



Admin-RM-2025-145

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

25 February 2025

Regional Memorandum

No. 145 s. 2025

**GRANT OF CY 2024 COLLECTIVE NEGOTIATION
AGREEMENT INCENTIVE**

To: **Schools Division Superintendents**

1. In preparation for the release of CY 2024 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 March 7, 2025 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

ROA/ASD/G1



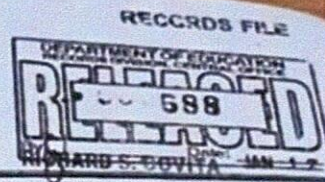
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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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RESOLUTION RECOMMENDING THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE FOR FISCAL YEAR (FY) 2024

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. 2024 - 4 dated November 11, 2024 sets the Guidelines on the Grant of CNA Incentive for FY 2024;

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 2024;

RESOLVED, AS IT IS HEREBY RESOLVED, to recommend the grant of FY 2024 CNA Incentive to all non-academic rank-and-file employees of DepEd listed in the 2024 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 2024 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 2024 CNA INCENTIVE (Enclosure No. 1);

RESOLVED FURTHERMORE, that the total amount of savings realized for the payment of the FY 2024 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 2024 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 ___th day of _____, 2024.

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[Signature]
MA. THERESA M. CASTRO
Administrative Officer V
Records Division - DepEd Central Office

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ENCLOSURE NO. 1

DEPED GUIDELINES FOR THE PAYMENT OF FY 2024 CNA INCENTIVE

I. COVERAGE

1. The 2024 Personnel Services Itemization - Plantilla of Personnel (2024 PSI-POP), updated as of December 9, 2024, shall be the primary basis for determining employees who are qualified to receive the 2024 CNA Incentive;
2. Payment of the FY 2024 CNA Incentive shall cover all regular non-academic rank-and-file employees, inclusive of those who occupy third (3rd) level positions, based on the 2024 PSI-POP, updated as of December 9, 2024 and validated vis-a-vis the Government Manpower Information Systems (GMIS) [Enclosure 3];
3. Casual/contractual employees, whose salaries are charged against PS fund are qualified to receive the 2024 CNA Incentive, subject to the policy on agency fee. Contract-of-Service/Job Order Contract 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 2024 CNA Incentive;
4. DepEd employees categorized in No. 2 hereof who were separated (i.e. resigned/retired/deceased) from the service within FY 2024 are entitled to receive the full amount of the CNA incentive;

II. SUBMISSION AND VALIDATION OF THE LIST OF ELIGIBLE RECIPIENTS

5. To incorporate newly appointed, separated and casual/contractual in the list of employees eligible for the 2024 CNA Incentive, all DepEd Regional Offices (ROs), Regional Office Proper (ROP) and Schools Division Offices (SDOs) must submit the duly accomplished prescribed matrix, in excel format, by December 23, 2024. This matrix should be filled up based on the DBM-released 2024 PSI-POP updated as of December 09, 2024, and emailed to the respective DepEd NEU Regional Chapter President (RCP) using the official email addresses of each RO, ROP and SDO. All Implementing Units (IUs) are required to forward their list to their respective SDO. Only the final submissions from the RCPs will be acknowledged and accepted.

CERTIFIED TRUE COPY
MA. THERESA M. CASTRO
Administrative Officer V
Records Division - DepEd Central Office

JAN 17 2025

6. The list of eligible recipients shall be considered final, subject to validation vis-à-vis the Government Manpower Information Systems (GMIS) by the DepEd-NEU Panel to the CNA Incentive Technical Working Group;
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 2024 CNA Incentive for each employee shall be 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 qualified third (3rd) level officials, shall be deducted an agency fee in the amount stipulated in Article IV Section 8 of the 2021 CNA or a reasonable amount determined by the DepEd-NEU, subject to deliberation by the 2024 CNAI Committee;
9. The 2024 CNAI of DepEd NEU Members who are *not* in good standing shall be deducted a "redemption fee" in the amount of P2,000.00 which is equivalent to the amount of union dues, mutual aid contributions and other obligations of members in good standing per year or a reasonable amount as approved by the 2024 CNAI Committee;

III. PREPARATION OF PAYROLLS AND PAYMENT OF INCENTIVE

10. 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;
11. The DepEd CO shall transfer to the 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 deducted from each non-member, as prescribed under Section 8 of Article IV of the 2021 CNA, as well as deductions from members who are not in good standing. The ROs shall facilitate preparation of payrolls and payment of the FY 2024 CNA Incentive to their respective eligible recipients, subject to Budgeting, Accounting and Auditing Rules and Regulations.
12. For Central Office (CO), the 2024 CNA Incentive shall be paid in cash. On the other hand, for ROs and SDOs, the mode of payment shall be at the discretion of the Head of Office;
13. Appropriate tax rates based on Revenue Regulations issued by the Bureau of Internal Revenues relative to CNA incentives shall be applied;

IV. REPORTING

14. The report on the grant of 2024 CNA Incentive shall be submitted to the DBM's Budget and Management Bureau or DBM-RO, copy furnished DepEd CO

