



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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20 December 2022

MEMORANDUM NO. NGY 22-139

TO : Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration
AUPAEU National President Melania L. Flores
Accounting Office Directors/Heads
HRDO Directors/Heads

SUBJECT : **Collection of AUPAEU Agency Fee (15%) from
the Gross CNA Incentive for FY 2022 from Non-Members**

In accordance with the Public Sector Labor-Management Council (PSLMC) Decision No. 15, s. 2013 and the All UP Academic Employees Union (AUPAEU) Resolution No. 03-2020 on the collection of agency fee, may we¹ reiterate that the gross CNA Incentive of Non-AUPAEU members is subject to the collection of agency fee? The agency fee is equivalent to 15% of the gross CNA Incentive (e.g. PhP 3,750, if the gross incentive is PhP 25,000).

The University acts as a collection agent only, with the deduction of the agency fee from the CNA Incentive facilitated by the CU/UP-PGH/UPSA Accounting Offices. Consequently, all concerns and queries regarding the collection of the agency fee must be addressed directly to the AUPAEU.

For your guidance and implementation.

NESTOR G. YUNQUE

Vice-President for Administration

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

¹ [Sulat sa OVPA Kaugnay ng Agency Fee 2022 mula sa AUPAEU, 25 Nobyembre 2022](#)