



REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE



MEMORANDUM CIRCULAR No. 130
Series of 2022

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

SUBJECT : IMPLEMENTATION OF THE NIA COMPENSATION POSITION CLASSIFICATION SYSTEM (CPCS)

As disseminated under NIA MC No. 39 s. 2022, the Governance Commission for Government Owned or Controlled Corporation (GCG) authorized NIA to implement Category 1 Salary Structure under EO No. 150 on March 24, 2022 in accordance with Chapter I (1) of the CPCS Implementing Guidelines. Consequential thereto, NIA issued various communications to GCG requesting for clarifications on certain provisions under EO No. 150 and CPCS Implementing Guidelines No. 2021-01.

To address the concerns/requests of this Agency, the NIA Top Management Officials were invited by Chairperson Alex L. Quiroz and Commissioners Gideon DV. Mortel and Geraldine Marie Berberabe – Martinez of GCG for a meeting on October 10, 2022.

During the discussion, NIA sought clarifications on the coverage, implementation, compensation system, allowances, benefits and incentives and procedural rules of the GOCC new compensation system as prescribed under EO 150 and Chapter I (1) of the CPCS Implementing Guidelines. Attached in this memorandum as Annex "A" are the highlights of the meeting.

Further, GCG directed NIA to arrive with our proposed salary scheme for those positions clustered under the same Job Grades (JG) specifically JGs 5, 7, 8, 9, 10, 11 and 12 taking into account that the **proposed figures shall not be lower than the Step 1 and higher than the Step 8 of the corresponding JG under the Category 1 Salary Structure of NIA**. The said proposed amendments shall be submitted to GCG for their initial review.

In view of the foregoing, the Financial Management Department and the Administrative Department are hereby directed to arrive with the proposed salaries for the said JGs immediately to address the wage distortion issues of said positions as well as to review the CPCS Circular Nos. 2021-001 to 13 and CPCS Circular No. 2022-01 and immediately

implement the grant of Allowances, Benefits and Incentives (ABIs) to our officials and employees **that do not require the determination of its career band.**

Meanwhile, the Corporate Planning Services is also hereby directed to coordinate with the Department of Budget and Management concerning the approval of the existing casual as well as the proposed casual positions as advised by the Governance Commission.

For strict compliance,

BENNY D. ANTIPORDA
Administrator

02 NOV 2022

Date

NIA Letter to GCG dated April 11, 2022

Question : 1. Since our Agency has already issued the Notice of Salary Adjustments (NOSAs) for our incumbent officers/employees to reflect our respective Job Grades as of October 5, 2021, we would like to seek your express confirmation if the Allowances, Benefits, Incentives and Other Entitlements should likewise be adjusted for differential pay reckoning on the said period?

Answer :

Grant of differential pay for allowances, benefits and incentives (ABIs) and other entitlements under the CPCS in view of the CPCS salary rate of officers and employees retroactive to 05 October 2021

NIA can grant differential pay to its officers and employees for the salary rate, allowances, benefits and incentives under the CPCS should the rate they received prior the receipt of NIA of its CPCS authorization letter is lower than what is authorized upon implementation of the CPCS. Kindly note that the items under the other entitlements under the CPCS cannot be retroactively applied to 05 October 2021.

Questions 2 and 3:

On January 6, 2022, Employee A was issued a Notice of Step Increment (NOSI) from SG-16, Step 2 to SG-16, Step 3 with a monthly basic salary of P34,421. The position was migrated to JG – 10, Step 1 with a monthly basic salary of P36,619. It can be gleaned on your CPCS Orientation Presentation that the salary of Employee A shall be adjusted effective October 5, 2021 to P36,619 taking into account that if the actual monthly basic salary of an incumbent falls below the Step 1 of the CPCS JG, the salary shall be adjusted to Step 1 of the said JG.

In this case, when shall be the date that Employee A shall progress from JG – 10, Step 1 to JG – 10, Step 2? Is it going to be on January 6, 2025 or October 5, 2024?

xxx

On September 1, 2021, Employee B was issued a NOSI from SG-17, Step 5 to Step 6 with a monthly basic salary of P36,927. The position was migrated to JG-10, Step 1 which is equivalent to P36,619. Since the actual monthly basic salary falls between the steps of CPCS JG, the salary shall be adjusted to the rate for the higher step which is Step 2

Answer :

Grant of Step Increment due to Length of Service

Pursuant to Section 5.5 of CPCS IG No. 2021-01, Employee A will be entitled to a step increment due to length of service on 06 January 2025 and Employee B will be entitled to step increment on 01 September 2024. Please note that the grant of step increment under the CPCS shall be in line with the salary

administration and step increment guidelines provided under CPCS I.G No. 2021-01

Question 4: Under Annex "A" of CPCS Job Grade Equivalent of the Positions, the following plantilla positions contains erroneous position titles/salary grades as reflected in our submitted Data Validation File. Hence, the request for updating of their corresponding position titles and salary grades.

