



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

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

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OUR REFERENCE:
MC NO. 6 s. 2011

MEMORANDUM CIRCULAR

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

**SUBJECT : GUIDELINES FOR THE GRANT OF ADDITIONAL COLLECTIVE NEGOTIATION
AGREEMENT (CNA) INCENTIVES FOR CY 2009**

1. RATIONALE

This Circular is being issued to provide rules and regulations for the payment of Additional Collective Negotiation Agreement (CNA) Incentive for CY 2009 pursuant to NIA Board Resolution No. 7666-11, Series 2011 dated February 2, 2011.

2. COVERAGE/EXEMPTION

This Circular applies to the following:

- 2.1. Payment of the herein authorized CNA Incentive covers NIA officials and employees whether permanent, temporary, casual/daily, coterminous or contractual whose appointments/contracts were passed upon by the Civil Service Commission (CSC) and who were in the service as of December 31, 2009.

It does not apply, however to the following:

- 2.2. Contractees and Job Order workers whose contracts of service were not passed upon by the CSC thereby no employer-employee relationship exists between them and the NIA; and
- 2.3. Those who were hired beyond December 31, 2009.

3. AMOUNT OF CNA INCENTIVE

The NIA Management has declared the amount of Eighteen Thousand Pesos (P18, 000.00) per employee as additional CNA Incentive for CY 2009 chargeable against the thirty percent (30%) savings apportioned for improvement of working conditions for CY 2009.

4. FUNDING REQUIREMENTS

- 4.1. For Personnel whose salaries/wages are charged against the COB funds, the total amount of obligation shall be accordingly charged thereto;
- 4.2. For Project Personnel, the funding requirements shall be subject to the availability of project funds.

5. CHECKOFF OF AGENCY FEE

- 5.1. The amount of Three Hundred Pesos (Php 300.00) plus the seven percent (7%) of the amount due under this circular exceeding One Thousand Pesos (Php 1,000.00) shall be deducted/checked-off from the CNA Incentive payment to non-union member-employees as Agency Fee in accordance with Memorandum Circular No. 94 series of 2005 relative to the check-off union dues and the same shall be remitted to the NIAEASP District Office or Chapters, as the case may be, of foreign assisted/locally funded projects with recognized Union chapter.
- 5.2. For purposes of the application of this provision under this Circular, the deduction made from the CNA Incentive of non-union member-employees as of May 31, 2009 shall be check off of the aforesaid Agency Fee.

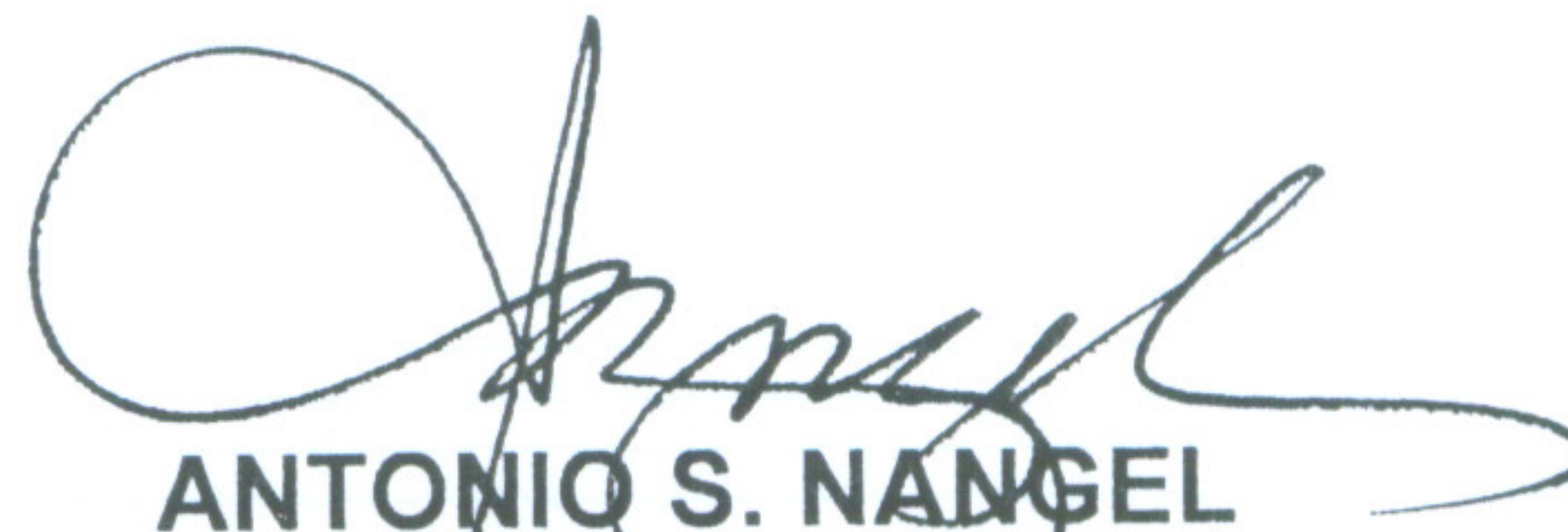
6. RESPONSIBILITY OF IMPLEMENTING OFFICIALS

The Heads of Offices concerned shall be 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. Furthermore, officials and employees who received the subject payments but later found not entitled thereto, the same shall be deducted from their respective salaries and/or allowances.

