



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



DEC 11 2023

**MEMORANDUM CIRCULAR**

No. 2023- 07

**SUBJECT : GUIDELINES ON THE PAYMENT OF THE FY 2023 COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO OFFICIALS AND EMPLOYEES OF THE DENR**

Pursuant to the provisions of the 2022-2025 Collective Negotiation Agreement (CNA) entered into between the Department of Environment and Natural Resources (DENR) management and the *Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan* (K4) on 07 June 2022 and DBM Budget Circular No. 2023-1 dated 10 November 2023, the following guidelines is hereby prescribed on the payment of FY 2023 Collective Negotiation Agreement (CNA) incentive:

**I. BASIS FOR PAYMENT OF CNA INCENTIVE**

1. The incentive shall be paid in accordance with the provisions, terms and conditions of the CNA and all applicable laws, rules and regulations;
2. Personnel not presently assigned in their mother unit shall draw their CNA incentive from their present place of assignment. No double claim of CNA incentive shall be allowed (i.e., from mother unit and from place of assignment of the reassigned/detailed personnel) and for such purpose, reassigned officials/ employees shall submit a Certification from their mother unit that they will not receive the CNA incentive therefrom;
3. In the case of qualified project personnel, the payment of CNA incentive shall be sourced from the project funds where the salaries are being drawn;
4. The CNA incentive for the year shall be a one-time benefit to be granted not earlier than 15 December 2023 but not later than 31 December 2023, consistent with the DBM policy on the one-year validity of appropriations and allotments provided under Section 81 of the General Provisions of the FY 2023 GAA;
5. The CNA incentive shall be granted only after the agency has accomplished by 30 September 2023, at least an average of 70% of all the targets for all the organizational outcomes/performance indicators under their respective FY 2023 budget approved by Congress, based on the Accomplishment Report of the Policy and Planning Service. The Director for Policy and Planning Service shall issue a Certification to this end;

6. The harmonized Results-Based Performance Monitoring System mandated under Section 3 of AO No. 25 dated 21 December 2011 shall be used as basis for determining entitlement to the CNA incentive;
7. Financial Requirements for the payment of CNA Incentive pursuant to Section 81 (d), GPs of the FY 2023 GAA and DBM Budget Circular No. 590 dated 03 January 2023 (Guidelines on the Release of Funds for FY 2023):
  - a. The Regional Offices and Bureaus shall submit the following approved financial documents to the Budget Division, FMS, for record purposes:
    - i. Modification Advice Forms (MAFs);
    - ii. Matrix prescribed by the Budget Division from prior submission;
    - iii. Certificate of Availability of Funds (CAF);
    - iv. Signed Financial Accountability Reports (FAR) No. 1-A - Summary of Appropriations, Allotment, Obligations, Disbursements & Balances by Object of Expenditures (SAAODBOE) as of September 30, 2023.
  - b. The approval for the Modification Advice Form (MAF) from MOOE to PS covering the payment of CNA Incentive shall be approved by the Director, Financial and Management Service in DENR Central Office and the Regional Executive Director/Bureau Director for the regional offices/staff bureaus.

## **II. ENTITLEMENT TO CNA INCENTIVE**

The following are entitled to receive the CNA incentive:

1. All employees of the DENR, including third level/key officials, holding permanent, casual and contractual PS personnel with plantilla positions are entitled to receive CNA incentive;
2. Employees who are on official study leave;
3. Employees who are on authorized leave; and
4. Employees who were separated from the service within the year due to retirement or death, subject to Item V.B. hereof.

## **III. NON-ENTITLEMENT TO CNA INCENTIVE**

The following are not entitled to receive the CNA incentive:

1. Personnel who are on absence without official leave (AWOL);

2. Persons hired under Contract of Service (charged against MOOE) or laborers hired through Job Order (*pakyaw*) and those paid on piece-work basis;
3. Employees who have been dismissed from the service during the year.