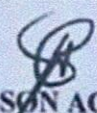
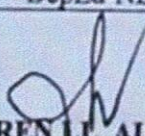
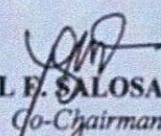
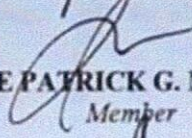
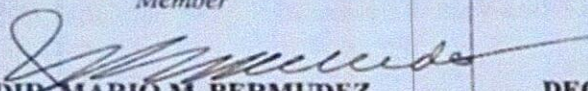
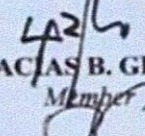
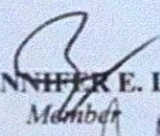
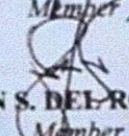
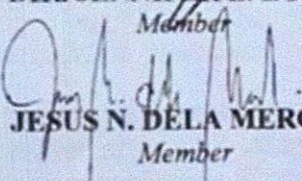

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M. Theresa M. Castro
MA. THERESA M. CASTRO
Administrative Officer V
Records Division - DepEd Central Office

JAN 17 2025

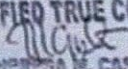
Accounting Division and DepEd-NEU National Office at the DepEd Central Office;

15. Liquidation reports shall be submitted within the period as prescribed by the Commission on Audit (COA) Rules and Regulations; and,
16. Strict compliance with this set of guidelines is hereby enjoined.

2024 CNA INCENTIVE - TECHNICAL WORKING GROUP

Management	DepEd-NEU
 DIR. ARIZ DELSON ACAY D. CAWILAN <i>Chairman</i>	 EFREN L. ALCERA <i>Chairman</i>
DIR. RHOAN L. OREBIA <i>Co-Chairman</i>	 FIDEL F. SALOSAGCOL <i>Co-Chairman</i>
DIR. NENNETH E. ALAMA <i>Member</i>	 GENE PATRICK G. MORALES <i>Member</i>
 DIR. MARIO M. BERMUDEZ <i>Member</i>	 DEOGRACIAS B. GENITO, JR. <i>Member</i>
 DIR. JENNIFER E. LOPEZ <i>Member</i>	 JASON S. DEL-ROSARIO <i>Member</i>
 JESUS N. DELA MERCED <i>Member</i>	 ENGR. ALIM J. MAGUINDANAO <i>Member</i>

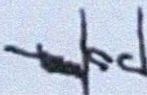
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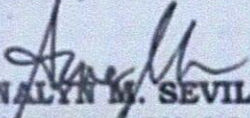

MA. THERESA M. CASTREJO
Administrative Officer V
Records Division - DepEd Central Office


JAN 17 2025

2024 CNA INCENTIVE COMMITTEE

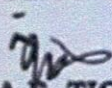
DepEd Management


WILFREDO E. CABRAL
Chairperson, CNAI Committee


ANNALYN M. SEVILLA
Vice-Chairperson, CNAI Committee



ATTY. ARIZ D. CAWILAN
Member, CNAI Committee

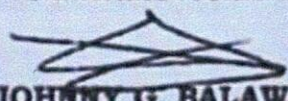
ATTY. RHOAN L. OREBIA
Member, CNAI Committee

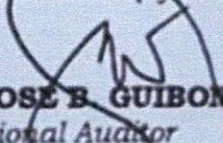

CHOLITA F. TIONG
Member, CNAI Committee

ATTY. ALBERTO T. ESCOBARTE
Member, CNAI Committee

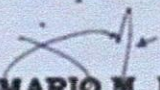
DepEd-NEU

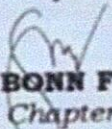

ATTY. DOMINGO B. ALIDON, J.D.
National President


JOHNNY G. BALAWAG
Chair, National Board of Trustees



ATTY. JOSE B. GUIBONE
National Auditor

ATTY. ALBERTO L. VERDILLO, J.D.
Region VI Chapter President

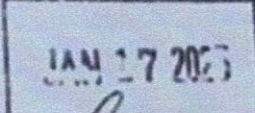

ATTY. JOSE MARIO M. MACARILAY
Region II Chapter President


EDWARD BONN F. MANUEL
Region III Chapter President

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MA. THERESA M. CASTRO
Administrative Officer V
Records Division - DepEd Central Office

JAN 17 2025

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 REGION IV-A CALABARZON

**Payment of Benefits and Allowances to Beneficiary of the
 Deceased DepED Personnel Checklist**

Schools Division Office/Payee:

Amount:

Particulars: **Grant to the heir of CY 2024 Collective Negotiation Agreement Incentive.**

Supporting Documents: Two (2) copies collated
(Put N/A if not applicable)

- Request Letter
- Signed Payroll (Boxes A, B, C)
- Original / Authenticated PSA/NSO Certificate / Certified True Copy by the Records Officer:
 - Certificate of Death of the deceased
 - Certificate of Marriage of the deceased & surviving spouse
 - Certificate of Live Birth of the primary beneficiary
- Photocopy of 2 valid IDs of the primary beneficiary
- Active LBP Account Number of the primary beneficiary (if applicable)
- Certificate of Non-Pending Case
- Affidavit of Next Kin/Legal Heirs
- Decision/Designation of Beneficiaries
- Waiver of rights of the other beneficiaries in favor of the other/s (optional)
- Other/s:
 - _____
 - _____

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

 Signature over Printed Name / Date

Email Address:

Contact Number/s:



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

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Effectivity	14.06.2024	Page	1 of 1



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 REGION IV-A CALABARZON

CNA Payroll / List Checklist

Schools Division Office:

School: **N/A**

Address:

Calendar Year: **2024**

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**



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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:



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

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