

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON


05 January 2024

Regional Memorandum
No.9 s.2024

**GRANT OF CY 2022 COLLECTIVE NEGOTIATION
AGREEMENT INCENTIVE**

To **Schools Division Superintendents**

1. In preparation for the release of CY 2022 Collective Negotiation Agreement (CNA) Incentive from the Department of Education (DepEd) Central Office, all Schools Division Offices and Regional Office Proper are required to prepare the required documents as outlined in the CNA Payroll/List Checklist, herein attached for your reference.
2. Submission of required documents with filled-out checklist shall be until January 15, 2024 at DepEd Region IV-A CALABARZON – Finance Division, Accounting Section.
3. For other concerns or queries, please contact Ms. Evan Lynn-Dell C. Masing of Finance Division, Accounting Section at evan.masing@deped.gov.ph.
4. Immediate and wide dissemination of this Regional Memorandum is hereby desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROFin14



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

CNA Payroll / List Checklist

Schools Division Office:

School:

Address:

Calendar Year: **2022**

Supporting Documents: Two (2) copies collated

(Put N/A if not applicable)

- ☐ ☐ **For active employees (ATM)**
- ☐ ☐ Payroll labeled as Active (ATM), signed boxes A, B, C
- ☐ ☐ PACSVAL – Hardcopy
- ☐ ☐ PACSVAL – Softcopy (CD)
- ☐ ☐ **For retired/resigned employees (ATM)**
- ☐ ☐ Payroll labeled as Retired/Resigned (ATM), signed boxes A, B, C
- ☐ ☐ PACSVAL – Hardcopy
- ☐ ☐ PACSVAL – Softcopy (CD)
- ☐ ☐ **For retired/resigned employees (Check)**
- ☐ ☐ Signed Payroll labeled as Retired/Resigned (Check), signed boxes A, B, C
- ☐ ☐ **Request for entitled employees but not included in the masterlist (ATM)**
- ☐ ☐ Request Letter from Head of Agency
- ☐ ☐ Payroll labeled as Entitled Employees Not Included in The Masterlist (ATM), signed boxes A, B, C
- ☐ ☐ PACSVAL – Hardcopy
- ☐ ☐ PACSVAL – Softcopy (CD)
- ☐ ☐ Service Record
- ☐ ☐ **Request for entitled employees but not included in the masterlist (Check)**
- ☐ ☐ Request Letter from Head of Agency
- ☐ ☐ Payroll labeled as Entitled Employees Not Included in The Masterlist (Check), signed boxes A, B, C
- ☐ ☐ Service Record
- ☐ ☐ **Not entitled but listed in the masterlist**
- ☐ ☐ List of not entitled personnel, signed by Head of Agency

- ☐ ☐ **Deceased personnel**
☐ ☐ List of deceased personnel, signed by Head of Agency

I hereby certify that above documents are complete and arranged as per checklist.

Signature over Printed Name / Date

Email Address:

Contact Number/s:



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ENCLOSURE NO. 1

**DEPED GUIDELINES FOR THE PAYMENT OF
FY 2022 CNA INCENTIVE**

I. COVERAGE

1. The payment of CY 2022 CNA Incentive shall cover all regular non-academic rank-and-file employees, inclusive of those who occupy third (3rd) level positions, based on the 2022 Personnel Services Itemization - Planilla of Personnel (PSI 2022-POP), as of December 31, 2022 as validated with the Government Manpower Information Systems (GMIS). (Enclosure 3);
2. Casual/contractual employees, whose salaries are charged against PS fund are qualified to receive the 2022 CNA incentive, subject to the policy on agency fee. Contract-of-Service/Job Order personnel as well as the non-academic rank-and-file employees of Local Government Units detailed at the Department of Education are not eligible for the grant of 2022 CNA incentive;
3. DepEd-NEU members who were separated (i.e. resigned/retired/deceased) from the service within CY 2022 are entitled to receive the full amount of CNA incentive. However, non-members shall be subject to the policy on agency fee;

II. SUBMISSION AND VALIDATION OF LIST OF ELIGIBLE RECIPIENTS

4. All DepEd Regional Offices (ROs) and Schools Division Offices (SDOs) are required to submit the accomplished prescribed matrix based on the duly adjusted DBM-released 2022 PSI-POP as of December 31, 2022 (*excel format*), using the official email address of each ROs and SDOs. All Implementing Units (IUs) must submit the requirement to their respective SDOs. Only the final submissions from the Regional and Schools Division Offices, shall be acknowledged and recognized.
5. The list of qualified recipients, which shall be submitted not later than October 15, 2023, shall be determined upon consolidation of the duly accomplished prescribed matrix by the 2022 CNA Incentive Technical Working Group;
6. The list of eligible recipients shall be considered final, subject to validation with Government Manpower Information Systems (GMIS) by the DepEd-NEU CNA Incentive Technical Working Group;

90

7. The list of eligible recipients shall be reviewed by the Joint Management Union Collective Negotiation Agreement Incentive (JMUCNAI) Committee for confirmation and approval. Thus, the amount of 2022 CNA Incentive for each employee is determined by the JMUCNAI Committee;
8. The CNA incentive of those who are *not* bona fide members of the DepEd National Employees Union (DepEd-NEU), except for incumbent third (3rd) level officials, shall be deducted an agency fee as stipulated in Article IV Section 8 of the 2022 CNA;

