



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

*2007/ Circularity for info
copy to Prog, EDP*

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, s. 2007

MEMORANDUM CIRCULAR

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

**SUBJECT: GUIDELINES FOR THE PAYMENT OF COLLECTIVE NEGOTIATION
AGREEMENT (CNA) INCENTIVES FOR CALENDAR YEAR 2007**

In recognition of 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 through productive resource use, grant of CNA Incentives in the amount of Ten Thousand Pesos (Php 10,000.00) per employee per year or an amount equivalent to 50% of the total savings/surplus shall be paid to each qualified official/employee.

1. PURPOSE

This Circular is being issued to provide rules and regulations for the payment of Collective Negotiation Agreement (CNA) Incentives pursuant to NIA Board Resolution No. 7394-A-06, series of 2006, dated December 19, 2006.

2. COVERAGE/EXEMPTION

This Circular shall apply to the following:

- 2.1 NIA officials and employees whether permanent / temporary / casual / daily / co-terminous / contractual whose appointments / contracts were passed upon by the Civil Service Commission and who have been in the service continuously from January 1, 2007 up to June 15, 2007.

It shall not apply, however, to the following:

- 2.2 Those who were separated/resigned/retired from the service before June 15, 2007 are no longer entitled to receive the herein authorized CNA Incentives.

3. PAYMENT SCHEDULE

- 3.1 A partial payment in the amount of Five Thousand Pesos (Php 5,000.00) shall be paid to each qualified official/employee upon issuance of this Circular.

3.2 Full payment of the CNA Incentives due for payment in CY 2007 shall be paid at the end of the year subject to the realization of sufficient savings/surplus in the current year.

3.3 Succeeding payments of the CNA incentives shall be subject to the issuance of another Circular.

4. FUNDING SOURCE/REQUIREMENTS

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

4.2 For project personnel, the funding requirements shall be subject to the availability of project funds and compliance to other requirements that shall be issued under a separate memorandum.

5. CHECKOFF OF AGENCY FEE

5.1 The amount of Three Hundred Pesos (Php 300.00) plus seven percent (7%) of the amount due under this Circular shall be deducted/checked off as Agency Fee from the CNA Incentives that shall be received by non-union member-employees in accordance with Memorandum Circular No. 94, s. 2005 apropos union dues checkoff. Said Agency Fee shall be remitted to the N IAEASP District Office or Chapters of foreign assisted/locally funded projects with recognized Union Chapter, as the case may be.

5.2 For purposes of the application of this provision under this Circular, those who are non-union member-employees as of May 31, 2007 shall be deducted/checked off of the aforesaid Agency Fee.

6. RESPONSIBILITY OF IMPLEMENTING OFFICIALS

The Chiefs of Offices concerned shall be responsible for the implementation of the provisions of this Circular. He/she shall be held personally liable for any payment of CNA Incentives not in accordance with the provisions of this Circular without prejudice, however, to the refund by the employees/officials concerned of any payment made to them in case of disallowance.

7. SAVING CLAUSE

All questions / issues arising from the implementation of this Circular shall be referred to the Office of the Assistant Administrator for Finance & Management.

Be guided accordingly.


MARCELINO V. TUGAOEN, JR.
Administrator



NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT: Approval of the Collective Negotiation Agreement (C.N.A) by and between NIA & NIAEASP.

RESOLUTION NO. 7394-A-06 SERIES OF 2006

RESOLVED as it is hereby resolved, on motion duly seconded, to approve the renewal of the Collective Negotiation Agreement (C.N.A) agreed upon by the NIA Management and the NIA Employees Association of the Philippines, Inc. (NIAEASP).

RESOLVED FURTHER that NIA shall provide/pay CNA incentives in the amount of Ten Thousand Pesos (P10,000.00) per employee per year or equivalent to 50% of the total savings/surplus whichever is higher, charged against the yearend savings of the agency.

RESOLVED FINALLY, that this resolution amends Board Res. 7394-06 series of 2006.

Date Adopted:

December 19, 2006

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 December 19, 2006.

832nd Regular Board
Meeting


RENATO M. RESUMA
Corporate Board Secretary