



MEMORANDUM NO. 6, s.2018

TO: All Non-Teaching Personnel

FROM: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: GUIDELINES IN THE PAYMENT OF 2016 COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO NON-ACADEMIC RANK-AND-FILE EMPLOYEES OF THE DEPARTMENT OF EDUCATION

DATE: December 27, 2017

Pursuant to the Department of Budget and Management (DBM) Budget Circular No. 2016-7 dated December 1, 2016, RE: "Guidelines on the Grant of Collective Negotiation Agreement (CNA) Incentive for FY 2016," this Memorandum is being issued to provide the guidelines on the grant of the CNA Incentive for FY 2016 which will cover personnel occupying regular and contractual positions in the Department, to wit:

- 1) The basis for the payment of CNA incentive shall be the 2016 (Personal Services Itemization – Plantilla of Positions) PSiPOP.
- 2) Regular non-academic rank-and-file employees included in the 2016 PSiPOP are qualified to receive the CNA incentive. Refer to the attached Annex A re: List of Plantilla Positions Entitled to Receive 2016 Collective Negotiation Agreement (CNA) Incentive.
- 3) In the case of new regular non-academic rank-and-file employees hired during CY 2016, the policy of year-end bonus payment shall be applied, i.e. the employee must have rendered at least four (4) months of service within the period of January 1, 2016 to October 31, 2016 in order that said employee is qualified to receive the 2014 CNA incentive.
- 4) Employees occupying contractual or casual positions, rendering full-time or part-time basis are qualified to receive the 2016 CNA Incentive, subject to the policy on agency fee.
- 5) Employees of DepEd being paid by Local Government Units (LGUs) are not qualified to receive the CNA incentive.
- 6) Employees who were separated (i.e. retired/deceased) from the service but still included in the 2016 PSiPOP are entitled to receive the full amount of CNA incentive, however the policy on the imposition of agency fee shall apply.
- 7) Initial evaluation of the 2016 PSiPOP matrix shall be performed by the DepEd-NEU secretariat.
- 8) The evaluated 2016 PSiPOP matrix shall then be forwarded to DepEd-NEU regional presidents for revalidation.
- 9) Afterwards, the revalidated 2016 PSiPOP matrix shall be returned to the DepEd-NEU secretariat for the purpose of consolidating and reconciling whatever discrepancies which the field officers discovered.

- 10) After consolidation and reconciliation, the 2016 PSIPOP matrix shall be forwarded to the Joint Management-Union Collective Negotiation Agreement Incentive - Technical Working Group (JMUCNAI-TWG) for the final validation and confirmation.
- 11) Input the list of eligible recipients and other information needed in this link: <https://tinyurl.com/CNAFY2016> not later than January 7, 2018.

Sheet 1: GUIDELINES
Sheet 2: LIST OF POSITIONS (RECIPIENTS) OF CNA FY2016
Sheet 3: **CNA REPORT**
Sheet 4: **ANNEX B - PAYROLL**

- 12) Immediate and wide dissemination of this Memorandum is directed.

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Officer-in-charge
Office of the Schools Division Superintendent

