



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

NOV 25 2021

TAPI Administrative Order No. 2021-009
Series of 2021

Subject: **CRITERIA FOR THE ELIGIBILITY FOR CNA INCENTIVES**

I. LEGAL BASIS

The following are the legal basis for this Order:

1. Collective Negotiation Agreement (CNA) between TAPI and TAPIEA dated July 5, 2019
2. DBM Budget Circular No. 2021-3 dated November 17, 2021
3. TAPI Special Order No. 2021-290 dated November 22, 2021

II. COVERAGE

This Order shall cover all permanent employees of TAPI.

III. CRITERIA

In accordance to the relevant provisions of the CNA between TAPIEA and TAPI and the recent DBM Circular, the following criteria shall be adapted and met in order for an employee to be qualified for the incentive:

1. The employee shall be an incumbent employee at the time CNA incentives are due and demandable;
2. The employee must be in the service with TAPI for at least nine (9) months;
3. The employee must have at least a satisfactory rating from the previous rating period; and
4. For special cases, wherein an employee who went under study leave, re-assigned, detailed or transferred to TAPI may qualify to receive CNA incentives. Provided, that the said employee has rendered at least six (6) months of service to TAPI on the date of the grant of the CNA incentive.

IV. AMOUNT OF CNA INCENTIVE PER EMPLOYEE

Once the employee qualifies to the criteria mentioned in Section III, the following table shall be the basis for the amount of incentives per employee:

Number of Months in TAPI as of December of the current year)	Percentage of CNA Incentive
9 months and above	100%
8 months but less than 9 months *	90%
7 months but less than 8 months *	80%
6 months but less than 7 months *	70%

*applicable for special cases only

V. DURATION OF USE


The criteria may be used until the life of the existing CNA, and shall be subject for review based on the current DBM Budget Circular issued every year.

This Order takes effect immediately.

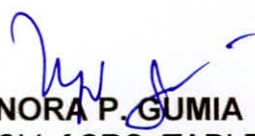
Prepared by:

Employees' Organization-Management Consultative Committee

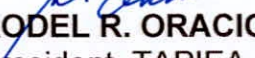

JOYCEL N. AGUILAR
Chief, TAPI-FAD/ Chairperson


ROMEO M. JAVATE
Chief SRS, TAPI-BOD


ATTY. ISRAEL JACOB R. ZARAGOZA
Attorney IV, TAPI-OD


NORA P. GUMIA
Chief SRS, TAPI-TIPD


CAEZAR ANGELITO ARCEO
Officer-in Charge, IDD


RODEL R. ORACION
President, TAPIEA, Inc.

Approved by:


ATTY. MARION IVY D. DECENA
Director