

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

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 79  
FAX NO.: 926-28-46

OUR REFERENCE:

MC No. 57 s. 2002

**MEMORANDUM CIRCULAR**

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

**SUBJECT :** GUIDELINES ON THE GRANT OF COLLECTIVE NEGOTIATION  
AGREEMENT (CNA) RENEWAL SIGNING BONUS

NIA-Board Resolution No. 7115-02, s. 2002 dated August 26, 2002 carries the confirmation of the renewal of the Collective Negotiation Agreement (CNA) entered into by and between the NIA Management and the NIA-Employees Association of the Philippines (NIAEASP). The same Resolution likewise approves the Supplemental Memorandum of Agreement granting a Signing Bonus (SB) of Five Thousand Pesos (P5,000.00) to NIA officials and employees and all other personnel entitled thereto.

The grant of the CNA-SB shall be subject to the following guidelines.

**I. COVERAGE**

The CNA-SB shall be granted to each qualified NIA official/employee 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 CNA-SB, an official/employee should be in the service as of the time of signing on August 26, 2002.

**III. PAYMENT SCHEME**

The amount of Three Hundred Pesos (P300.00) as embodied under Section 12, Article III of the CNA renewal representing Agency Fee in favor of the Association shall be deducted from the approved P5,000.00 CNA-SB per non-NIAEASP member. The same amount of P300.00 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.

Payment of the CNA-SB shall be on a staggered basis. Initial payment shall be in the amount of One Thousand Five Hundred Pesos (P1,500.00); and the remaining balance shall be paid in a spread of two years reckoned from the date of initial payment.

Correspondingly, the P300.00 Agency Fee deduction from non-NIAEASP members shall likewise be on a staggered basis, i.e. one hundred peso (P100.00) deduction from each payment made.

The list of Association members will be provided by the NIAEASP for reference in the preparation of Payroll for CNA-SB.

#### **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 PROCEDURE**

The amount necessary for implementing this Circular shall be charged from the overall balance of the approved COB for CY 2002 for personnel whose salaries and wages are charged thereto. Funds to cover the CNA-SB, on the other hand, of project personnel shall be charged against their respective project funds.

Payment of the herein authorized CNA-SB shall be subject to the usual accounting and auditing rules and regulations.

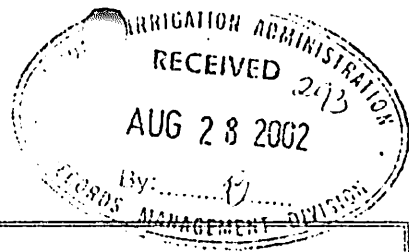
#### **VI. SAVING CLAUSE**

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

Be guided accordingly.

  
JESUS EMMANUEL M. PARAS  
Administrator

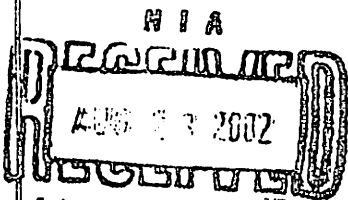
3 September, 2002



# NATIONAL IRRIGATION ADMINISTRATION

## BOARD OF DIRECTORS RESOLUTION

**SUBJECT:** Collective Negotiation Agreement (CNA) Renewal



### RESOLUTION NO. 7115-02 SERIES OF 2002

Administrator's Office

**RESOLVED**, as it is hereby resolved, the confirmation of the renewal of the approved Collective Negotiation Agreement (CNA) entered into by and between the NIA-Management and the NIA-Employees Association of the Philippines on August 26, 2002.


**RESOLVED**, as it is hereby further resolved, to approve the Supplemental Memorandum of Agreement granting a Signing Bonus of Five Thousand Pesos (P5,000.00) to all officials and employees and all other personnel entitled to receive such.

Date Adopted:

August 26, 2002

I, the undersigned, hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Directors of the National Irrigation Administration and spread in the minutes of a duly constituted meeting of said Board held on August 26, 2002.

795<sup>th</sup> Regular Meeting

  
**FRANK S. ABALOS**  
Corporate Board Secretary

NOTED BY:

  
**JESUS EMMANUEL M. PARAS**  
Administrator