#### IV. FUND SOURCES OF THE CNA INCENTIVE

1. The CNA Incentive shall be sourced solely from the available balances of allowable Maintenance and Other Operating Expenses (MOOE) allotments after considering the FY 2023 requirements, provided further that the same have become available as a result of cost-cutting and systems improvement measures undertaken collectively by the agency and its personnel, as identified in their respective CNA and supplement thereof. Such fund sources shall be limited to the following MOOE items defined under the Government Accounting and Auditing Manual:
  - a. Communication Expenses;
  - b. Repairs and Maintenance Expenses;
  - c. Supplies and Materials Expenses;
  - d. Transportation and Delivery Expenses;
  - e. Travelling Expenses;
  - f. Utility Expenses;
  - g. Printing and Publication Expenses;
  - h. Advertising Expenses; and
  - i. Subscription Expenses.
2. Savings generated from the following circumstances are not allowed to be used as fund source for the payment of the CNA incentive:
  - a. Balances of allotments for programs/activities/projects which were later discontinued or deferred; and
  - b. Released allotments intended for the acquisition of goods and services that will be distributed/delivered to, or to be used by the agency clients.
3. Contingency fund may be utilized to pay the CNA Incentive.

#### V. COMPUTATION OF CNA INCENTIVE

1. Payment of the CNA incentive for FY 2023 shall be determined based on the amount of savings generated by the agency from the abovementioned MOOE items, but not to exceed **Thirty Thousand Pesos (Php30,000.00)** per qualified employee;
2. The CNA incentive shall be proportionate to the length of service rendered for the current year (CNA incentive = number of months rendered divided by 12 months, multiplied by the amount of the CNA incentive). This computation shall cover all employees who have been separated from the

service within the current year and those who have incurred leave of absence without pay;

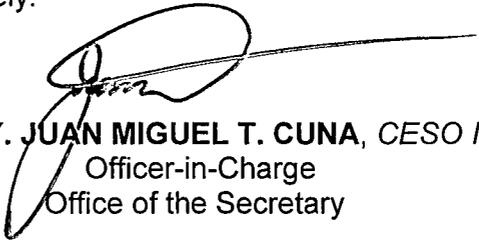
## VI. REPORTORIAL REQUIREMENTS

All DENR regional offices and bureaus shall submit to the Undersecretary for Finance, Information Systems and Climate Change a report on the CNA incentive paid to employee on or before 31 January 2024 using the attached form (Annex A).

The required details/information, as well as upload the scanned copy of the report using the following link: <https://forms.dbm.gov.ph/index.php/submit-cna-report>.

## VII. EFFECTIVITY

This Circular shall take effect immediately.

  
**ATTY. JUAN MIGUEL T. CUNA, CESO I**  
Officer-in-Charge  
Office of the Secretary





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**BUDGET CIRCULAR**

No. 2023 - 1  
November 10, 2023

**TO :** Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy; State Universities and Colleges (SUCs); Government-Owned or -Controlled Corporations (GOCCs); Local Water Districts (LWDs); Local Government Units (LGUs); and All Others Concerned

**SUBJECT :** Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2023

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**1.0 Background**

- 1.1 Administrative Order (AO) No. 135, s. 2005<sup>1</sup> authorizes the grant of the CNA Incentive to government employees and directs the Department of Budget and Management (DBM) to issue the necessary policy and procedural guidelines for its implementation.
- 1.2 Item (4)(h)(ii)(aa) of the Congress Joint Resolution (JR) No. 4, s. 2009<sup>2</sup> institutionalizes the grant of the CNA Incentive as a form of reward to motivate employee efforts toward higher productivity, to wit:

*“(aa) Collective Negotiation Agreement (CNA) Incentive - This may be granted to both management and rank-and-file employees of agencies with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost, in attaining more efficient and viable operations through cost-cutting measures and systems improvement xxx.”*

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<sup>1</sup> Authorizing the Grant of Collective Negotiation Agreement (CNA) Incentive to Employees in Government Agencies

