



Republic of the Philippines
UNIVERSITY OF NORTHERN PHILIPPINES
Tamag, Vigan City
2700 Ilocos Sur

Non-Teaching Employees Union

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COLLECTIVE NEGOTIATION AGREEMENT (CNA)

between the

UNIVERSITY OF NORTHERN PHILIPPINES

and the

**NON-TEACHING EMPLOYEES UNION
(UNPNEU)**

(2021-2024)

TABLE OF CONTENTS

	PAGE NUMBER
ARTICLE I	DECLARATION OF PRINCIPLES 2
ARTICLE II	COVERAGE 3
ARTICLE III	UNION RECOGNITION, REPRESENTATION, RIGHTS, AND PRIVILEGES 3
ARTICLE IV	RECRUITMENT, PROMOTION, DISCIPLINE, AND TERMINATION OF TEACHING EMPLOYEES 5
ARTICLE V	NON TEACHING EMPLOYEES EDUCATION PROGRAM 5
ARTICLE VI	EDUCATIONAL, PROFESSIONAL, SOCIAL AND SPORTS DEVELOPMENT 6
ARTICLE VII	PROMOTING GENDER EQUALITY AMONG UNP NON TEACHING EMPLOYEES 7
ARTICLE VIII	UNION SECURITY 7
ARTICLE IX	HEALTH AND SAFETY 8
ARTICLE X	SALARY/OVERTIME AND WORK SCHEDULE 8
ARTICLE XI	LEAVE PRIVILEGES OF NON TEACHING EMPLOYEES 9
ARTICLE XII	OTHER NON TEACHING EMPLOYEES PRIVILEGES 9
ARTICLE XIII	RETIRES' BENEFITS 9
ARTICLE XIV	FRINGE BENEFITS 10
ARTICLE XV	TECHNOLOGICAL CHANGES 10
ARTICLE XVI	EMPLOYEE-MANAGEMENT RELATIONS 10
ARTICLE XVII	IMPLEMENTING AND MONITORING SCHEME 11
ARTICLE XVIII	BUDGET AND FUNDS 11
ARTICLE XIX	IMPLEMENTING GUIDELINES 11
ARTICLE XX	EFFECTIVITY AND DURATION 11
ARTICLE XXI	COLECTIVE NEGOTIATION INCENTIVE 12
ARTICLE XXII	MISCELLANEOUS PROVISIONS 12
ARTICLE XXIII	UNION-SHARED RESPONSIBILITIES/ ACCOUNTABILITIES 13
ARTICLE XXIV	COMMITMENT TO COST SAVING MEASURES 13
ANNEX "A"	Section 311. Government Auditing and Accounting Manual 15
ANNEX "B"	Section 21, R.A 7305 (Magna Carta of Public Health Workers) 15
ANNEX "C"	Granting of CNA Incentive: Implementing Guidelines 15
ACKNOWLEDGEMENT	16



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COLLECTIVE NEGOTIATION AGREEMENT (CNA)

Between the University of Northern Philippines and
the UNP NON-TEACHING EMPLOYEES UNION (UNPNEU)

This Collective Negotiation Agreement entered into by and between:

The **UNIVERSITY OF NORTHERN PHILIPPINES**, the first state University of the North, duly created by virtue of Republic Act 4449, with principal office address at Tamag, Vigan City, Ilocos Sur, represented by its President, **DR. ERWIN F. CADORNA**, hereinafter referred to as the **"UNIVERSITY"**;

The **UNIVERSITY OF NORTHERN PHILIPPINES NON-TEACHING EMPLOYEES UNION (UNPNEU)**, a legitimate labor organization comprising of non-teaching employees, with DOLE and CSC Registration Certificate No. **1539**, dated 22nd day of February 2006, with office address at University of Northern Philippines, Tamag, Vigan City, Ilocos Sur, represented by its President, **JANE A. LEONES**, hereinafter referred to as the **"UNION"**;

WITNESSETH:

WHEREAS, the 1987 Philippine Constitution recognizes the right of government workers to form unions and to engage in collective negotiations, as embodied in the following provisions.

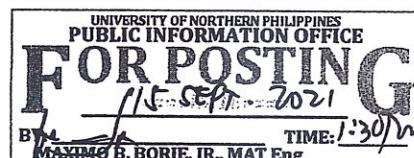
Article II; Sec. 18. The state affirms labor as a primary social economic force, it shall protect the rights of workers and promote their welfare;

Article III; Sec. 8 The right of the people, including those employed in the public and private sectors, to form unions, associations, or societies for purposes not contrary to law shall not be abridged;

Article IX-B, Sec. 2(5). The right to self-organization shall not be denied to government employees;

Article XIII, Sec. 3. The State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all.

