



LOCAL WATER UTILITIES ADMINISTRATION

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MEMORANDUM CIRCULAR NO. 015 '12

TO: ALL WATER DISTRICTS

SUBJECT: Revised Guidelines on the Compensation of Water District Directors and Other Benefits Pursuant to EO 65

In order to ensure uniform and clear implementation of the provisions of Executive Order 65, revised guidelines on Water District Board per diems and other benefits is hereby issued:

A. PER DIEMS

1. Each director shall receive a per diem corresponding to the category of the water district for each meeting of the Board he/she actually attended, but no director shall receive per diems in any given month in excess of the equivalent of two (2) meetings.
2. The Board Chairperson is entitled to receive an additional amount not exceeding twenty percent (20%) of the amount authorized for the members of the Board for each meeting he/she actually attended. This entitlement is not included in the annual cap under Section 4 of EO 65 and should be provided additional appropriation in the WD budget.
3. The rate of per diems shall be based on the water district's category as determined by LWUA in accordance with the Revised Local Water District Manual on Categorization, Re-categorization and Other Related Matters (LWD-MaCRO). Such per diems shall be equal to the computed point rating multiplied by the factor assigned to the WD's established category.
4. For Category A water districts, directors assigned to the working committees under the Board of Directors shall receive per diems for committee meetings actually attended not exceeding 60% of the approved per diems for board meetings: Provided that, the maximum amounts specified under Section 7 of EO 65 shall not be exceeded regardless of the number of working committees created and frequency of meetings held.

5. The maximum annual per diems prescribed under Section 4 of EO 65 shall become effective on the date of receipt of the WD's Certificate of Category. Per diems paid for meetings held before the said effectivity date shall not be deducted from the prescribed annual ceiling.

B. REIMBURSABLE EXPENSES

1. Reimbursable expenses shall not be treated as a form of compensation. Section 10 of EO 65 provides for the following reimbursable expenses:
 - a. All Transportation expenses in going to and from place of meetings;
 - b. Travel expenses during official travel;
 - c. Communication expenses; and
 - d. Meals during business meetings.
2. All necessary expenses of the members of the Board in attending board meetings and while discharging their official duties shall be either paid directly or reimbursed by the water district.
3. The aggregate amount of all reimbursable expenses shall not exceed twenty five percent (25%) of the actual per diems received for board meetings.
4. Claim/s for reimbursement must be duly supported by official receipt/s.
5. Reimbursement of expenses for official travel of members of the WD Board of Directors outside of their official station shall be in accordance with existing guidelines provided by EO No. 248 s. 1995, as amended by EO 248-A s. 1995 and EO 298 s. 2004.

C. YEAR-END FINANCIAL ASSISTANCE AND P5,000 CASH GIFT

This benefit is hereby suspended until such time that appropriate clearance or approval from higher authority shall have been obtained.

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D. PERFORMANCE-BASED INCENTIVES

Pursuant to Section 9 of EO 65, grant of this benefit is subject to a set of performance criteria developed by LWUA, endorsed by GCG and subject to the approval of the President.

E. APPLICABILITY

This Memorandum Circular supersedes LWUA Memorandum Circular No. 005-12 dated March 16, 2012.

For compliance.



EDUARDO C. SANTOS
Acting Administrator