7. SAVING CLAUSE

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

Be guided accordingly.


ANTONIO S. NANGEL
Acting Administrator

10 February 2011



Republika ng Pilipinas
Department of Agriculture
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

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OFFICE OF THE BOARD OF DIRECTORS

RESOLUTION NO. 7666-11
Series of 2011

WHEREAS, pursuant to the Collective Negotiation Agreement (CNA) between NIA Management and NIA Employees Association of the Philippines (NIAEASP) and in accordance of the Public Sector Labor-Management Council (PSLMC) No. 2 Series 2003, (Annex A) 50% of the surplus/saving of the agency shall be allocated for CNA Incentives of employees; 30% for the improvement of the working condition of employees and or to be added as part of the CNA Incentive and 20% to be retained for the operation of the agency;

WHEREAS, the NIA Board approved on June 9, 2010 (Annex B) the Utilization of the CY 2009 Saving/Surplus. From the 30% savings/surplus allocated for improvement of working condition, Php65 Million was apportioned for the Establishment of NIA Provident Fund and Php38.052 Million as CNA buffer fund;

WHEREAS, after a careful review and study on the Rules, Regulations and Procedure on the Establishment and Administration of Provident Fund in the Philippine Government, the Department of Budget and Management Budget Circular No. 2008-3 dated June 20, 2008 (Annex C) particularly Item 5.3 provides that the Principal Fund Source for the agency Provident Fund shall be from the members' regular monetary contributions vis-à-vis the initial employer/agency counterpart contributions shall be in the form of support such as part-time assignment of existing personnel; and use of necessary agency facilities and equipment;

WHEREAS, insofar as the Php65 Million allocated for the establishment of the Provident Fund contravenes the mandate of the DBM Circular 2008-3 June 20, 2008 as stated in the foregoing paragraph and that the Php38.052 Million allocated as CNA buffer fund was not utilized for the intended purposes, the NIAEASP National Council passed Resolution No. 09-2010 Series 2010, which was duly approved by the Administrator, that the total amount of Php103 Million be released as additional CNA Incentive for CY 2009 to all qualified NIA employees;


WHEREAS, relative to the grant of the CNA incentive, NIA remitted the amount of Php18 Million dividend for CY 2009 to the Department of Finance sourced from the 30% saving/surplus of the agency allocated for the improvement of working conditions of the employees leaving an available balance of Php 85 Million.

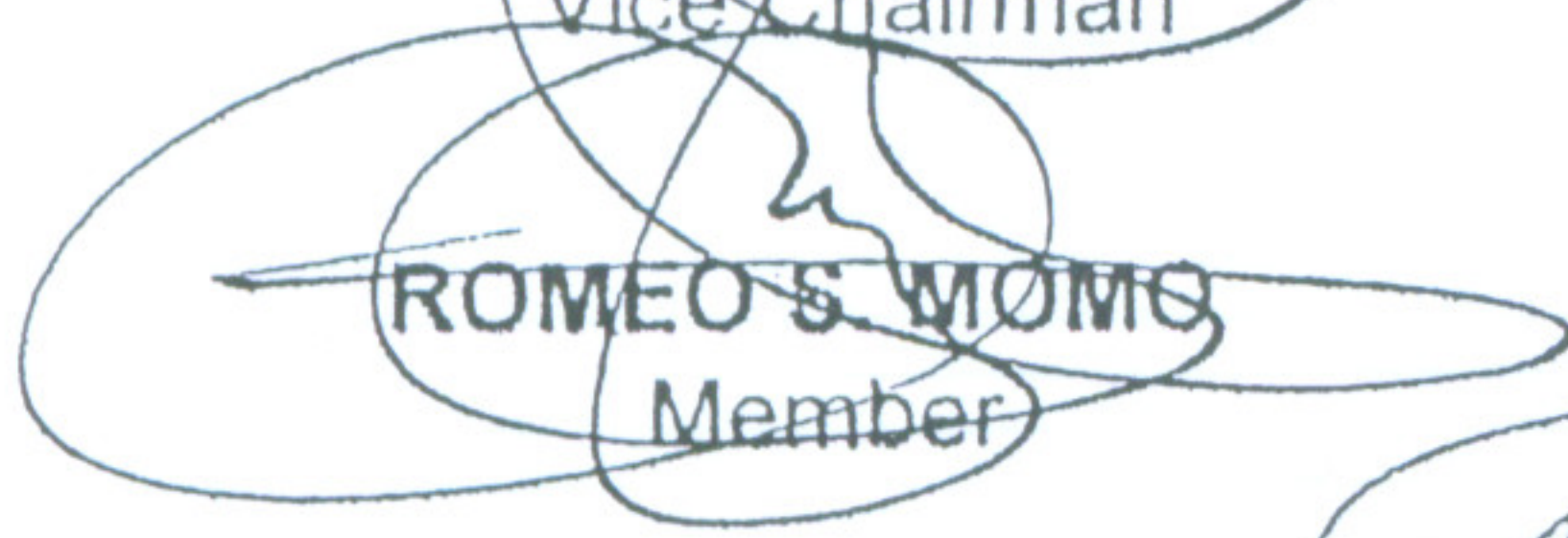
NOW THEREFORE, for and in consideration of the abovementioned premises, resolved as it is hereby resolved, to approve that the balance from the 30% saving/surplus of the agency allocated for the improvement of working conditions amounting to **Php 85 Million** previously allocated as seed fund for the establishment of NIA Provident Fund and buffer fund be declared as an additional CNA incentive for CY 2009.

