



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

20 December 2022

MEMORANDUM NO. NGY 22 – 138

TO : Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
Accounting Office Directors/Heads
HRDO Directors/Heads
Cash Office Directors/Heads

SUBJECT : **Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for Fiscal Year (FY) 2022**

The University has generated considerable savings from the implementation of its cost-saving measures and systems improvement strategies, in coordination with the two (2) unions - All UP Workers Union (AUPWU) and All UP Academic Employees Union (AUPAEU); and with the help of all the faculty, REPS and administrative staff as required under the *DBM Budget Circular No. 2022-3 dated 19 October 2022*. In view thereof, in recognition of the significance, and as an act of goodwill on the joint efforts by the University and the two (2) Unions in the generation of said savings, the grant of Collective Negotiation Agreement (CNA) Incentive of **TWENTY-FIVE THOUSAND PESOS (PhP25,000)** has been approved by the President. The guidelines are as follows:

1. Coverage

- 1.1 All regular full-time and part-time UP faculty, REPS and administrative staff (whether permanent, temporary, substitute, co-terminous, casual, and contractual) with **employer-employee relations with the University**:
 - 1.1.1 Who have rendered at least a total or an aggregate of **four (4) months of service as of 15 December 2022**, including leaves of absence with pay; and
 - 1.1.2 Who are members of the AUPWU and AUPAEU as a Civil Service Commission (CSC)-accredited, sole and exclusive negotiating agent in accordance with rules and regulations issued by the Public Sector Labor Management Council (PSLMC); or
 - 1.1.3 Who are non-members of the AUPWU and AUPAEU but want to enjoy or accept benefits under the CNA, subject to payment of agency fee in accordance with PSLMC Resolution No. 1, s. 1993; or
 - 1.1.4 Who are performing managerial functions (i.e. University officials).
- 1.2 Those whose services have been extended beyond compulsory retirement at age 65 (with the approval of the President) as of 15 December 2022, provided that Items 1.1.1 & 1.1.2 or 1.1.1 & 1.1.3, or 1.1.1 & 1.1.4 hereof are complied with.



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- 1.3. Those who were separated from the University within the year and had rendered at least four (4) months of service within the year shall be entitled to the full amount of the CNA Incentive.
- 1.4. Those who were separated from the University within the year and had rendered less than four (4) months of service shall be entitled **only** to a prorated 2022 CNA Incentive as follows:

Length of Service	Percentage of the 2022 CNA Incentive	Amount
3 months but less than 4 months	75%	₱18,750
2 months but less than 3 months	50%	₱12, 500
1 month but less than 2 months	25%	₱6,250
Less than 1 month	10%	₱2,500

- 1.5. Those who have rendered less than four (4) months of service (new employees) as of 15 December 2022 shall be entitled **only** to a prorated 2022 CNA Incentive as follows:

Length of Service	Percentage of the 2022 CNA Incentive	Amount
3 months but less than 4 months	75%	₱18,750
2 months but less than 3 months	50%	₱12, 500
1 month but less than 2 months	25%	₱6,250
Less than 1 month	10%	₱2,500

- 1.6. Part-time employees (**with employer-employee relations**) shall receive an amount in proportion to their workload, and months of service (e.g. part-time employees with four months and above service shall receive Php12,500).
- 1.7. Those formally charged with administrative and/or criminal cases which are still pending for resolution or those found guilty but the penalty imposed is only a reprimand.

2. Exclusions

- 2.1. Lecturers, visiting, affiliate and adjunct faculty members, professor emeriti, clinical faculty, appointments without compensation (WOCs), preceptors and/or equivalent titles, student and graduate assistants, teaching fellows/assistants (TFs / TAs; apprentices, Non-Government Workers (NGWs), appointments under Contracts of Service (COS) including those paid on piecework basis or Job Orders (JOs), and similar cases **with no employer-employee relations with the University are excluded from the grant of CNA Incentive.**
- 2.2. Those who were formally charged with administrative and/or criminal cases and found guilty by final and executory judgment shall not be entitled to the 2022 CNA Incentive in the year of the finality of the decision.
- 2.3. Those who are absent without official leave (AWOL) as of 15 December 2022.



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3. Due Diligence

Payment of the CNA incentive shall be subject to usual government accounting and auditing rules and regulations. Any unauthorized or excess payment of the CNA Incentive to an employee shall be subject to refund. **Hence, please exercise due diligence in complying with the guidelines issued for the release of the CNA Incentive.** (Reference: Section 7.0 of the DBM Budget Circular No. 2022-3 dated 19 October 2022)

4. Source of Funding

Funding for CNA Incentive shall be sourced from the allowable savings of MOOE allotment under the General Fund as per Section 4.3.1 of *DBM Budget Circular No. 2022-3* dated 19 October 2022. CNA Incentive of employees whose salaries are charged against Revolving Fund, Trust Fund or other fund other than the General Fund shall be funded from where their salaries are drawn (Source: Section 46 of the General Provisions of the GAA FY 2022).

5. Payment

Payment shall be made not earlier than 22 December 2022.

NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University