

Republic of the Philippines  
PROVINCE OF NEGROS ORIENTAL  
**City of Bayawan**  
*Office of the Sangguniang Panlungsod*

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON MARCH 1, 2016 AT 2:00 PM AT THE SP SESSION HALL.

RECORD OF ATTENDANCE

HON. MARK FIDENCIO L. AURELIA	Presiding Officer	Present
HON. PETER PAUL F. RENACIA		Present
HON. MARK ANTHONY A. DUQUE		Present
HON. LUIS J. SUMALPONG		Present
HON. ERNESTO T. TIJING		Present
HON. SHARLOU F. JAMIN		On-Leave
HON. DANILO G. LAMIS		On-Leave
HON. JONAS M. TRIAS		Present
HON. ALEX D. TIZON		Present
HON. HENRY E. CARREON, JR.		Present
HON. NARCISO N. CASIPONG	(LNMB Vice President)	On-Leave

RESOLUTION NO. 185

“Letter dated February 26, 2016 of the Honorable Mayor Ismael P. Martinez, requesting for the adoption of the Internal Guidelines on the grant of Collective Negotiation Agreement Incentive for CY 2015 formulated, agreed between Employee Organization & Management Committee and authority to disburse Special Trust Liability – CNA Incentive CY 2015 in the total amount of P10,364,018.87 as per Administrative Order 135, series of 2005 and Budget Circular No. 2015-2 dated November 23, 2015 by the Department of Budget & Management.

“On motion of Honorable Councilor Duque and duly seconded by Honorable Councilor Sumalpong, the Council

“RESOLVED, To approve, as it hereby approved the foregoing request of the Honorable Mayor and to enact as it hereby enacts the following ordinance:

ORDINANCE NO. 13

Be it ordained that:

SECTION 1. The Local Chief Executive is hereby authorize to disburse the total amount of PHP 10,364,018.87 out of the Special Trust Liability of the city for the payment of Collective Negotiation Agreement (CNA) incentive to all qualified employees of the Local Government Unit of Bayawan pursuant to Administrative Order 135, S. 2005 and Budget Circular No. 2015 by the Department of Budget and Management.

SECTION 2. The following guidelines is hereby adopted in the granting of Collective Negotiation Agreement (CNA) Incentive, to wit:

1. All personnel occupying regular, contractual or casual positions rendering services on full-time or part-time basis in the local Government Unit are entitles to receive the CNA Incentive.
2. The following are excluded from coverage of CNA Incentive:
  - a. Consultants and experts hired for a limited period to perform specific activities or services with expected outputs.

- b. Laborers hired through job contracts and those paid on piecework bases and those individuals or groups of people whose services are engaged through job orders, contract of service or other similarly situated;
- c. Students laborers and apprentices
- d. Personnel separated before October 31, 2015.
- e. Personnel who assumed office starting November 1, 2015.

3. CNA Incentive shall be given equally to all qualified employees as stated above subject to the payment of agency fee to be determined and billed by BACEA. Officials and employees occupying a managerial function are exempted from paying the agency fee.

4. Personnel who rendered a total or an aggregate of less than four (4) months of service as of October 31, 2015 shall be entitled to CNA incentive in a pro-rated amount as follows:

Length of Service	Percentage
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 months but less than 2 months	20%
Less than 1 month	10%

5. The CNA Incentive of this LGU personnel on detailed with another government agency shall be granted by this LGU.

6. Compulsory retirees whose services have been extended may be granted CNA Incentive subject to the pertinent provisions of this guidelines.

7. Personnel charged with Administrative and/or Criminal Cases.

8.1 Personnel formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to CNA incentive until found guilty and meter penalty.

8.2 Personnel found guilty and meted penalty shall not be entitled to CNA Incentive when the decision is handed down in the year 2015. He/She shall refund any CNA Incentive received for the said year.

8.3 If the penalty meted out is only reprimand, such penalty shall not disqualify that personnel concerned to receive CNA Incentive.

Section 3. This ordinance shall take effect upon the approval of the Local Chief Executive.

“Enacted.”

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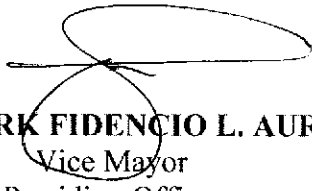
I hereby certify to the correctness of the foregoing resolution.

\* \* \*



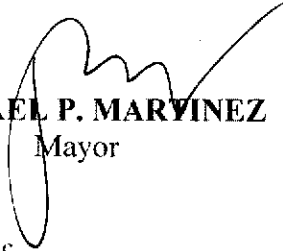
  
**JULIUS T. ESPARTERO**  
 Secretary to the Sangguniang Panlungsod

ATTESTED:



**MARK FIDENCIO L. AURELIA**  
Vice Mayor  
Presiding Officer

APPROVED: MAR 04 2016



**ISMAEL P. MARTINEZ**  
Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City
- The Honorable Mayor Ismael P. Martinez, this city