

8/22/99

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

MC No. 41 s. 1999

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS/
DEPARTMENT/ STAFF MANAGERS, REGIONAL/ OPERATIONS/
PROJECT MANAGERS, PROVINCIAL IRRIGATION OFFICERS,
IRRIGATION SUPERINTENDENTS, AND OTHERS CONCERNED
National Irrigation Administration

SUBJECT: IMPLEMENTING GUIDELINES ON THE GRANT OF
COLLECTIVE NEGOTIATION AGREEMENT SIGNING BONUS

The Collective Negotiation Agreement (CNA) entered into by and between the NIA Management and the NIA- Employees Association of the Philippines on August 12, 1999 provided for the grant of a Signing Bonus (SB) as a special incentive pursuant to Resolution No. 1, s. 1999 of the Public Sector Labor-Management Council dated July 20, 1999.

The NIA Board of Directors thru Resolution No. 6914 - 99 dated November 8, 1999, approved the grant of CNA-SB at Five Thousand Pesos (P5,000.00) to each qualified NIA personnel, subject to the following guidelines.

I. COVERAGE

The SB shall be granted to all NIA employees regardless of salary grade and classification (Management and Rank-and-File) in the service as of the time of grant whether under regular, co-terminous, temporary or casual status, and contractual personnel whose employment is in the nature of regular employee, i.e., their appointments are approved by the Civil Service Commission.

II. QUALIFICATION

To be entitled to the SB, an official/employee should be in the service as of the time of signing on August 12, 1999 and continues to be in the service as of November 9, 1999.

III. AMOUNT

NIAEASP members shall receive the SB of Five Thousand pesos (P5,000.00) in full. The deduction of Two Hundred pesos (P200.00) from the approved Five Thousand Pesos (P5,000.00) CNA-SB per each non-NIAEASP member as agency fee in favor of the UNION shall be in accordance with existing law/s on the matter. The amount of P200.00 shall likewise be deducted from members of Management (from SG-25 and above, including PMs, APMs, PIOs and Iss). Deductions shall be remitted to the National/Regional/Project/Field Office Chapters concerned. In the case of PMO personnel, the same shall be remitted to the Central Office National Chapter.

The list of members entitled to the full P5,000.00 SB will be provided by the NIAEASP.

IV. DEFINITION OF TERMS

The Scope of Coverage of the CNA as defined under Article II thereof "xxx consists of all employees of the NIA without regard to their appointment status except , those hired as consultants, as well as those under contract of services and job orders".

NIAEASP members refer to active members who have fully complied with their duties/obligations/ responsibilities with the Association. Non-NIAEASP members, on the other hand, refer to those who did not register their intent to be members thereof or have been remiss in their duties/obligations/ responsibilities with the Association.

V. PAYMENT PROCEDURES

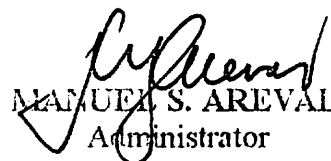
The amount necessary for implementing this Circular shall be charged from the overall balance of the approved COB for CY 1999 for personnel whose salaries and wages are charged thereto. Funds to cover the SB of project personnel shall be charged against their respective project funds.

Payment of this SB shall be subject to the usual accounting and auditing rules and regulations.

VI. SAVING CLAUSE

Inquiries relative to this grant shall be addressed to the Assistant Administrator for Administrative Services.

Be guided accordingly.


MANUEL S. AREVALO
Administrator

November 16, 1999