



National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Marikina



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MARIKINA



August 10, 2017

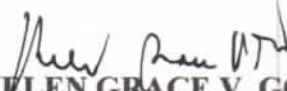
**DIVISION MEMORANDUM**

No. 233, s. 2017

**TO:** OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Elementary and Secondary School Heads  
Officers-In-Charge  
Public Schools Only

**CHECKLIST ON CNA COMPLIANCE (DepEd-NCR & ACT-NCR Union)**

1. Enclosed is a Regional Memorandum from **Dr. Ponciano A. Menguito**, *Director IV, DepEd-National Capital Region* dated August 7, 2017 concerning the **Checklist on Compliance in line with the Collective Negotiation Agreement (CNA) between DepEd-NCR and ACT-NCR Union**, the content of which is self-explanatory for the information and guidance of the field.
2. All schools are advised to fill up the Form attached hereto and submit to this Office on or before August 17, 2017 attention: SGOD Office. Said report will be consolidated in this Office to ensure completeness before submitting to the Regional Office. A separate sheet may be used for remarks/comments.
3. For information, guidance and compliance.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**HELEN GRACE V. GO, CESO VI**  
Schools Division Superintendent

Incl. - As stated  
Reference - Unnumbered Regional Memorandum dated August 7, 2017



**Republika ng Pilipinas**  
*(Republic of the Philippines)*  
**KAGAWARAN NG EDUKASYON**  
*(DEPARTMENT OF EDUCATION)*  
**PAMBANSANG PUNONG REHIYON**  
*(NATIONAL CAPITAL REGION)*  
Daang Misamis, Bago Bantay, Lungsod Quezon  
*(Misamis St., Bago Bantay, Quezon City)*

**DIVISION OF CITY SCHOOL  
MARIKINA**



BY:   
DATE: \_\_\_\_\_

August 7, 2017

Memorandum to-

**Schools Division Superintendents  
Public School Principals**

In connection with the Collective Negotiation Agreement(CNA) between DepEd-NCR and ACT NCR Union, attached is a Checklist on compliance thereto. All schools including the Division are advised to fill the Form and submit it to this Office within fifteen (15) days from receipt of this Memorandum. The Division Offices shall consolidate the forms from the schools and ensure completeness before submission. A separate sheet may be used for remarks/comments.

For compliance.

  
**PONGIANO A. MENGUITO**  
Director IV

Encl.:

As stated

## CHECKLIST ON CNA COMPLIANCE (DepEd-NCR & ACT-NCR Union)

School \_\_\_\_\_ Principal \_\_\_\_\_  
 Division \_\_\_\_\_ SDS \_\_\_\_\_

Rights & Privileges	CNA Provision	Remarks	Complied	
			Yes	No
Union's Division Chapter Office in the Division Office	<i>Sec.4, Art. III</i>	-the Division will allocate a certain space out from existing structure but it is not compelled to construct/fabricate a new structure for the purpose. -the Division may allow use of machines or office equipment and other facilities, subject to rules and regulations. -Office supplies shall be for the account of the Union		
2. Transportation vehicle when attending meetings called by Government Agency or duly accredited organization on activities concerning the welfare of teachers	<i>Sec. 6, Art. III</i>	Subject to COA Rules and availability of vehicles, and upon prior written request to the Division/School		
3. Provide the Union with a space in the existing bulletin board in the school, division and regional office	<i>Sec. 7, Art. III</i>	Schools/Division Offices are not compelled to fabricate a new structure for the purpose.		
4. List of appointed teachers	<i>Sec. 8, Art. III</i>	Upon request of the Union		
5. Allow the Union to orient its new members during the induction program for teachers being held by the Division	<i>Sec. 2, Art. IV</i>			
6. Allow attendance of Union's Regional Council Board Union to programs, seminars on Public Sector Unionism conducted by the CSC and the Department of Labor and Employment	<i>Sec. 3, Art. IV</i>	Not exceeding 5 officers On official time only, and subject to prior notification at least three days prior to the activity. If there are pending assignments and it is critical to the function of the Office/school, the same should be accomplished first or somebody will take over.		
7. Regular and timely promotion or reclassification of position of qualified teachers	<i>Sec. 1, Art. VI</i>	Subject to DepEd, DBM, and CSC standards and guidelines		