



**MEMORANDUM CIRCULAR No. 99**  
*Series of 2025*

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

**SUBJECT :** AMENDMENT TO MEMORANDUM CIRCULAR NO. 54, SERIES OF 2017: REVISED RENTAL RATES ON THE USE OF NIA CENTRAL OFFICE BUILDING COMPLEX GROUNDS, OFFICE SPACES, AND PARKING LOTS

**I. RATIONALE**

This Circular is issued following the Rental Comparative Market Analysis conducted in November 2024 by the NIA Central Office Lease Agreement Selection Committee (LASC) for the Lease of Real Property/Lands and Buildings for Commercial Purposes, together with the Technical Working Group (TWG), and Secretariat.

The purpose of this analysis was to determine the market value of NIA properties based on their highest and best use.

Accordingly, this Memorandum Circular establishes the revised rental rates for the NIA Central Office grounds, building spaces, and parking lots, which shall be applied to the renewal of existing lease agreements, subject to applicable laws, rules, and regulations.

**II. REVISED RENTAL RATES**

The new monthly rental rates are as follows:

**A. Office Spaces**

Location	Old Monthly Rate (per sq.m.)	New Monthly Rate (per sq.m.)
Ground Floor Office Space	Php 700.00	Php 900.00
ICC Building (2 <sup>nd</sup> Floor)	Php 600.00	Php 800.00
IEC Building (2 <sup>nd</sup> to 5 <sup>th</sup> Floor)	Php 500.00	Php 700.00
Building A & B (2 <sup>nd</sup> to 8 <sup>th</sup> Floor)	Php 400.00	Php 600.00



### B. Parking Lots

Category	Old Monthly Rate (per slot)	New Monthly Rate (per slot)
Parking for Tenants	N/A	Php 2,000.00

### C. Food Stall Spaces (Gazebo Area)

Period	Months	Old Monthly Rate (per sq.m.)	New Monthly Rate (per sq.m.)
Peak Months/ Sunny Days	January to June and November to December	Php 700.00	Php 800.00
Lean Months/ Rainy Days	July to October	Php 700.00	Php 400.00

### III. COMMON USAGE AND SERVICE AREA (CUSA)

In addition to rent, tenants shall pay within the above-described period, a proportionate share of all costs and expenses of every kind and nature as may be paid or incurred by NIA during the term of the lease agreement for the maintenance and operation of common areas, which shall include, but not limited to, security services, janitorial services, pest control services, elevator services, management, and administrative services.

The applicable CUSA rates are as follows:

Location	CUSA Monthly Rate (per sq.m.)
Food Stall Spaces (Gazebo Area)	Php 30.00
Parking Lots	Php 30.00
Ground Floor Office Space	Php 50.00
ICC Building (2 <sup>nd</sup> Floor)	Php 80.00
IEC Building (2 <sup>nd</sup> to 5 <sup>th</sup> Floor)	Php 100.00
Building A & B (2 <sup>nd</sup> to 8 <sup>th</sup> Floor)	Php 100.00

### IV. IMPLEMENTATION GUIDELINES

1. *Application to Existing Tenants:* The new rates shall be applied upon the renewal of existing tenants' lease agreements.
2. *Existing Higher Rates:* If an existing tenant's current rate is higher than the corresponding rate specified in Section II, the higher rate (the existing rate) shall prevail and continue to be used.

3. *Annual Increase*: The lease rental shall be subject to a ten percent (10%) annual increase, except for NIA Project Management Offices (PMOs).
4. *Food Stall Spaces (Lean Months)*: For existing tenants under Section II.C (Food Stall Spaces (Gazebo Area), the fifty percent (50%) rate during the Lean Months/Rainy Days (July to October) shall take effect upon the renewal of their lease agreement.
5. *NIA Project Management Offices (PMOs)*: NIA Project Management Offices shall be charged a rental rate equivalent to fifty percent (50%) of the rates stipulated in Section II.

#### **IV. EFFECTIVITY**

This Memorandum Circular shall take effect immediately and shall repeal, revoke, or modify any provisions of existing policies inconsistent herewith.

  
**ENGR. EDUARDO EDDIE G. GUILLEN**  
Administrator

Date: 12 NOV 2025