



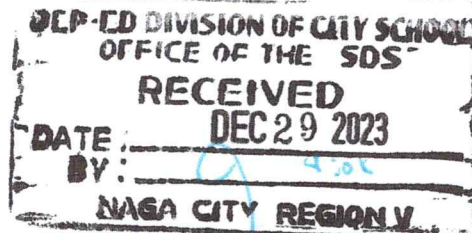
Republic of the Philippines  
Department of Education  
REGION V - BICOL



REGIONAL MEMORANDUM

No. \_\_\_\_\_ s. 2023

000802



29 December 2023

**PAYMENT OF FY 2022 COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE**

TO : Schools Division Superintendents  
Division Accountants  
Secondary Schools Principals with complete financial staff  
School Accountants/Bookkeepers  
All Other Officials Concerned

1. In reference to the release of FY 2022 Collective Negotiation Agreement (CNA) Incentive for DepEd Region V Non-Academic Rank and File Employees and Officials, please be informed that this Office had already sent an email copy of the Masterlist of Recipients for FY 2022 CNA to your Division- Accounting Section.
2. Relative thereto, please submit immediately to the Regional Office- Finance Division the following documents to facilitate payment:
  - a. General Payroll (3 copies)
  - b. FINDES (3 hard copies & soft copy-USB)
3. The signatories of the General Payroll and FINDES are as follows:

General Payroll	CERTIFIED: Services duly ...	Schools Division Superintendent
	CERTIFIED: Supporting documents complete....	JOY B. MARGALLO Accountant III
	APPROVED FOR PAYMENT:	GILBERT T. SADSAD Regional Director
	CERTIFIED: Each employee whose name appears...	AILY A. ALCERA Administrative Officer V (Cash)



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555



region5@deped.gov.ph

FINDES	Prepared by:	Schools Division Superintendent
	Checked by:	THERESE C. BAÑADERA Administrative Officer I
	Noted by:	GILBERT T. SADSAD Regional Director

4. The qualified Non-Academic Rank and File Employees and Officials in the **Secondary Implementing Unit shall be incorporated in the Division's General Payroll & FINDES** hence submission of their LBP account name and number in the Division Office are required.
5. A separate payroll shall be prepared for **cash advance by the Division Cashier** for those qualified personnel who are **out of the service** due to retirement, transfer, resignation and others.
6. To those qualified personnel with monthly NEU deduction in the payslip but still deducted with agency fee in the masterlist, you are hereby requested to submit a letter request for refund with attached payslips showing your deductions to the DepEd Regional Office V c/o Mr. Efren Ll. Alcera- Secretary General/Region V Chapter President addressed to the DepEd National Employees Union (NEU).
7. For immediate and wide dissemination.

  
**GILBERT T. SADSAD**  
 Regional Director

FinD/rbt  
12/29/23

 <b>Republika ng Pilipinas</b> <b>Kagawaran ng Edukasyon</b> <small>REHIVON V</small> <b>TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA</b>	
<p>To: Assistant Schools Division Superintendent          Division Accountant          SDO Unit Heads          Secondary School Principals <i>with complete financial staff</i>          School Accountants/Bookkeepers          All Others Concerned</p> <p style="text-align: center;">For information and guidance.</p>	<p>January 2, 2024</p> <p style="text-align: center;">   <b>SUSAN S. COLLANO CESO V</b>          Schools Division Superintendent       </p>

DM 31, s. 2019 Rider Rev. 01



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 ☎ 0981 630 0070  
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 04 JAN 2024

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	Checked by:	THERESE C. BAÑADERA Administrative Officer I
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