



TAPI Administrative Order No. 2023-016
Series of 2023

DEC 13 2023

Subject: CRITERIA FOR THE ELIGIBILITY FOR CNA INCENTIVES

WHEREAS, DBM Budget Circular No. 2023-1 with the subject "Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentives for FY 2023" particularly Item 4.2.2 provides that CAN incentives may be given at varying rates in consideration, among others, to the recommendation of Employees' Organization Management Consultation Committee;

WHEREAS, in order to adjust the pro-rated computation for the distribution of CAN among qualified employees, the DBM Budget Circular No. 2016-4 with the subject as basis for the criteria and amount of CNA incentive per employee may be adopted herewith;

WHEREAS, the adoption of DBM Budget Circular No. 2016-4 will serve the best interest of the beneficiaries of CNA of the Institute and motivate them to continuously improve their work performance in future.

WHEREAS, CNAs, being in the nature of a contractual agreement between the Management and the Employees, are generally made sufficiently flexible in order to serve its purposes and objectives.

IN CONSIDERATION WHEREOF, this Administrative Order is being adopted.

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. 2016-4 dated April 28, 2016;
3. DBM Budget Circular No. 2023-1 dated November 10, 2023; and
4. TAPI Special Order No. 2023-451 dated November 28, 2023.

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 have at least a satisfactory rating from the previous rating period; and



3. The employee must be in the service with TAPI for at least six (6) months.

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:

Length of Service as of December of the current year	Percentage of CNA Incentive
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%
10 months and above	100%

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



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