



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

Circular for info

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OUR REFERENCE:
MC No. 46, s. 2008

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 THIRD TRANCHE AND FINAL PAYMENT
OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES
FOR CALENDAR YEAR 2008**

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 representing the third tranche and final payment of ten thousand pesos (P10,000.00) per employee payable in two (2) installments.

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, 2008 up to June 30, 2008.

It shall not apply, however, to the following:

- 2.2 Those who were separated/resigned/retired from the service before June 30, 2008 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 2008 shall be paid at the end of the year subject to the realization of sufficient savings/surplus in the current year.

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 NIAEASP 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, 2008 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 / Administrative Services.

Be guided accordingly.


CARLOS S. SALAZAR
OIC-Administrator