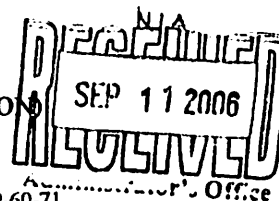




Republic of the Philippines  
Department of Agriculture  
Pambansang Pangasiwaan ng Patubig  
(NATIONAL IRRIGATION ADMINISTRATION)



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MC. NO. 41 s. 2006

## MEMORANDUM CIRCULAR

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

SUBJECT : GUIDELINES FOR THE PAYMENT OF COLLECTIVE  
NEGOTIATION AGREEMENT (CNA) INCENTIVES

### 1. PURPOSE

This Circular is being issued to provide guidelines, rules and regulations for the payment of Collective Negotiation Agreement (CNA) incentives pursuant to NIA Board Resolution No. 7394-06 Series of 2006.

### 2. COVERAGE

2.1 Payment of the herein authorized CNA incentives shall cover NIA Officials and employees, whether permanent, temporary, casual/daily, co-terminous, or contractual whose appointments / contracts were passed on by the civil service who is in the service as of January 1, 2006 and continued to be in the service as of the time of grant of this incentive.

2.2 The Succeeding payments of the CNA incentives shall cover NIA Officials and employees, whether permanent, temporary, casual/daily, co-terminous, or contractual whose appointments / contracts were passed on by the civil service under Section 2.1 above and subject to availability of funds and supplementary rules and regulations that shall be issued for the purpose.

### 3. CNA INCENTIVES

In recognition to the joint efforts initiated by Management and the NIAEASP in establishing a genuine service-oriented working environment that would enhance employee's welfare and ensure at all times cost-efficient agency operation effecting productive resource use, a CNA Incentive in the amount of Ten Thousand Pesos (Php 10,000) per

employee per year or 50% of the realized savings/surplus whichever is higher, shall be paid to all employees.

#### 4. PAYMENT SCHEDULE

4.1 A partial payment in the amount of Five Thousand Pesos (Php 5,000.00) shall be paid to each employee upon the issuance of this circular.

4.2 Full payment of the total CNA Incentives shall be paid at the end of the Calendar year after the realization of savings/surplus of the current year.

#### 5. FUNDING SOURCE/REQUIREMENTS

4.3 For COB personnel, the total amount of obligation shall be paid from the COB funds

4.4 For project personnel, the funding requirements shall be subject to the availability of project funds for the purpose.

#### 6. CHECK-OFF OF AGENCY FEE

The amount of Php 300.00 plus seven percent (7%) shall be deducted / check-off from the CNA incentives payment to non-union-members employees as of May 31, 2006, as Agency Fee in accordance with MC # 94 s. 2005 relative to the check-off of union dues and the same shall be remitted to the NIAEASP District Office or Chapters of foreign assisted / locally funded projects with recognize Union chapter.

#### 7. RESPONSIBILITY OF IMPLEMENTING OFFICERS

The Head of offices concerned shall be held responsible for the implementation of this Circular in their respective areas of jurisdiction and shall be held liable for any deviation/s from the provisions hereof, without prejudice, however, to the refund of any excess payments to the employees concerned. Further, officials and employees who received the subject payments but later found not entitled thereto shall be required to retribute the entire amount .

#### 8. SAVING CLAUSE

All questions / problems arising from the implementation pursuant to this circular shall be addressed to the Office of the Assistant Administrator for Finance, Attention: The Manager, Controllership Department.

For implementation.

  
BALTAZAR H. USIS, CESO V  
Administrator

September 11, 2006