



Republika ng Pilipinas  
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*Pambansang Pangasiwaan ng Patubig*  
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**ANG**  
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MC NO. 24 s. 2009

**MEMORANDUM CIRCULAR**

TO : THE SR. DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,  
DEPARTMENT / REGIONAL / OPERATION / PROJECT MANAGER,  
IRRIGATION MANAGEMENT OFFICERS AND ALL OTHERS CONCERNED

SUBJECT : GUIDELINES FOR THE PAYMENT OF COLLECTIVE NEGOTIATION  
AGREEMENT (CNA) INCENTIVES FOR CALENDAR YEAR 2009

**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 7585-09 series of 2009 dated May 25, 2009.

**2. COVERAGE/EXEMPTION**

This Circular shall apply to the following:

- 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 upon by the Civil Service Commission and who have been in service as of January 1, 2009 and continued to be in service as of the time of grant of this incentive.

It shall not apply, however to the following:

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

**3. CNA INCENTIVE**

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 effecting productive resource use, CNA Incentive equivalent to the 50% savings/surplus of NIA determined semi-annually during the effectivity of this CNA shall be granted / allocated to all employees subject to availability of cash.

**4. PAYMENT SCHEDULE**

- 4.1 For CY 2009 the basis shall be 50% of the savings/surplus of CY 2008 operations.

4.1.1 A partial payment in the amount of Ten Thousand Pesos (Php 10,000.00) as Complete System Sustainability Incentive (CSSI) shall be paid to each qualified official / employee upon issuance of this circular.

4.1.2 The balance shall be paid not later than July 31, 2009.

4.2 For CY 2010 & 2011, the basis shall be the results of operation for CY 2009 and 2010 respectively.

4.2.1 Surplus/Savings determined from its operation covering the period January to June shall be paid/allocated to each qualified employees not later than January 31 of the respective year.

4.2.2 The balance shall be paid not later than July 31 of the respective year provided that the total amount to be paid to each qualified official/employee shall not exceed the equivalent of 50% of the total surplus/savings generated for the respective years under evaluation.

## **5. FUNDING REQUIREMENTS**

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

5.2 For project personnel, the funding requirements shall be subject to the availability of project funds.

## **6. CHECKOFF AGENCY FEE**

6.1 The amount of Three Hundred Pesos (Php 300.00) plus seven percent (7%) exceeding One Thousand Pesos (Php 1,000.00) shall be deducted / check-off from the CNA Incentives payment to non-union-members employees as of April 1, 2009 as Agency Fee in accordance with Memorandum Circular No. 94 series of 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 recognized Union chapter.

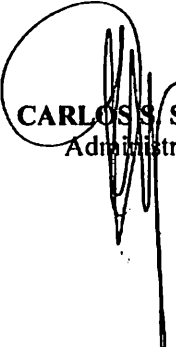
## **7. RESPONSIBILITY OF IMPLEMENTING OFFICIALS**

The Head of Offices concerned shall be held responsible for the implementation of the provisions 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.

## **8. SAVING CLAUSE**

All questions / issues arising from the implementation pursuant of this Circular shall be addressed to the Office of the Deputy Administrator for Administrative and Financial Management, Attention: The Manager, Financial Management Department.

Be guided accordingly.

  
**CARLOS S. SALAZAR**  
Administrator