<sup>2</sup> Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes

- 1.3 Section 81 of the General Provisions (GPs) under the FY 2023 General Appropriations Act (GAA) provides the rules in the grant of the CNA Incentive, to wit:

*“Sec. 81. Rules in the Grant of Collective Negotiation Agreement Incentive. Departments, bureaus, and offices of the National Government, including Constitutional Offices enjoying fiscal autonomy and SUCs may grant collective negotiation agreement (CNA) Incentive sourced from the allowable MOOE allotments identified by the DBM, subject to the following:*

- (a) There is a valid CNA executed between the agency and the recognized employee organization which includes a provision on cost-cutting measures to be undertaken collectively by the agency and its personnel;*
- (b) The one-time annual payment of CNA Incentive shall be made through a written resolution signed by agency representatives from both labor and management, and approved by the agency head;*
- (c) The CNA Incentive that may be granted shall be limited to the amount determined by the DBM; and*
- (d) The use of MOOE for the payment of CNA Incentive shall be subject to approval by the agency head and made only during the validity of appropriations. Any excess amounts therefrom after payment of the CNA Incentive shall revert to the General Fund.*

*GOCCs and LGUs may likewise grant CNA Incentive to their respective personnel, subject to the policies, rules and regulations issued by the DBM.”*

- 1.4 Section 3 of AO No. 25<sup>3</sup> dated December 21, 2011 mandates that the harmonized Results-Based Performance Monitoring System shall be used as a basis for determining entitlement to performance-based allowances, incentives, or compensation of government personnel, including the CNA Incentive.

## **2.0 Purpose**

This Circular is issued to provide the policy and procedural guidelines on the grant of the CNA Incentive for FY 2023, pursuant to the laws and executive issuances stated in Item 1.0 hereof.

## **3.0 Coverage**

This Circular covers the following civilian personnel occupying regular, contractual, or casual positions rendering services on full-time or part-time basis in national government agencies (NGAs), including Constitutional Offices

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<sup>3</sup> Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems

enjoying fiscal autonomy, SUCs, GOCCs, LWDs, and LGUs, whether or not covered by Republic Act (RA) No. 6758<sup>4</sup> dated August 21, 1989:

- 3.1 Rank-and-file employees who are members of an employees' organization accredited by the Civil Service Commission (CSC) as the sole and exclusive negotiating agent (hereinafter referred to as "negotiating agent") in accordance with the rules and regulations issued by the Public Sector Labor Management Council (PSLMC);
- 3.2 Rank-and-file employees who are non-members of the negotiating agent who wish to enjoy or accept benefits under the CNA, subject to payment of agency fee to the negotiating agent in accordance with PSLMC Resolution No. 1, s. 1993<sup>5</sup>; and
- 3.3 Those who perform managerial functions.

#### 4.0 Policy Guidelines

##### 4.1 Conditions for the Grant of the CNA Incentive

###### 4.1.1 *Existence of a CNA*

- (a) There should be a valid and subsisting CNA executed between the representatives of the management and the employees' organization accredited by the CSC as the sole and exclusive negotiating agent for the purpose of collective negotiations with the management of a department, line bureau, attached agency, Constitutional Office, SUC, GOCC, LWD, or LGU.

In accordance with PSLMC Resolution No. 9, s. 2023<sup>6</sup>, the registration by the employees' organization of its CNA with the CSC shall be a **condition precedent** for the grant of the CNA Incentive. For this purpose, a Certificate of Registration shall be secured from the CSC.

- (b) The grant of the CNA Incentive must be stipulated in the CNA or in supplements thereof.