The State shall guarantee the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law. They shall be entitled to security of tenure, humane conditions of work, and a living wage. They shall also participate in policy and decision-making processes affecting their rights and benefits as may be provided by law.



WHEREAS, Executive Order No. 180, issued on June 1, 1987, and Civil Service Commission (CSC) Memorandum Circular (MC) No. 55, series of 1990, provide that the terms and conditions of employment in the public sector or improvements thereof, except those that are fixed by law, may be the subject of negotiations between accredited unions and appropriate government authorities;

WHEREAS, the UNIVERSITY recognizes the right of non-teaching employees to self-organization and to collective negotiations on terms and conditions of employment not fixed by law.

WHEREAS, the UNION is the sole and exclusive negotiating representative of all the non-teaching employees of the University of Northern Philippines;

WHEREAS, the UNIVERSITY and the UNION seek to promote a working environment that is conducive to a harmonious relationship between them, enhances non-teaching employees' welfare and productivity, and contributes to effective and efficient public service;

NOW, THEREFORE, for and in consideration of the foregoing and the stipulations hereunder set forth, the UNIVERSITY and the UNION agree and bind themselves to the provisions of the Collective Negotiation Agreement.

ARTICLE I

DECLARATION OF PRINCIPLES

Section 1. Public Accountability. The UNIVERSITY and the UNION share the vision of attaining a global academic excellence, and shall be accountable to stakeholders for serving them with the highest professional and ethical standards.

Section 2. Rights of Non-teaching employees. The UNIVERSITY and the Union recognize the basic rights of all non-teaching employees to a just and decent salary, security of tenure, career development, and humane working conditions which enhance excellence, quality, and creativity.

Section 3. Laws and Policies. The UNIVERSITY and the UNION shall observe national policies, as well as policies of international organizations that the Philippines has ratified, regarding the right of workers to self-organization, collective bargaining and negotiations, and concerted activities, including the right to strike in accordance with law.

Section 4. Equality. The UNIVERSITY and the UNION believe in gender equality and eradication of all forms of discrimination and thus recognize the vital role of collective negotiations in pursuing their commitment towards a truly gender-responsive University.

Section 5. Non-interference. The UNIVERSITY shall not interfere with the establishment, operations, and administration of the UNION.

Section 6. Authority and Prerogative. The UNION recognizes the authority and prerogative of the UNIVERSITY to implement laws and policies governing the terms and conditions of employment in the University, including its efforts to professionalize the civil service.

Section 7. Consultation. The UNION shall be consulted in the formulation of policies, plans, and programs affecting the rights, career development, welfare, and benefits of non-teaching employees.

Consultation, when used in this agreement, shall mean engaging the authorized representatives of the union in earnest dialogue and addressing their concerns in good faith. This could be done through existing committees, or at the discretion of the UNIVERSITY, through specialized ad hoc bodies.

The UNIVERSITY recognizes the process of consultation as part of the democratic process of knowing the sentiments of its constituents before arriving at a decision.

ARTICLE II COVERAGE

Section 1. Coverage. The parties agree that this Collective Negotiation Agreement covers all *bonafide* members of the University of Northern Philippines Non-Teaching Employees Union and are employed by the UNIVERSITY and whose salaries are drawn from the General Fund.

Section 2. UNP. It is understood in this Agreement that the UNIVERSITY refers to the University of Northern Philippines at Tamag, Vigan City, Ilocos Sur, including all constituent campuses, offices, or units existing or to be established in the future.

ARTICLE III UNION RECOGNITION, REPRESENTATION, RIGHTS, AND PRIVILEGES

Section 1. Sole and Exclusive Representative. The UNIVERSITY recognizes the UNION as the sole and exclusive representative of all non-teaching employees of the University of Northern Philippines as defined in Article II.

Section 2. Non-discrimination. The UNIVERSITY shall not discriminate against any non-teaching employee by reason of membership in the UNION, or against any officer or duly authorized representative of the UNION for acts performed in accordance with law, or pursuant to this Agreement.

Section 3. Union Meetings. Subject to the exigency of the service and Section 4, the University shall allow the Union to hold the following meetings:

- (a) General Assembly on Official Time;
- (b) Special General Assembly on Official Time; and
- (c) Regular and Special NEU Board meetings on Official Time.

Section 4. Official Time/Official Business/Union Time Privileges. Official time shall be granted by the University to allow union officials to accomplish representation duties, including meetings enumerated in Section 3. Designated UNION representatives and employees shall be released from their official duties for the purpose of employee representation, in order to enhance labor-management relations at all levels provided that such official time/official business/union time shall not be prejudicial to the University.

