

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

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

TELEPHONE NOS.: 929-6071 TO 78
TELEFAX NO.: 926-2846
TIN: 000-916-415

OUR REFERENCE:
MC No.54-A, s. 2007

MEMORANDUM CIRCULAR

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

SUBJECT: **SUPPLEMENTAL GUIDELINES FOR THE PAYMENT OF COLLECTIVE
NEGOTIATION AGREEMENT (CNA) INCENTIVES FOR PROJECT
PERSONNEL**

Pursuant to Item 4.2, Section 4 (Funding Source/Requirements) of Memorandum Circular No. 54, s. 2007, hereunder are the supplemental guidelines/requirements for compliance of Project Offices before payment of CNA Incentives to qualified project personnel may be effected.

1. Funding Source

For project personnel, the funding requirements to pay the CNA Incentives under this Circular shall be sourced out from savings of any available project funds, provided the implementation of programmed activities shall have been completed by the end of the year.

2. Definition of Savings

As used herein, savings refer to such balances of the agency's released project allotment for the year, free from any obligations or encumbrances.

Obligation and encumbrances shall include, but not limited to, the full payment of due and demandable five percent (5%) Management Fee, GSIS and Pag-IBIG premium/contributions, mandatory tax remittances to the BIR and establishment and maintenance of adequate reserve fund for terminal leaves and retirement benefits.


3. Additional Requirement

Certification of availability of savings for CNA Incentives supported by computation sheet showing derivation of savings shall be issued by the Project Manager/Regional Manager or authorized official duly noted by the Sector Head concerned, as the case may be, to be used as basis in the payment of herein Incentives. Copy of the said certification shall be furnished the Office of the Assistant Administrator for Finance and Management.

4. Responsibility of Project Managers/Certifying Officials/Sector Heads Concerned

The Project Managers/Certifying Officials/Sector Heads Concerned shall be held personally liable for any payment of CNA Incentives without prejudice, however, to the refund by the employees/officials concerned of any payment made to them in case of disallowance.

Be guided accordingly.


MARCELINO V. TUGAOEN, JR.
Administrator