



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

TAPI Administrative Order No. 2022-077
Series of 2022

DEC 05 2022

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 May 25, 2022
2. DBM Budget Circular No. 2021-3 dated October 19, 2022
3. TAPI Special Order No. 2022-264 dated November 15, 2022

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


ROMEO M. JAVATE
 Chief, TAPI-IBOD/ Chairperson


JOYCEL N. AGUILAR
 Chief SRS, TAPI-FAD

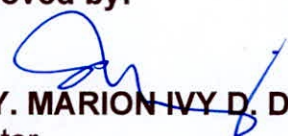

NORA F. GUMIA
 Chief SRS, TAPI-TIPD


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


CAEZAR ANGELITO ARCEO
 Chief SRS, IDD


RODEL R. ORACION
 President, TAPIEA, Inc.

Approved by:


ATTY. MARION IVY D. DECENA
 Director