Section 5. Union Office. The UNIVERSITY shall provide the UNION with the office space, furniture, equipment, communications, including, but not limited to, supplies and materials necessary for the UNION's office operations, subject to availability of funds.

Section 6. Gymnasium, Auditorium, Conference Halls and Other Facilities. The UNIVERSITY shall allow the UNION to use the conference halls and other facilities for its meetings,

subject to availability of conference rooms/facilities, provided that a request was made for that purpose.

Section 7. Transportation. The UNIVERSITY shall, whenever possible, provide the UNION service vehicles for the use of its representatives when attending meetings called by any government agency or any duly accredited organization on matters concerning the welfare of university personnel.

Section 8. Bulletin Boards. The UNION shall be allowed to use bulletin boards in strategic areas in the campus for the dissemination of information to UNION officers and members.

Section 9. Separation. The UNIVERSITY, through the Human Resources Management Unit (HRMU), shall inform the UNION of the retirement, resignation, or dismissal of personnel five (5) days after filing of notice of such retirement or resignation, or before the effective date of dismissal of non-teaching employee/s.

Section 10. Representation. The UNION shall be represented in all the committees of the UNIVERSITY, including special and ad-hoc committees, which affect the welfare of the non-teaching employees. Representation to the following committees is mandatory as provided by existing Civil Service rules and regulations, among others, to wit:

- a) Human Resource Management;
- b) Personnel Selection Board;
- c) Committee on Decorum and Investigation for Sexual Harassment Cases;
- d) Grievance Machinery;
- e) PRAISE Committee;
- f) Personnel Development Committee;
- g) Employees' Organization-Management Consultative Committee;
- h) Performance Management Team; and
- i) Change Management Team.

Section 11. Socio-Economic Projects. The UNIVERSITY shall provide support to the UNION in the latter's efforts to establish socio-economic projects and income generating activities that will redound to the benefit of the UNION, its members, and other employees, provided that these are not contrary to law, morals, public order, public health, public policy, public safety, University policies and other regulatory and statutory requirements.

Section 12. Socio-Economic Benefits. The University shall provide rice subsidy, annual medical/physical examination, and other benefits provided these are not contrary to law.

Section 13. Bill of Rights. Whenever a formal complaint is filed against a member, the following shall be applicable:

- a. No member shall be forced to sign an admission based on such complaint against him/her;
- b. If the UNIVERSITY pursues an investigation based on such complaint, the member shall be promptly advised of said complaint and be afforded an opportunity to confront the complainant and any witness that may be presented against him/her, and to submit evidence in his/her defense. The respondent shall have the right to be supported by the UNION while the case is under litigation; and
- c. Before any formal decisions are made, the UNIVERSITY shall review and consider all available data and evidences, whether or not such are offered by the complainant or defendant.

Section 14. Legal Assistance. The UNIVERSITY shall provide legal counsel to a UNION member in any of the following instances:

- a. The member is sued for action taken by him/her in the course of his/her employment and within the scope of his/her duties and responsibilities; and
- b. The member must appear as a witness and/or is subpoenaed to appear in court on matters arising in the course of employment and within the scope of his/her duties and responsibilities.

ARTICLE IV

RECRUITMENT, PROMOTION, DISCIPLINE, AND TERMINATION OF NON-TEACHING EMPLOYEES

Section 1. Adherence to policies. The UNIVERSITY shall adhere to the recruitment, promotion, and termination policies under existing laws, Department of Budget and Management (DBM), Department of Labor and Employment (DOLE) and Civil Service Commission (CSC) rules and regulations.

Section 2. Merit Promotion Plan. The UNIVERSITY shall strive to source out funds for merit promotion. Should the rules allow, the recommendations of the UNION shall be considered in cases when a call for promotions is issued by the government.

Section 3. Administrative Case. The UNIVERSITY shall take disciplinary action against non-teaching employees only for just cause and upon observance of the principle of due process. The UNIVERSITY shall at all times uphold the principle of a speedy disposition of the case.

Section 4. Severance of Employment. Except for voluntary resignation, retirement, or expiration of contract or appointment, employment shall be terminated only for just cause and after due process.

Section 5. Reorganization or Internal Restructuring. The UNIVERSITY shall conduct dialogues with authorized UNION representatives regarding any plans of reorganization or internal restructuring.

Section 6. List of New Non-Teaching Employees. The UNIVERSITY shall furnish the UNION, upon proper request and representation, with a list of non-teaching employees who have been issued new appointments. In like manner, the UNIVERSITY shall furnish the UNION a copy of the plantilla of positions of non-teaching employees.

