

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

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OUR REFERENCE:

MC No. 16 s. 2012

MEMORANDUM CIRCULAR

TO : THE SENIOR DEPUTY ADMINISTRATOR / DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL / OPERATIONS / PROJECT MANAGERS, AND OTHERS CONCERNED

SUBJECT : GUIDELINES FOR THE PAYMENT OF THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR CY 2011

1.0 RATIONALE

This Circular is being issued to provide rules and regulations for the payment of CNA Incentive representing the last year of the three-year effectivity of the CNA Incentive from CY 2009 to CY 2011 pursuant to NIA Board Resolution No. 7585-09 series of 2009 dated May 25, 2009. This Incentive is in recognition of the collective efforts of the NIA Management and the NIA Employees' Association of the Philippines (NIAEASP) in establishing a genuine productive working environment, enhanced employees' welfare and cost efficient operation effecting productive resource use.

2.0 AMOUNT OF INCENTIVE

The amount of FORTY TWO THOUSAND PESOS (P42,000.00) is hereby authorized as CNA Incentive for CY 2011 performance chargeable against the COB surplus/savings generated for said period spanning from January 2011 to December 2011.

3.0 COVERAGE

3.1 NIA officials and employees whether permanent, temporary, casual/daily, co-terminous or contractual whose appointments were passed upon by the Civil Service Commission shall be entitled to CY 2011 CNA Incentive as follows:

Length of Service (CY 2011)	Percentage of P42,000.00	Corresponding Amount
9 months up to 12 months	100%	P42,000.00
6 months but less than 9 months	75%	31,500.00
3 months but less than 6 months	50%	21,000.00
1 month but less than 3 months	25%	10,500.00

4.0 EXEMPTION

The herein grant of CNA Incentive does not apply to the following:

- 4.1 Those hired through contract of service and job order where no employer-employee relationship exists;
- 4.2 Those who were separated/resigned/retired from the service at the close of office hours of 31 December 2010 or effective 01 January 2011.

5.0 PAYMENT SCHEDULE

Payment of the herein CNA Incentive shall be paid to each qualified official/employee not later than April 13, 2012 **after** the liquidation of the advance payment of CNA Incentive by each concerned official/employee per Unnumbered Memorandum dated Nov. 28, 2011 has been effected.

6.0 CHECKOFF OF AGENCY FEE

The amount of Three Hundred Pesos (P300.00) plus seven percent (7%) of the amount due under this Circular exceeding P1,000.00 shall be deducted/checked off as agency fee from the CNA incentive that shall be received by non-union member-employees as of January 31, 2011 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.

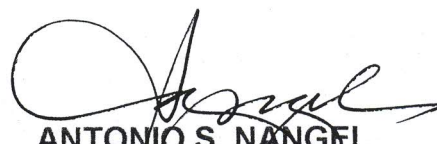
7.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS

The Chief of Office 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 Incentive not in accordance with the provisions of this Circular without prejudice, however, to the refund by the employees/officials concerned of any excess payment made to them.

8.0 SAVING CLAUSE

Cases not covered 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