###### 4.1.2 *Accomplishment of Targets*

- (a) The NGAs, including Constitutional Offices enjoying fiscal autonomy, SUCs, and GOCCs not covered by RA No. 10149<sup>7</sup> dated June 6, 2011 should have accomplished, by September 30, 2023, at least an average of 70% of all the targets for all the organizational

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<sup>4</sup> An Act Prescribing a Revised Compensation and Position Classification in the Government and for Other Purposes

<sup>5</sup> Agency Fee from Non-Members of the Accredited/Recognized Collective Negotiation Agent

<sup>6</sup> Registration of Collective Negotiation Agreements (CNAs) with the Civil Service Commission

<sup>7</sup> An Act to Promote Financial Viability and Fiscal Discipline in Government-Owned or -Controlled Corporations and to Strengthen the Role of the State in its Governance and Management to Make Them More Responsive to the Needs of Public Interest and for Other Purposes

outcomes/performance indicators under their respective FY 2023 budget approved by Congress, or the approved FY 2023 Corporate Operating Budget (COB), whichever is applicable.

- (b) GOCCs covered by RA No. 10149 should have accomplished, by September 30, 2023, at least an average of 70% of all the targets under their respective Performance Scorecard, as agreed upon between the Governance Commission for GOCCs (GCG) and the GOCC pursuant to GCG Memorandum Circular No. 2017-02<sup>8</sup> dated June 30, 2017.
- (c) LWDs should have a positive net balance in the average net income for the period January 1 to September 30, 2023, to be validated by the Local Water Utilities Administration.
- (d) LGUs should have accomplished, as of September 30, 2023, at least an average of 70% of all the targets under their programs/projects/activities approved in the LGU budget for FY 2023.

#### 4.1.3 *Submission of Accountability Reports*

The NGAs, including Constitutional Offices enjoying fiscal autonomy and SUCs, should have submitted to DBM their respective accountability reports as of September 30, 2023 pursuant to Commission on Audit (COA)-DBM Joint Circular No. 2014-1<sup>9</sup> dated July 2, 2014, as amended by COA-DBM JC No. 2019-1<sup>10</sup> dated January 1, 2019.

## 4.2 **Rate of the CNA Incentive**

- 4.2.1 The rate of the CNA Incentive shall not be pre-determined in the CNA since it is subject to compliance with the conditions in Item 4.1 hereof and the availability of the allowable allotments.
- 4.2.2 The CNA Incentive may be given equally to all qualified employees under Item 3.0 hereof or at varying rates in consideration of the employee's or his/her office's contribution to the accomplishment of performance targets, efficiency, productivity, or profitability, as determined by the agency head upon recommendation of the Employees' Organization-Management Consultative Committee.

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<sup>8</sup> Interim Performance Evaluation System for the GOCC Sector

<sup>9</sup> Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports

<sup>10</sup> Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) Starting FY 2019

4.2.3 In all cases, the CNA Incentive shall **not exceed ₱30,000** per qualified employee.

#### 4.3 **Fund Sources of the CNA Incentive**

##### 4.3.1 *For NGAs, Including Constitutional Offices and SUCs*

The CNA Incentive shall be sourced solely from the available balances of allowable Maintenance and Other Operating Expenses (MOOE) allotments after considering the FY 2023 requirements, provided further that the same have become available as a result of cost-cutting and systems improvement measures undertaken collectively by the agency and its personnel, as identified in their respective CNAs and supplements thereof. Such fund sources shall be limited to the following MOOE items defined under the Government Accounting and Auditing Manual:

- (a) Communication Expenses;
- (b) Repairs and Maintenance Expenses;
- (c) Supplies and Materials Expenses;
- (d) Transportation and Delivery Expenses;
- (e) Traveling Expenses;
- (f) Utility Expenses;
- (g) Printing and Publication Expenses;
- (h) Advertising Expenses; and
- (i) Subscription Expenses.

4.3.2 The following shall, in no case, be used as fund source of the CNA Incentive:

- a. Balances of allotment for programs/activities/projects which were discontinued with finality, or abandoned; and
- b. Released allotments intended for acquisition of goods and services to be distributed/delivered to, or to be used by agency clients.

4.3.3 Items under Personnel Services, all other MOOE, and/or Capital Outlay shall not be used to increase allowable MOOE items as fund source for the FY 2023 CNA Incentive.