ARTICLE V

NON-TEACHING EMPLOYEES' EDUCATION PROGRAM

Section 1. Trainings or Seminars. The UNIVERSITY shall provide support to the UNION in the conduct of an annual training or seminar for all U.N.P non-teaching employees for the purpose of enlightening them of their rights, privileges, obligations, and responsibilities under the law and this agreement, subject to availability of funds and Article III, Section 4. Attendance in such training or seminar shall be on official time.

Section 2. Orientation. The UNIVERSITY shall allow the UNION to conduct on official time and in coordination with the Human Resource Management Unit (HRMU), orientation programs for newly appointed or hired non-teaching employees, concerning the UNION Constitution and by-laws, programs, activities, benefits, and obligations under this Agreement.

Section 3. Official Time. UNION members shall be allowed to attend, on official time, workers' programs, seminars, general assemblies, conferences, conventions, symposia, fora, and other capability-building programs, including leadership training in trade unionism, workers' congresses and similar activities conducted by government agencies and non-government organizations for public sector unions.

ARTICLE VI EDUCATIONAL, PROFESSIONAL, SOCIAL AND SPORTS DEVELOPMENT

Section 1. Promotion of Non-Teaching Employees Development. The UNIVERSITY shall continue to promote development of its non-teaching employees in all areas of work. Development shall include fellowships and attendance in relevant conferences, conventions, seminars and workshops, trainings, and similar development programs that the UNIVERSITY may deem necessary, subject to availability of funds.

Section 2. Allocation of Budget. The UNIVERSITY shall continue to allocate sufficient budget to ensure that Human Resource Development programs, such as scholarships and training, are provided to non-teaching employees.

Section 3. Initiation of Programs. The UNIVERSITY shall, in consultation with the UNION, initiate programs that will improve the technical capabilities of non-teaching employees.

Section 4. Career Development. The UNIVERSITY shall inform the UNION, through the HRMU, of all its career development programs for non-teaching employees. The awarding of trainings, study, and scholarship grants, both local and foreign, shall be governed by relevant rules and policies implemented by the Faculty and Staff Development Committee (FSDC) of the University. The UNIVERSITY shall likewise include in its human resource development and training programs for non-teaching employees the promotion of morality, efficiency, integrity, responsiveness, courtesy as well as nationalism and patriotism in the civil service.

Section 5. Sports Program. The UNIVERSITY and the UNION shall implement sports development and recreational programs to enhance the physical and mental well-being of the employees. The University shall set Physical Fitness Schedule.

Section 6. Team Building Activities. The UNIVERSITY and the UNION shall implement annual team building activities for non-teaching employees' productivity enhancement which must be incorporated in the University's Annual Personnel Development Plan subject to pertinent University guidelines.

Section 7. Family Day Celebration. Every year, Family Day celebrations shall be held on a commonly preferred date. All non-teaching employees are required to participate in the celebration together. The UNIVERSITY shall source funds for this activity from the amount allotted for Sports and Cultural Allowance as provided for in the General Appropriations Act (GAA).

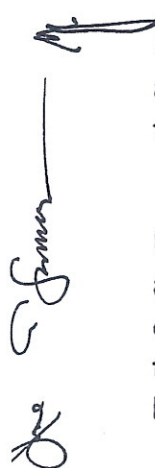
ARTICLE VII
PROMOTING GENDER EQUALITY
AMONG UNP NON-TEACHING EMPLOYEES

Section 1. Gender Sensitivity and Awareness Programs. The UNIVERSITY shall implement gender sensitivity programs for non-teaching employees and shall support activities undertaken by the UNION, in coordination with government and non-government agencies, to promote better understanding and awareness of gender issues. The University should also observe and implement gender sensitive and gender responsive policies as embodied in national issuances and laws by the national government.


Section 2. Day Care Facilities. The UNIVERSITY agrees to establish and maintain day care facilities in the campus. The UNION shall have one seat in the committee overseeing the management of the Day Care facilities.

Section 3. Women's Month Celebration. The UNIVERSITY shall allow its employees to attend, on official time, activities inside or outside the UNIVERSITY in celebration of Women's Month and other weeks declared for the recognition of women, both national and international.

ARTICLE VIII
UNION SECURITY

 **Section 1. Membership in the Union.** All non-teaching employees in the service of the UNIVERSITY who are permanent, temporary or casual as of the date of signing of this agreement are qualified for UNION membership. Subsequent to the signing of this AGREEMENT, non-teaching employees occupying plantilla positions shall likewise be eligible for membership.

