumstances by reason of accident/illness or major surgical operation, the remaining balance of his/her COLA/AA may be granted by the responsibility center concerned subject to the availability of funds."

Likewise, the following supplementary guidelines are hereby issued to supplement the aforesaid circular and shall form part of same as follows:

3.5 An employee who is retiring optionally from the service may be paid the remaining balance of his/her COLA/AA provided that the position he/she vacated is not to be filled for a period that would in effect generate savings equivalent to the total COLA/AA balance due the optional retiree, subject to the availability of funds.

3.6 The above amendatory/supplemental provisions shall cover retirements falling under any of the above provisions starting Budgetary Year 2003.

For compliance.

JESUS EMMANUEL M. PARAS
Administrator

21 August 2003