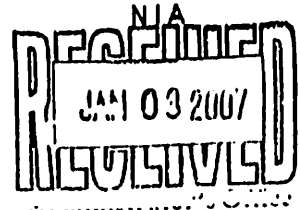


Republic of the Philippines
Department of Agriculture
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)



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MC. NO. 01 s. 2007

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 THE PHP 5,000.00
BALANCE OF THE COLLECTIVE NEGOTIATION
AGREEMENT (CNA) INCENTIVES

1. PURPOSE

This Circular is being issued to provide guidelines, rules and regulations for the payment of the Php 5,000.00 balance of the CNA incentives pursuant to NIA Board Resolutions Nos. 7394-06 and 7394-A-06, both series of 2006 and Memorandum Circular Nos. 41 and 41-A, Series of 2006..

2. COVERAGE

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 Commission who were in the service as of January 1, 2006 and continued to be in the service as of the signing of the CNA on July 25, 2006.

3. FUNDING SOURCE

- 3.1 For COB personnel, the total amount of obligation shall be paid from COB funds, after determining the year-end surplus / savings.
- 3.2 For project personnel, the funding requirements to pay the incentives under this Circular shall be sourced out from any available project funds, provided, the implementation of programmed activity shall not be affected.

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4. CHECK-OFF OF AGENCY FEE

The amount of Php 350.00 representing Seven (7%) per cent of the incentive under this Circular shall be deducted/checked-off from the CNA incentive payment to non-union-member 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 concerned NIAEASP District Office or Chapters of foreign-assisted/locally-funded projects with recognized Union Chapter.

5. RESPONSIBILITY OF IMPLEMENTING OFFICERS

The Heads 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 reconstitute the entire amount.

6. SAVING CLAUSE

All questions / queries arising from the implementation of this Circular shall be addressed to the Office of the Assistant Administrator for Administrative Services.

7. EFFECTIVITY

This circular supersedes all previous memoranda / circulars / directives inconsistent herewith.

For implementation.


Gen. ARTURO C. LOMIBAO
Administrator

January 4, 2007