Section 2. Check-Off. Upon receipt of a written authorization from the members of the UNION, the UNIVERSITY shall deduct, through payroll deductions, the corresponding union dues, assessments, fines, and other deductions from the salaries/wages of UNION member(s) based on the terms of payments as approved by the Union Officers. All deductions shall be remitted to the UNION within a reasonable period of time, and shall in no case result to net take-home pay lesser than that provided by law.

 **Section 3. Partnership.** The UNION shall be considered as a partner of the UNIVERSITY in evolving developmental programs or projects of the UNIVERSITY on the issues and concerns provided under EO 180, series of 1987, and its Implementing Rules thereof. The UNION is recognized as an advocate of change for growth, progress and full development of the UNIVERSITY and its employees.

Section 4. Clearance. The UNIVERSITY shall require employees who will retire, transfer, go on leave of absence for at least one (1) month or resign to secure a clearance from the UNION for property and monetary accountabilities.

Section 5. Non-harassment. The UNIVERSITY shall ensure that the UNION is free from the harassment or threat of abolition for activities being and/or to be undertaken, provided that such activities are not prejudicial to the smooth operation of the UNIVERSITY or contrary to law, established rules and regulations, or general policy.

ARTICLE IX HEALTH AND SAFETY

Section 1. Safety and Health Requirements. The UNIVERSITY shall comply with applicable regulations requiring safety, health, and sanitary working conditions prescribed by law. The UNIVERSITY shall do everything possible to provide a healthy and safe working environment for its non-teaching employees.

Section 2. Free Medical Examination. The UNIVERSITY shall continue providing free medical examination for all non-teaching employees.

Section 3. TB, Hepatitis B Screenings and Other Immunization. The UNIVERSITY shall provide free TB and hepatitis B screenings and free immunization and booster shots to non-teaching employees subject to the availability of funds.

Section 4. First Aid Kits. The UNIVERSITY shall provide first aid kits in strategically located areas of workplaces/offices where no medical clinic is located in the premises. For this purpose, teams of employees shall be formed and trained in first aid (CSC MC No. 33 s. 1997)

Section 5. Protective Clothing. The UNIVERSITY shall provide non-teaching personnel concerned with free protective clothing, gears, equipment and tools, as necessary in their performance of their functions provided these are allowed under pertinent government budgeting and auditing rules and regulations.

Section 6. Hazard Pay. The UNIVERSITY shall provide hazard pay to its non-teaching employees, subject to Sec. 311 of the Government Auditing and Accounting Manual (Appendix "A") and Sec. 21 of the Magna Carta of Public Health Workers (Appendix B"). The positions affected shall be identified by the parties in the implementation of this agreement. The UNIVERSITY will strive to include these identified positions in the General Appropriations Act.

Section 7. Magna Carta of Public Health Workers. The UNIVERSITY shall ensure the full implementation of the Magna Carta of Public Health Workers.

Section 8. Occupational Safety and Health. The UNIVERSITY agrees to implement existing legislation, practices and standards in occupational safety and health, including but not limited to (1) the provision of clean and potable drinking water; (2) the observance of proper air/floor space and office lighting and ventilation; (3) the welfare of persons with disabilities; and (4) the requirements of a sexual harassment-free environment.

ARTICLE X SALARY, OVERTIME PAY AND WORK SCHEDULE

Section 1. Salaries and Positions. The UNIVERSITY shall continue to pursue and exert efforts to upgrade salaries and positions same as those enjoyed by the other SUCs.

Section 2. Official Work Hours. All non-teaching employees shall render forty hours (40) of work a week, provided that official work in excess of said regular hours of work shall be compensated in accordance with the applicable rules and regulations of the Commission on Audit, the Department of Budget and Management, and the Civil Service Commission.

Section 3. Compensatory Time-off. All non-teaching employees rendering official duties in excess of regular hours of work shall be granted compensatory time-off in lieu of overtime pay, in cases where funds are not available.

ARTICLE XI

LEAVE PRIVILEGES OF NON-TEACHING EMPLOYEES

Section 1. Rehabilitation Leave for Job-related Injuries. Applications of non-teaching employees for leave of absence on account of wounds or injuries incurred in the performance of duty extending beyond the available leave credits of the employee concerned must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The University President may direct that absence during any period of disability thus occasioned shall be on full pay, but not to exceed six (6) months. He shall also authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person. Absence in the case contemplated shall not be charged against sick leave or vacation leave, if there are any. (MC No. 41, s. 1998). To avail these benefits, the provisions of CSC-DBM Joint Circular No. 1, s. 2006, otherwise known as the Guidelines for Availing of the Rehabilitation Privilege, shall be complied with.

