



Republika ng Pilipinas  
Kagawaran ng Pagsasaka  
**Pambansang Pangasiwaan ng Patubig**  
(National Irrigation Administration)  
EDSA, Diliman, Quezon City

**LABANAN  
ANG  
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MC NO. 54 s. 2009

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## MEMORANDUM CIRCULAR

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

**SUBJECT : SUPPLEMENTAL GUIDELINES OF MC NO. 24, SERIES 2009  
RE: PAYMENT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA)  
INCENTIVES-FIRST SEMESTER CY 2009 PERFORMANCE**

### 1. PURPOSE

This Circular is being issued to provide rules and regulations for 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:

- 2.1.1 Payment of the herein authorized CNA Incentives shall cover NIA officials and employees whether permanent, temporary, casual/daily, co-terminus or contractual whose appointments / contracts were passed upon by the Civil Service Commission (CSC).
- 2.1.2 Those who are in the service for more than three (3) months as of June 30, 2009 and continue to be in the service as of the time of grant of incentive (November 2009) are entitled to 100%
- 2.1.3 Those who are in the service for less than three (3) months as of June 30, 2009 shall be entitled only to 50%

It shall not apply, however to the following:

- 2.2 Contractual employees and Job Order whose contract of services were not passed upon by the CSC (no employer-employee relationship)
- 2.3 Those who were separated/resigned/retired from the service before the effectivity of the CNA are no longer entitled to received 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. AMOUNT OF INCENTIVE**

The NIA Management has declared the amount of P25,000.00 as 1<sup>st</sup> semester CNA incentive from the savings generated for the period January to June 2009.

Be guided accordingly.

  
**CARLOS S. SALAZAR**  
Administrator

03 November 2009