III. PREPARATION OF PAYROLLS AND PAYMENT OF INCENTIVE

9. The confirmed and approved list of eligible recipients shall be submitted to the DepEd Central Office (CO), Finance Service, copy furnished the CO Personnel Division, to facilitate fund transfer;
10. The DepEd CO shall transfer to respective ROs, through the issuance of MDS checks for deposit to the Trust Account of the Region (TAR), the corresponding amount of incentive, net of agency fee in the amount of One Thousand Eight Hundred (Php1,800.00) Pesos or higher as prescribed under Section 8 of Article IV of the CAN for each non-member. The ROs shall facilitate preparation of payrolls and payment of the CY 2022 CNA Incentive to their respective eligible recipients, subject to Budgeting, Accounting and Auditing Rules and Regulations;
11. For Central Office (CO), the facilitation of the payment of CNA Incentive shall be in the form of cash advance;
12. Appropriate tax rates based on Revenue Regulations issued by the Bureau of Internal Revenues relative to CNA incentives shall be applied;

IV. REPORTING

13. Submit to the DBM's Budget and Management Bureau or DBM-RO the annual report on the grant of 2022 CNA Incentive, copy furnished DepEd CO Accounting Division and DepEd-NEU National Office at DepEd Complex, Meralco Avenue, Pasig City, ten (10) days after payment of the same; and,
14. Liquidation reports shall be submitted within the period as prescribed by the Commission on Audit (COA) Rules and Regulations; and,
15. Strict compliance to this set of guidelines is hereby enjoined.

2022 CNA INCENTIVE - TECHNICAL WORKING GROUP

Management

DepEd-NEU

ATTY. RESTY C. OSIAS
Chairman

ROBERT M. AGUSTIN
Co-Chairman

ATTY. ARIZ DELSON ACAY D. CAWILAN
Member

NENNETH E. ALAMA
Member

ANA MARIE C. CALAPIT
Member

FIDEL E. SALASAGCOL
Chairman

GENE PATRICK G. MORALES
Co-Chairman

JESUS N. DELA MERCED
Member

DEOGRACIAS B. GENITO
Member



Republika ng Pilipinas

Department of Education

RESOLUTION RECOMMENDING THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE FOR FISCAL YEAR (FY) 2022

WHEREAS, the 2021 COLLECTIVE NEGOTIATION AGREEMENT (CNA) between the Department of Education Management and the Department of Education National Employees' Union (DepEd NEU) has been registered with the Civil Service Commission under Certificate of Registration No. 2508.

WHEREAS, Article IV, Section 1 of the 2021 CNA stipulates the grant of CNA Incentive to qualified non-academic rank-and-file employees of DepEd;

WHEREAS, Budget Circular No. 2022-03 dated October 19, 2022 and COA Circular No. 2023-04 set the Guidelines on the Grant of CNA Incentive for FY 2022;

WHEREAS, the Department of Education (DepEd) has complied with all the conditions stipulated under Section 4 of the subject Budget Circular and is therefore qualified to grant CNA Incentive for FY 2022;

RESOLVED, AS IT IS HEREBY RESOLVED, to recommend the grant of FY 2022 CNA Incentive to all non-academic rank-and-file employees of DepEd listed in the 2022 Personal Services Itemization - Plantilla of Personnel (PSI-POP) as well as third (3rd) level officials including casual and contractual employees, subject to the **DEPED GUIDELINES FOR THE PAYMENT OF FY 2022 CNA INCENTIVE** (Enclosure No. 1);

RESOLVED FURTHER, that the total number of qualified recipients shall be determined based on the verified nationwide submission from the DepEd Field Offices (FOs) subject to the **DEPED GUIDELINES FOR THE PAYMENT OF FY 2022 CNA INCENTIVE** (Enclosure No. 1);

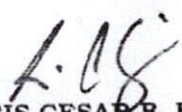
RESOLVED FURTHERMORE, that the total amount of savings realized for the payment of the FY 2022 CNA Incentive as certified by the Budget Division, Finance Service, DepEd Central Office, shall be equally allocated among all qualified recipients;

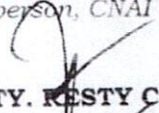
RESOLVED FINALLY, that the 2022 CNA Incentive of recipients who are non-union members, except third (3rd) level officials, shall be subject to deduction of agency fee as stipulated under Article IV Section 8 of the 2021 CNA.

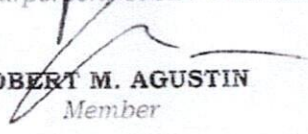
RESOLVED AND ADOPTED, this 24th day of October, 2023.

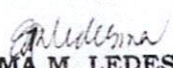
2022 CNA INCENTIVE COMMITTEE


DepEd Management


FRANCIS CESAR B. BRINGAS
Chairperson, CNAI Committee

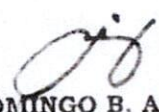

ATTY. RESTY C. OSIAS
Vice-Chairperson, CNAI Committee

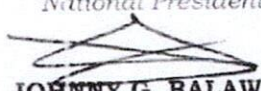

ROBERT M. AGUSTIN
Member

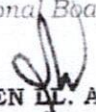

MA. GEMMA M. LEDESMA
Member, CNAI Committee

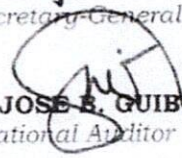

WILFREDO E. CABRAL
Member, CNAI Committee

DepEd-NEU


DOMINGO B. ALIDON
National President


JOHNNY G. BALAWAG
Chair, National Board of Trustees


EFREN D. ALCERA
Secretary-General


ATTY. JOSE E. GUIBONE
National Auditor

ATTY. ALBERTO L. VERDILLO
Region VI Chapter President