ARTICLE XII

OTHER NON-TEACHING EMPLOYEE PRIVILEGES

Section 1. Housing. The UNIVERSITY agrees to determine possibilities for a housing program for its non-teaching employees.

Section 2. Dormitories. The UNIVERSITY agrees to provide non-teaching employees living afar from the campus space in dormitories which may be established by the UNIVERSITY for that purpose.

Section 3. Shuttle Service. The UNIVERSITY shall, whenever practicable and during emergency cases, provide adequate shuttle services to non-teaching employees.

Section 4. Processing of Retirement Papers. The UNIVERSITY shall allow non-teaching employees who are about to retire to process their retirement papers three (3) months prior to the date of retirement. The applicant shall submit a request letter or notice of retirement addressed to the University President.

ARTICLE XIII

RETIREES' BENEFITS

Section 1. Program for Retiring/Retired Non-Teaching Employees. THE UNIVERSITY agrees to formulate and implement programs for all retiring/retired non-teaching employees, which shall include, but not limited to:

- a. Training for livelihood projects;
- b. University Scholarship to dependents; and
- c. Other programs agreed upon for the benefit of the retirees.

Section 2. Appreciation Gift. The UNIVERSITY shall provide an appreciation gift to a retiring non-teaching employee in conformity with the policies and guidelines of the Program on Awards and Incentive for Service Excellence (PRAISE).

ARTICLE XIV FRINGE BENEFITS

Section 1. Use of Savings. The UNIVERSITY shall prioritize the use of savings in accordance with law, taking into account non-teaching employee welfare and mandatory economic benefits.

Section 2. Incentives and Awards. The University shall maintain its incentives and awards system for the benefit of qualified and deserving personnel.

Section 3. Professional Development. The University shall support and encourage the professional development of non-teaching employees by providing learning and development opportunities subject to availability of funds.

Section 4. Other Benefits. In addition, in pursuit of its mission, and subject to the availability of funds, the UNIVERSITY shall provide the following:

- a. Anniversary Bonus of P5,000.00 for every milestone anniversary of the UNIVERSITY and every 5th year thereafter;
- b. Loyalty Award of P1,000.00 per year.

ARTICLE XV TECHNOLOGICAL CHANGES

Section 1. Anticipation of Technological Changes. The UNIVERSITY and the UNION recognize the changes in operations resulting from technological innovations that may occur. When such changes occur, the UNIVERSITY shall give first consideration to the utilization of personnel adversely affected by the changed operations. In the event that the non-teaching employees concerned lack the requisite skills or knowledge and such cannot be acquired within a reasonable length of time, the UNIVERSITY shall take appropriate measures to address the situation in accordance with appropriate Civil Service laws and rules, and DBM rules and regulations.

ARTICLE XVI EMPLOYEE-MANAGEMENT RELATIONS

Section 1. Grievance Machinery. The parties agree to set up the Grievance Machinery established under procedures governed by Civil Service Law. In addition, the parties shall establish a procedure on the resolution of grievances involving union-related issues not governed by the Civil Service Law, rules and regulations on grievance machinery in order to strengthen employee-management relations and resolve conflicts at the lowest possible level in the UNIVERSITY.

ARTICLE XVII IMPLEMENTING AND MONITORING SCHEME

Section 1. Union-Management Consultative Body. For purposes of maintaining open lines of communication, consultation and dialogue between the UNIVERSITY and the UNION, a Union-Management Consultative Body shall be created to be composed of three (3) representatives from each party.

Section 2. Functions and Responsibilities. The following shall be the functions and responsibilities of the consultative body:

- a. Convene once every six (6) months or as the need arises at such place and time as may be proposed and agreed upon by the parties;
- b. Monitor and resolve any controversy arising from the interpretation and enforcement of this Agreement;
- c. Prioritize the implementation of the provision of this Agreement upon approval by the parties;
- d. Discuss and resolve policy changes on matters pertaining to/affecting the terms and conditions of employment; and
- e. Recommend appropriate courses of action to higher authority.

ARTICLE XVIII BUDGET AND FUNDS

Section 1. Budget. The UNIVERSITY shall provide the necessary budget and funds for the full implementation of the provisions contained herein, subject to existing accounting and auditing rules and regulations.

ARTICLE XIX IMPLEMENTING GUIDELINES

Section 1. Preparation. Within six (6) months from the date of effectivity of this Agreement, the UNIVERSITY and the UNION shall prepare all the necessary guidelines in the implementation of its provisions.

