



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

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MC No. 52 s. 2012

MEMORANDUM CIRCULAR

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

SUBJECT : **GUIDELINES FOR THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR CY 2012**

1.0 RATIONALE

This Circular is being issued to provide rules and regulations for the payment of CNA Incentive representing the first year of the three-year effectivity of the CNA Incentive from CY 2012 to CY 2014 pursuant to NIA Board Resolution No. 7814-A-12, series of 2012 dated 11 December 2012 approving the Collective Negotiation Agreement (CNA), entered into by and between the NIA Management and the NIAEASP for the next three (3) years starting 2012 to 2014.

The herein authorized 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 leading to the realization of a cost efficient operation, sustained financial viability, savings generated and inspired workforce by rewarding them incentives through enhanced employees' welfare program.

2.0 AMOUNT OF INCENTIVE & PAYMENT SCHEDULE

Payment of the TWENTY FIVE THOUSAND PESOS (P25,000.00) CNA Incentive to each qualified NIA officials/employee not earlier than 18 December 2012 is hereby authorized.

3.0 COVERAGE

3.1 NIA officials and employees whether permanent, temporary, casual/daily, co-terminous or contractual whose appointments/contracts were passed upon by the Civil Service Commission (CSC), shall be entitled to CY 2012 CNA Incentive as follows:

Length of Service (CY 2012)	Percentage of P25,000.00	Corresponding Amount
9 months up to 12 months	100%	P 25,000.00
6 months but less than 9 months	75%	18,750.00
3 months but less than 6 months	50%	12,500.00
1 month but less than 3 months	25%	6,250.00

4.0 EXEMPTION

Those hired through consultancy, contract of service and job order where no employer-employee relationship exists are not covered by this Circular.

5.0 FUNDING SOURCE/REQUIREMENTS

The herein grant of CNA shall be paid from the Corporate Operating Budget (COB).

6.0 CHECK-OFF OF AGENCY FEE

The amount of Three Hundred Pesos (P 300.00) 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, series 2005 regarding 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;

7.0 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 Incentive 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.

8.0 MISCELLANEOUS PROVISION

If after actual savings for CY 2012 is determined and there is still remaining CNA Incentive under the approved Collective Negotiation Agreement, the grant thereof shall be subject to implementing rules and regulations to be issued by Management.

9.0 SAVING CLAUSE

All questions/issued 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
Administrator