



15 November 2023

**MEMORANDUM NO. 942**  
Series of 2023

**T O:** Dr. Dilberto O. Ferraren  
Dr. Beatriz S. Belonias  
Dr. Elwin Jay V. Yu  
Prof. Ernesto F. Bulayog  
Ms. Louella C. Ampac  
Ms. Ma. Roberta S. Miraflor - Secretary

**R E:** **Composition of the Employees' Organization-Management Consultative Committee Per Budget Circular No. 2023-1 dated November 10, 2023**

With Dr. Dilberto O. Ferraren as Chairperson and Ms. Ma. Roberta S. Miraflor as Secretary, please constitute yourselves into an Employees' Organization-Management Consultative Committee to determine if the university is qualified for the grant of the 2023 CNA incentive based on the compliance with the provision of Budget Circular No. 2023-1 dated November 10, 2023 providing for the Guidelines on the Grant of Collective Negotiation Agreement (CNA) Incentive for FY 2023. Your committee is requested to review financial records and make recommendations for the following:

1. Amount of MOOE funds saved and available due to cost cutting and systems improvement;
2. Apportionment of the available funds;
3. Internal guidelines and specific criteria in determining who are entitled and the rate of CNA incentive.

Please submit your recommendations/resolution to this office not later than December 6, 2023 so that the necessary request for approval in the release of said incentive can be immediately submitted to the Department of Budget and Management.

Please be guided accordingly.

  
**DANIEL LESLIE S. TAN**  
Officer-In-Charge *11/16/23*