Data Validation File and Annex A_WTW					Annex A of Authorization to Implement CPCS under EO 150		For Revision	
Unique Incumbent Identifier	Area/City Code	Employee Type	Position	SG	Position	SG	Position	SG
CP00294	Central Office	Permanent	Senior Internal Control Officer	18	Senior Internal Control Officer	22	Senior Internal Control Officer A	18
CP00295	Central Office	Permanent	Senior Internal Control Officer	18	Senior Internal Control Officer	22	Senior Internal Control Officer A	18
CP00297	Central Office	Permanent	Senior Internal Control Officer	18	Senior Internal Control Officer	22	Senior Internal Control Officer A	18
CP00038	Central Office	Permanent	Medical Officer VI	25	Medical Officer VI	24	Medical Officer V	25
CP00040	Central Office	Permanent	Senior Industrial Nurse	15	Senior Industrial Nurse	15	Senior Industrial Nurse	17

Answer:

Title and SG of Positions in the CPCS Authorization

NIA is requesting the revision of the title and SG of the following positions that are included in its CPCS authorization

Unique Incumbent Identifier	Annex A of CPCS Authorization		NIA's Request	
	Position Title	SG	Position Title	SG
CP00294	Senior Internal Control Officer	22	Senior Internal Control Officer A	18
CP00295	Senior Internal Control Officer	22	Senior Internal Control Officer A	18
CP00297	Senior Internal Control Officer	22	Senior Internal Control Officer A	18
CP00038	Medical Officer VI	24	Medical Officer V	25
CP00040	Senior Industrial Nurse	15	Senior Industrial Nurse	17

The lists of positions used for the Annex A of NIA's CPCS authorization letter is based on its submitted list of positions for the CPCS job evaluation. Upon

checking, the details in the annex of the CPCS authorization letter for the above-enumerated positions are aligned with the lists of positions submitted by NIA, except for the SG of the Medical Officer VI.

Below is the revised table based on the position title and SG indicated in the staffing pattern submitted by NIA, and updates in the SG of positions prior the CPCS in accordance with issuances of the Department of Budget and Management (DBM):

Unique Incumbent Identifier	FROM			TO		
	Position Title	SG	Equivalent CPCS JG	Position Title	SG	Equivalent CPCS JG
CP00294	Senior Internal Control Officer	22	12	Senior Internal Control Officer A	18	11
CP00295	Senior Internal Control Officer	22	12	Senior Internal Control Officer A	18	11
CP00297	Senior Internal Control Officer	22	12	Senior Internal Control Officer A	18	11
CP00038	Medical Officer VI	24	12	Medical Officer V	25	12
CP00040	Senior Industrial Nurse	15	10	Senior Industrial Nurse	17	10

NIA's letter to GCG dated August 8, 2022

Question 5: The National Irrigation Administration would like to seek clarification regarding the grant of allowances, benefits and incentives (ABIs) to our officers and employees as disseminated under CPCS Circular Nos. 1 to 13 series of 2021 and CPCS Circular No. 1 series of 2022. Specifically, are the amounts indicated in the said CPCS Circulars pertains to the maximum allowable entitlements or can we provide higher amounts as prescribed to our officers and employees?

Answer:

Grant of ABIs under the CPCS pending the receipt of Career Band

Pending the receipt of NIA of the career band of its positions, the ABIs that require the determination of career band of positions entitled thereto shall be granted in accordance with existing DBM and CSC issuances pursuant to Chapter IX of the CPCS.

However, for the grant of ABIs under the CPCS that do not require the determination of career band (e.g. uniform allowance). NIA shall grant these ABIs in accordance with CPCS Implementing Guidelines No. 2022-01 and applicable CPCS Circular.

Maximum Rate for the Grant of ABIs under the CPCS

The grant of ABIs under the CPCS shall be in line with the rules provided under the implementing guidelines. The rates provided in the guidelines and in the specific circular issued for some ABIs are the maximum rate that a GOCC can grant for its eligible officers and employees.

Grant of differential pay for allowances, benefits and incentives (ABIs) and other entitlements under the CPCS in view of the CPCS salary rate of officers and employees retroactive to 05 October 2021.

NIA can grant differential pay to its officers and employees for the salary rate, allowances, benefits and incentives under the CPCS should the rate they received prior the receipt of NIA of its CPCS authorization letter is lower than what is authorized upon the implementation of the CPCS. Kindly note that the items under the other entitlements under the CPCS cannot be retroactively applied to 05 October 2021.