##### 4.3.4 *For GOCCs*

The CNA Incentive shall be sourced solely from the total MOOE level under their respective DBM-approved COBs for FY 2023, provided that the following conditions are complied with:

- a. Actual operating income for the period January 1 to September 30, 2023 shall, at least, meet the targeted

operating income in the approved COB for the same period. For GOCCs/GFIs, which by the nature of their functions consistently incur losses, the current year's operating loss should have been minimized or reduced compared to or at most equal to that of the prior year's level;

- b. Actual operating expenses as of September 30, 2023 are less than the DBM-approved level of operating expenses in the COB so as to generate sufficient source of funds for the payment of CNA Incentive; and
- c. For income generating GOCCs/GFIs required to remit earnings, an amount equivalent to at least 50% of the annual earnings of the immediately preceding year should have been remitted to the National Treasury in accordance with Section 3 of RA No. 7656<sup>11</sup> dated November 9, 1993.

#### 4.3.5 For LWDs

The CNA Incentive shall be sourced solely from the allowable MOOE allotments in FY 2023, as enumerated in Item 4.3.1, under their Board of Directors-approved COBs, subject to the provision of Item 4.1.2(c) hereof.

#### 4.3.6 For LGUs

The CNA Incentive shall be sourced solely from the allowable MOOE allotments in FY 2023, as enumerated in Item 4.3.1, under their respective approved LGU budgets.

### 4.4 Payment of the CNA Incentive

- 4.4.1 The FY 2023 CNA Incentive is a **one-time benefit** which shall be granted **not earlier than December 15, 2023 but not later than December 31, 2023**.
- 4.4.2 It cannot be given immediately upon signing and ratification of the CNA as this will transform the CNA Incentive into a CNA Signing Bonus which the Supreme Court, in the case of *Social Security System vs. COA*<sup>12</sup>, has prohibited for not being a truly reasonable compensation.
- 4.4.3 The CNA Incentive for the year shall be granted only during the validity of appropriations from which the available MOOE allotments shall be sourced.

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<sup>11</sup> An Act Requiring Government-Owned or -Controlled Corporations to Declare Dividends under Certain Conditions to the National Government, and for Other Purposes

<sup>12</sup> 384 SCRA 548

4.4.4 The amount paid as CNA Incentive shall be recorded in the agency books under the account code "Collective Negotiation Agreement Incentive-Civilian," "Other Benefits," and "Collective Negotiation Agreement Incentive" for NGAs, LGUs, GOCCs, and LWDs, respectively.

4.4.5 Agencies are advised that additional funds can no longer be provided during the remainder of the current year for those programs, projects, and activities covered by the MOOE allotments, which are to be modified to fund the CNA Incentive.

## 5.0 Procedural Guidelines

5.1 An Employees' Organization-Management Consultative Committee (Committee, for brevity) or a similar body composed of representatives from management and the negotiating agent shall determine if the agency is qualified for the grant of CNA Incentive based on compliance with the requirements under this Circular.

If qualified, the Committee shall review the agency's financial records and submit recommendations on the following, for approval of the agency head:

5.1.1 The total amount of allowable MOOE allotments in Item 4.3 hereof which has become available as a result of cost-cutting and systems improvement measures identified in the CNAs and supplements thereto, and which was the result of the joint efforts of management and employees;

5.1.2 The internal guidelines to be followed in the grant of the CNA Incentive, such as: (i) *the specific criteria for determining who are entitled*; and (ii) *the distribution of the amount available and the rate of the CNA Incentive in accordance with Item 4.2 hereof*.

5.1.3 As provided under Section 81(d) of the GPs under the FY 2023 GAA, the payment of the CNA Incentive shall be subject to the approval by the Agency head and made only during the validity of appropriations.

The entire available balance of the selected allowable MOOE allotments shall be modified to Personnel Services as reflected in the Modification Advice Form (MAF), as prescribed under National Budget Circular No. 590<sup>13</sup> dated January 3, 2023.

Any excess amount from the selected allowable MOOE allotments utilized for the payment of the CNA Incentive shall revert to the General Fund.

