



BAGONG PILIPINAS



DEC 15 2025

PPA MEMORANDUM ORDER
NO. 014 - 2025

SUBJECT: GUIDELINES FOR THE IMPLEMENTATION OF THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR CY 2025 TO ALL QUALIFIED PPA PERSONNEL

Pursuant to DBM Budget Circular No. 2025-2 dated November 19, 2025, PPA Management hereby grants the payment of the CNA Incentive for CY 2025 to all qualified PPA personnel in the amount of **THIRTY-THOUSAND PESOS (P30,000.00)** subject to the following guidelines:

1. COVERAGE

The CNA Incentive is based on the actual and authorized amount of savings which are the result of cost-cutting measures implemented by the PPA management and its rank-and-file permanent employees

The following are entitled to the payment of CY 2025 CNA Incentive as authorized in this Order.

- 1.1 Rank-and-file employees who are members of an employee's organization which is accredited by the Civil Service Commission (CSC) as the sole and exclusive negotiating agent in accordance with the rules and regulations issued by the Public Sector Labor-Management Council (PSLMC);
- 1.2 Rank-and-file employees who are non-members of the CSC-accredited sole and exclusive negotiating agent referred to in Item 1.1, but enjoy or accept benefits under the CNA subject to assessment and collection of agency fee in accordance with PSLMC Resolution 1, s. 1993;
- 1.3 Those who perform managerial functions, and
- 1.4 PPA Personnel who have been involuntarily and voluntarily separated from the service, and those who joined the PPA during the period from January 1 to October 31, 2025, shall be entitled to a proportionate share of the payment of the CY 2025 CNA Cash Incentive in accordance with the following schedule:

Contribution to CY 2024	Amount of CNA Incentive
More than Three (3) quarters	Full Benefit (100%)
More than Two (2) quarters up to Three (3) quarters	Seventy-five Percent (75%)

More than One (1) quarter up to Two quarters	Fifty Percent (50%)
One quarter or less	Twenty-five Percent (25%)

2. **EXCLUSIONS**

- 2.1 PPA personnel who are on absence without official leave (AWOL) status, as of October 31, 2025, shall not be entitled to the payment of CY 2025 CNA Incentive authorized under this Order.
- 2.2 PPA personnel who have been separated from the service as of October 31, 2025 by reason of being dropped from the rolls and dismissed from the service shall likewise not be entitled to the payment of CY 2025 CNA Incentive authorized under this Order.

3. **OTHER CONDITIONS**

- 3.1 Pursuant to 4.0 Policy Guidelines, Item 4.1.1 Existence of a CNA of DBM B.C. No. 2025-2 dated November 19, 2025, and in accordance with PSLMC Resolution No. 9, s. 2023, there should be a valid and subsisting CNA executed between the representatives of the management and the employee's organization accredited by the CSC and its registration with the CSC shall be a **condition precedent for the grant of the incentive**.
- 3.2 The application through PANTALAN of the thirty percent (30%) savings generated as of October 31, 2025 budget will be based on a Joint Resolution to be adopted by PPA and PANTALAN.
- 3.3 Pursuant to Sections 1 and 3, Article XIII (Compliance with Check-off and other Requirements) of the 8th Collective Negotiation Agreement (CNA) CY 2023-2026, the Public Sector Labor-Management Council Resolution No. 01-1993, and letter from the PANTALAN National Executive President dated November 24, 2025, the following shall be deducted by PPA from the payment of CY 2025 CNA Cash Incentive to be remitted to PANTALAN, as follows:

3.3.1 25 PMO Members

Details	Amount
2% Assessment Fee	600.00
PANTALAN National Council Resolution No. 001-2019	500.00
PANTALAN NEB Resolution No. 007-2024	1,000.00
TOTAL	2,100.00

3.3.2 Head Office Members

Details	Amount
2% Assessment Fee	600.00
PANTALAN National Council Resolution No. 001-2019	500.00
TOTAL	1,100.00

3.3.3 Non-members – **Php 2,143.20** (2% plus the equivalent of the amount actually collected from the members per PSLMC Resolution No. 01, s. 1993 and PSLMC Resolution No. 2, s. 2004);

3.3.4 Health Insurance Premiums depending on the health plan of choice of members/employees who decided to be enrolled and covered with a health program.

3.4 All amounts of financial accountabilities due to PPA as a result of excess salaries due to leave without pay, unliquidated cash advances, including the corresponding amount of income tax due shall be deducted from the proceeds of the payment of the CY 2025 CNA Cash Incentive authorized under this Order.

The Controllership Department is hereby directed to release the necessary funds to all PPA Responsibility Centers for the payment of CY 2025 CNA Cash Incentive to all qualified PPA employees in Head Office and PMOs **not earlier than December 15, 2025 but not later than December 31, 2025.**

This Memorandum Order takes effect immediately.

JAY DANIEL R. SANTIAGO
General Manager