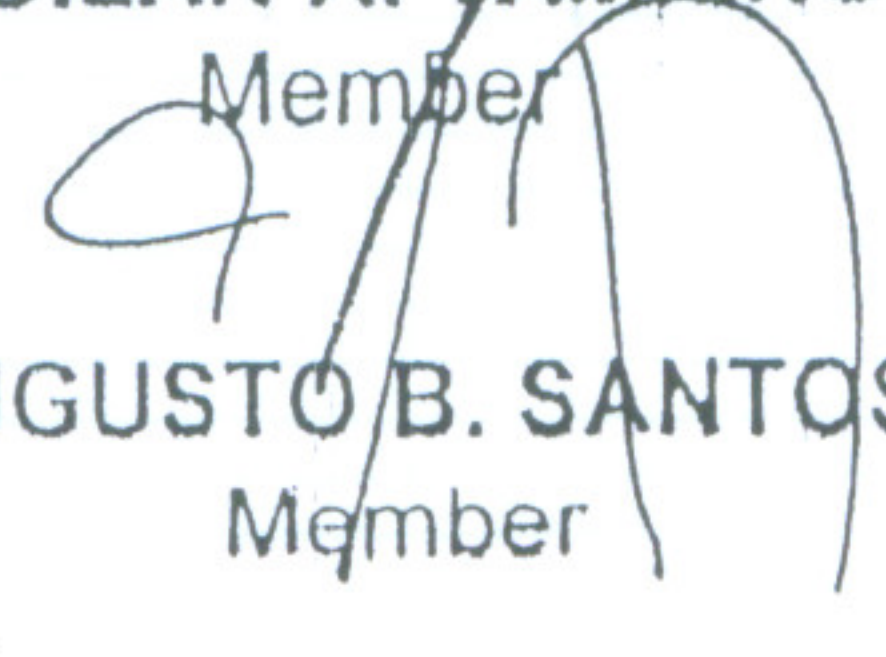
Adopted on the 2nd day of February 2011 at Quezon City.


ANTONIO A. FLETA
Chairman


ANTONIO S. NANGEL
Vice Chairman

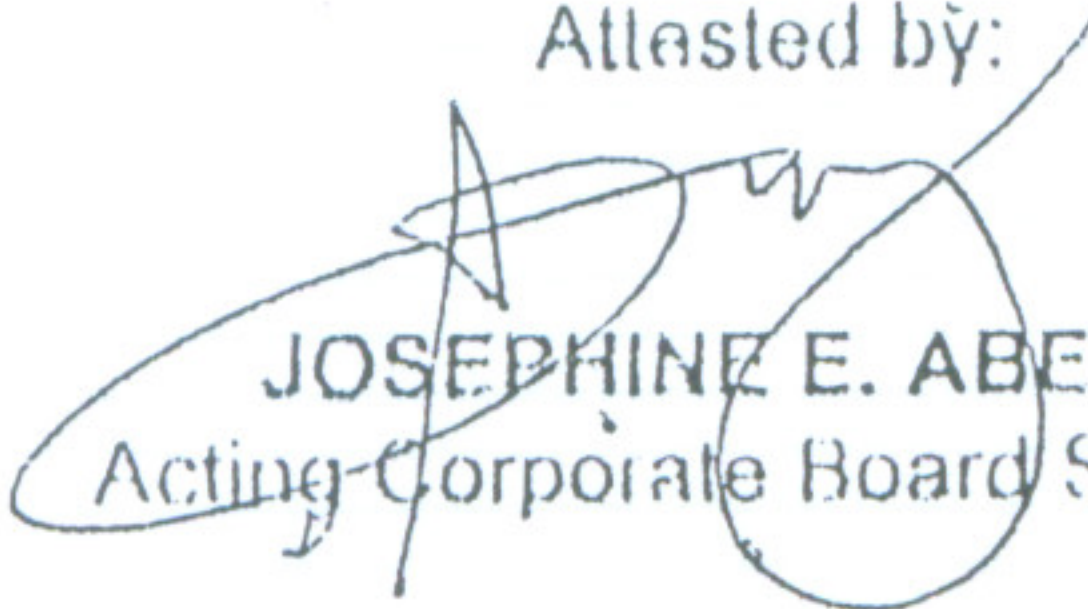

FROILAN A. TAMPINCO
Member


ROMEO S. MOMO
Member


AUGUSTO B. SANTOS
Member


SATURNINO E. RONQUILLO
Member

Attested by:


JOSEPHINE E. ABEJON
Acting Corporate Board Secretary