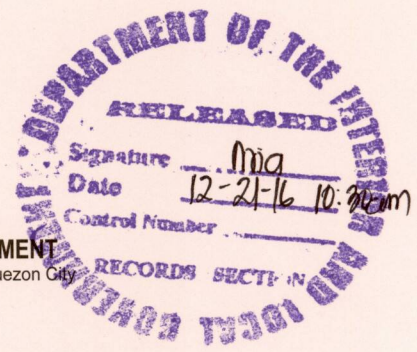




Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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December 21, 2016

**CIRCULAR**  
**NO. 2016 - 20**

**SUBJECT : ADDENDUM TO CIRCULAR 2016-19 RE: GUIDELINES ON THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2016**

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Circular 2016-19 Re: Guidelines on the Grant of Collective Negotiation Agreement (CNA) Incentive for FY2016 is hereby amended to read as follows:

" xxx xxx xxx

1. The employee is still in the service as of October 31, 2016 and has rendered at least ten (10) months of service for the year 2016. For those who have rendered less than 10 months service as of October 31, 2016 (*The number of Leave Without Pay [LWOP] shall be deducted from services rendered from January - October 2016.*), a pro-rated application shall be implemented as follows:

Length of Service	Percentage Application on the allowable CNA rate
9 months but less than 10 months	95%
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%

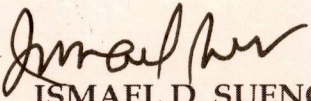
xxx xxx xxx

3. The CNA Incentive of an employee on detail/reassignment with the central/ regional office/another government agency shall be granted by the mother agency/*unit*.

xxx xxx xxx."

All provisions of existing circulars or issuance on the grant of the CNA Incentive which are inconsistent herewith are hereby repealed or modified accordingly.

This Circular shall take effect immediately.

  
ISMAEL D. SUENO  
Secretary *ms*