ARTICLE XX EFFECTIVITY AND DURATION

Section 1. Duration. This agreement shall become effective immediately upon signing and ratification of the majority of the UNP-NEU members and subject to its confirmation by the Board of Regents and shall remain in force and effect for a period of three (3) years or until rendered inoperative.

Section 2. Renegotiation. Both parties agree to meet not later than sixty (60) calendar days prior to the expiration of this Agreement for the purpose of negotiating a new agreement

Even the use of coupon bonds and other print materials, number of copies should be limited in preparing communications following approved standard. Recycling of used bond papers should be practiced.

Use of standard forms/documents should also be limited to authorize needed number of copies only.

6. Maximum sharing of resource. This is especially true to the use of fiduciary funds. Units that have considerable fiduciary funds shall share their facilities especially equipment and if possible even supplies and materials to units that are in dire need.

Eventually, all units with fiduciary funds should handle cost of operations particularly light and water bills, and cost of maintenance and minor repairs.

7. Patronize University Resources/Facilities. The employees are encouraged to patronize products and services of the University's Income Generating Projects as well as prioritize the utilization of existing facilities in lieu of holding programs and activities outside the university.
8. Strict observance of official time and proper use of biometrics. Heads of offices should police their ranks.
9. Adherence to the *bayanihan* spirit in performing extra work for the welfare of the UNIVERSITY especially in the maintenance of cleanliness and sanitation in the campus.

IN WITNESS WHEREOF, the parties, through their authorized representatives, have hereunto signed this agreement this 8th day of September 2021 in UNP, Vigan City, Ilocos Sur, Philippines.

**UNIVERSITY OF NORTHERN
PHILIPPINES**

By:


ERWIN F. CADORNA, Ph.D.
President

University of Northern Philippines

**UNP NON-TEACHING EMPLOYEES
UNION**

By:


JANE A. LEONES
President

UNP Non-Teaching Employees Union


Signed in the presence of:

Representative, Civil Service Commission

The UNIVERSITY Panel

The UNION Panel


PIO FERDINAND J. LAMARCA, DPA
Vice President for Finance & Administration
UNP


MARIE GRACE A. JARAMILLA, MBA
Secretary, UNPNEU

ANNEX "A"

Section 311. Government Auditing and Accounting Manual

Employees entitled to hardship/hazard allowance. Employees, whether regular or contractual, assigned on a permanent, temporary, special or travel basis to the following areas which expose them to great damage or contagion or peril to life, are entitled to hardship/hazard allowance:

1. hardship or difficult areas
2. strife-torn or embattled areas
3. distressed or isolated stations
4. prison camps
5. mental hospitals
6. radiation-exposed clinics or laboratories
7. disease-infested areas
8. areas declared under state of calamity or emergency

ANNEX "B"

Section 21, RA 7305 (Magna Carta of Public Health Workers)

Hazard allowance. –Public health workers in hospitals, sanitaria, rural health units, main health centers, health infirmaries, barangay health station, clinics and other health-related establishments located in difficult areas, strife-torn or embattled areas, distressed or isolated stations, prisons camps, mental hospitals, radiation-exposed clinics, laboratories or disease-infested areas or in areas declared under a state of calamity or emergency for the duration thereof which expose them to great danger, contagion, radiation, volcanic activity/eruption, occupational risks or perils to life as determined by the Secretary of Health or the head of the unit with the approval of the Secretary of Health, shall be compensated the hazard allowances equivalent to at least twenty-five percent (25%) of the monthly basic salary of the health workers receiving salary grade 19 and below, and five percent (5%) for health workers with salary grade 20 and above.

ANNEX "C"

Granting of CNA Incentive: Implementing Guidelines
(In accordance with applicable DBM Circular on Guidelines in Granting CNA Incentives)

Nature	Item	CNA Incentive
Members of the UNION	Only permanent, temporary contractual and casual personnel/members whose salaries are drawn from the General Fund	100%
Members in-service	Aggregate period of 6 months during the year & a member for at least 4 months as of October 31 for the year	100%
Members on leave without pay	On leave starting July 1 to December 31 for the year	Not entitled
Suspended members/faculty	With penalty for a period of 6 months for the year	Not entitled
Members who retire/resign/ are separated from service	Members who have retired / resigned / separated from the service prior to Oct. 31 for the year	Proportionate share scheme: July -45% - 11,250 August-60% - 15,000 Sept-75% - 18,750 Oct-90% - 22,500

Non-attendance to foremost activities	<ul style="list-style-type: none"> ➤ Crisologo lecture series (July and October) ➤ Founder's day ➤ Awards ceremonies ➤ Graduation ceremonies ➤ Remembrance of the dead (January 31) ➤ UNP Thanksgiving Day (June 5) 	Less 1.00% per activity
Non-attendance to UNION activities	<ul style="list-style-type: none"> ➤ Union General assemblies ➤ Union sponsored activities 	Less 1.00% per activity

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

VIGAN CITY) S.S.