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<sup>13</sup> Guidelines on the Release of Funds for Fiscal Year (FY) 2023

- 5.2 In large departments wherein employees' organizations in the regional offices have been accredited by the CSC as the negotiating agent/s, the Department Secretary or his duly authorized representative should provide internal guidelines to ensure uniformity and equity in the negotiation process, monitor the progress of simultaneous negotiations, and ensure compliance with the provisions of this Circular.
- 5.3 For LGUs, the savings in the identified MOOE expense items shall be determined through the Registry of Appropriations, Allotments and Obligations and Statement of Appropriations, Allotments, Obligations, Disbursements and Balances.

A supplemental budget (SB) to cover the CNA Incentive shall be submitted by the local chief executive for authorization of the *sanggunian* within the validity of appropriations sourced from the allowable MOOE allotments in Item 4.3 hereof which have become available as a result of cost-cutting and systems improvement measures identified in the CNAs and supplements thereto, and which was the result of the joint efforts of the LGU and its employees. Accordingly, the Appropriation Ordinance authorizing the SB shall be subject to review by the reviewing authority concerned.

For recording purposes of the payment of CNA incentives in LGU books, LGUs shall comply with the recording requirements consistent with Section 13 of the Commission on Audit Government Accounting Manual for Local Government Units-Volume 1.

## **6.0 Reportorial Requirement**

Each NGA and SUC shall submit online to the DBM's Budget and Management Bureau or Regional Office concerned not later than January 31, 2024, the annual report on the grant of the CNA Incentive by following the template in Annex "A."

In this regard, the NGAs and SUCs shall encode the required details/information, as well as upload the scanned copy of the report using the following link <https://forms.dbm.gov.ph/index.php/submit-cna-report>.

Agencies are enjoined to fully abide by the aforementioned reportorial requirement. The Budget and Management Bureaus/DBM Regional Offices concerned shall ensure strict compliance of the agencies with the reportorial requirement set forth in this Circular.

## **7.0 Responsibility of Agency Heads**

Agency heads and accountable officers shall be responsible for the proper implementation of the provisions of this Circular in their respective offices. They shall be held administratively, civilly, and/or criminally liable, as the case may be, for any payment of the CNA Incentive not in accordance with the provisions

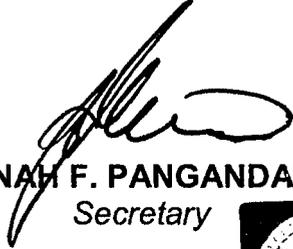
of this Circular, without prejudice to refund by the employees concerned of any unauthorized or excess payment thereof.

#### **8.0 Repealing Clause**

All existing circulars or issuances on the grant of the CNA Incentive, which are inconsistent herewith, are hereby repealed or modified accordingly.

#### **9.0 Effectivity**

This Circular shall take effect immediately after publication in the Official Gazette or in a newspaper of general circulation.

  
**AMENAH F. PANGANDAMAN**  
*Secretary*



**Report on the Payment of the Collective Negotiation Agreement (CNA) Incentive for FY**

Department/Agency: \_\_\_\_\_

**I. If CNA Incentive was Granted**

**Total No. of Employees Entitled to CNA Incentive**

Regular	XXX
Contractual	XXX
Casual	XXX
<b>Total</b>	<b>XXX</b>

**Approved Rate of CNA Incentive** XXX

**Fund Sources:**

Object of Expenditures	Amount
Communication Expenses	XXX
Repairs and Maintenance Expenses	XXX
Supplies and Materials Expenses	XXX
Transportation and Delivery Expenses	XXX
Traveling Expenses	XXX
Utility Expenses	XXX
Printing and Publication Expenses	XXX
Advertising Expenses	XXX
Subscription Expenses	XXX
<b>Total:</b>	<b>XXX</b>

**II. If the CNA Incentive was Not Granted**

Please state reason/s for non-grant

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**Submitted by:**

**Certified Correct:**

\_\_\_\_\_  
Head, Finance/Administrative Unit

\_\_\_\_\_  
Agency Head