



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

TELEPHONE NOS.: 929-6071 TO 78
TELEFAX NO.: 926-2846
TIN: 000-916-415

OUR REFERENCE:

MC No. 54 s. 2011

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL /
OPERATIONS / PROJECT MANAGERS, DIVISION MANAGERS
AND ALL OTHERS CONCERNED**

**SUBJECT : PARTIAL PAYMENT OF THE COLLECTIVE NEGOTIATION
AGREEMENT (CNA) INCENTIVE IN THE AMOUNT OF THIRTY
THOUSAND PESOS (P30, 000. 00) PER QUALIFIED NIA
OFFICIAL/EMPLOYEE FOR CY 2011.**

1. RATIONALE

This Circular is being issued to provide rules and regulations for the partial payment of the Collective Negotiation Agreement (CNA) Incentive representing the last year of the three- year effectivity of the CNA, i.e., 2009 to 2011, pursuant to NIA Board Resolution No. 7585-09 series of 2009 dated May 25, 2009.

2. INTENT, PURPOSE AND INTENT

In recognition of the joint efforts of the NIA Management and the NIA Employees' Association of the Philippines (NIAEASP) in establishing a corporate culture of genuine productive working environment, enhanced employees' welfare, cost-efficient operation and financial viability, partial payment of the CNA Incentive is granted in the amount of thirty thousand pesos (P30, 000.00) per qualified NIA official/employee for CY 2011. (See attached Financial Statement).

3. PAYMENT SCHEDULE

- 3.1. Payment of the amount of Thirty Thousand Pesos (P30, 000.00) to each qualified NIA official/employee shall be effected not earlier than November 18, 2011.

4. COVERAGE/EXEMPTION

This Circular shall apply to the following:

- 4.1. 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);
- 4.2. Those who were in the service for at least ten (10) months as of October 31, 2011 and who continue to be in the service as of the time of grant of incentive shall be entitled to 100% of the herein authorized CNA Incentives, equivalent to thirty thousand pesos (P30,000.00);
- 4.3. Those who were in the service for at least five (5) months as of October 31, 2011 and who continue to be in the service as of the time of grant of incentive shall be entitled only to 75% of the herein CNA incentives, equivalent to twenty-two thousand five hundred pesos (P22,500.00);
- 4.4. Those who were in the service for less than three (3) months as of October 31, 2011 or were employed not later than 01 August 2011 and who continue to be in the service as of the time of grant of incentive shall be entitled only to 50% of the CNA Incentives, equivalent to fifteen thousand pesos (P15, 000).

It shall not apply, however to the following:

- 4.5. Those hired through contract of service and job order where no employer-employee relationship exists;
- 4.6. Those who were separated/resigned/retired from the service at the time of grant of the herein authorized CNA Incentive.

5. FUNDING SOURCE/REQUIREMENTS

- a. For COB Personnel, the total amount of obligation shall be paid from the COB funds;
- b. For Project Personnel, the funding requirements shall be subject to the availability of project funds and compliance to other requirements in the succeeding item (Item No.6).

6. ADDITIONAL REQUIREMENT FOR PROJECT PERSONNEL

Pursuant to Item 5 (b) of this Memorandum Circular, hereunder are the additional guidelines/requirements for compliance of Project Offices before payment of CNA to qualified project personnel may be effected:

6.1 Funding Source

For project personnel, the funding requirements to pay the CNA incentives under this Circular shall be sourced out from the savings of any available funds, provided, the implementation of programmed activities shall have been completed by the end of the year.

6.2 Definition of Savings

As used herein, savings refer to such balances of the agency's released project allotment for the year, free from any obligations or encumbrances.

6.3 Additional Requirement

Certification of availability of savings of CNA Incentives supported by computation sheet showing derivation of savings shall be issued by the Project Manager/Regional Manager or authorized official duly noted by the Sector Head concerned, as the case may be, to be used as basis in the payment of herein Incentives. Copy of the said certification shall furnish the Office of the Deputy Administrator for Administrative and Finance Sector.

7. CHECKOFF OF AGENCY FEE

- 7.1 The amount of Three Hundred Pesos (P300.00) 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 check-off. 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;
- 7.2 For purposes of the application of this provision under this Circular, the CNA Incentive of non-union member employees as of January 31, 2011 shall be deducted/checked-off of the aforesaid Agency Fee.

8. RESPONSIBILITY OF IMPLEMENTING OFFICIALS

The Chief 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.

9. SAVING CLAUSE

All questions/ issues arising from the implementation of this Circular shall be referred to the Office of the Deputy Administrator for Administrative and Finance Sector.

Be guided accordingly.



ANTONIO S. NANGEL
Acting Administrator

18 November 2011