Before me this 14th day of September 2021 in Vigan City, Ilocos Sur, Philippines personally appeared:

	Proof of Identification No.	Date/Place of Issue
Erwin F. Cadorna	01-0001-NT	10/9/2019/Vigan City, Ilocos Sur
Jane A. Leones	82-0473-NT	10/9/2019/Vigan City, Ilocos Sur

Known to me and to me known to be the same persons who acted as principals in the execution of the foregoing **Collective Negotiation Agreement** and acknowledged to me that the same is their free act and deed and that of the respective entities they represent.

This instrument, consisting of seventeen (16) pages including this page wherein this Acknowledgment is written and Annexes "A," "B" and "C" hereof, refers to the **COLLECTIVE NEGOTIATION AGREEMENT (CNA)**, which has been signed by the parties and their instrumental witnesses on each and every page.

IN WITNESS WHEREOF, I have hereunto set my hand and seal at the place and on the date first mentioned.

Doc. Number
Page Number
Book Number
Series of 2021

: 621
: 120
: MC
: 21



ATTY. TITO AGAS TUGADE
NOTARY PUBLIC
UNTIL DEC. 31, 2021
PTR ID: 8192394-I-4-21
VIGAN CITY - ILOCOS SUR



CERTIFICATE OF REGISTRATION

Collective Negotiation Agreement

No. 2263

Pursuant to the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, the Collective Negotiation Agreement entered into by and between the

**UNIVERSITY OF NORTHERN PHILIPPINES
NON-TEACHING EMPLOYEES UNION (UNPNEU)**

and the


UNIVERSITY OF NORTHERN PHILIPPINES
UNP Compound, Vigan City, Ilocos Sur 2700

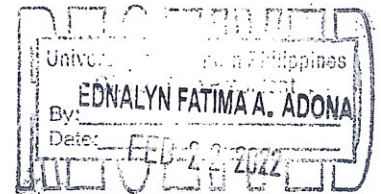
having complied with the prescribed requirements in the abovementioned Rules, is registered by the Commission and is binding between the parties thereof during the period of its effectivity from **September 9, 2021 to September 8, 2024.**

Issued this 2nd day of December 2021 in Quezon City.


ALICIA dela ROSA - BALA
Chairperson

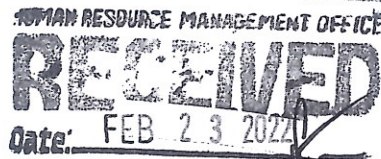
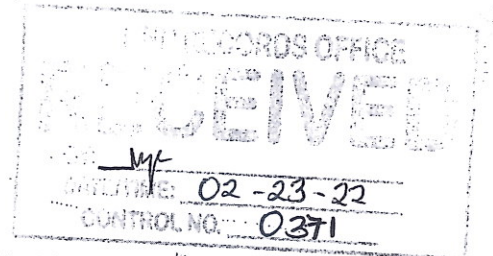
Attested by:


MA. THERESA C. FERNANDEZ
Acting Director IV
Human Resource Relations Office



3 December 2021

Dr. ERWIN F. CADORNA
President
University of Northern Philippines (UNP)
UNP Compound, Vigan City
2700 Ilocos Sur



Dear President Cadorna:


Pursuant to **Rule XIII** of the **Amended Implementing Rules and Regulations of Executive Order No. 180 (Amended IRR of EO 180)**, the Collective Negotiation Agreement (CNA) between the management of the **UNIVERSITY OF NORTHERN PHILIPPINES (UNP)**, Ilocos Sur and the **UNIVERSITY OF NORTHERN PHILIPPINES NON-TEACHING EMPLOYEES UNION (UNPNEU)**, is now registered with **Certificate of Registration No. 2263** dated 2 December 2021.

Please note that under **Item No. 2, Public Sector Labor Management Council Resolution No. 3, s. 2020** dated 30 June 2020, the registration of the CNA will not validate any provision in the CNA which is contrary to law, morals, good customs, public policy or public order.

The contracting parties are expected to comply in good faith with the stipulations of the CNA toward achieving harmonious working atmosphere in the agency.

Congratulations!

Very truly yours,


MA. THERESA C. FERNANDEZ
Acting Director IV
Human Resource Relations Office


For your information

HRRO/TCF/K3/RTA/abe/cna-congratz/unpneu

Bawat Kawani, Lingkod Bayani