



Republic of the Philippines
COMMISSION ON AUDIT
OFFICE OF THE AUDITOR
National Printing Office (NPO)
EDSA Corner NIA North, Diliman, Quezon City
Telephone Number: (02) 925-2198

**NOTICE OF SETTLEMENT OF SUSPENSION/DISALLOWANCE/CHARGE
(NSSDC)**

NSSDC No. : 18-002 /
NS-18-001-207542-(17)
Date : October 9, 2018

Mr. FRANCISCO V. VALES, JR.
Director
National Printing Office
Quezon City

Attention: Mr. Winifredo R. Talla
Acting Chief, FMD



Reference: NS No. : 18-001-207542-(17)
Date : February 19, 2018
Amount : ₱9,350,000.00
Nature of transaction : Collective Negotiation Agreement (CNA)
Incentive of the officials and employees of NPO
for the year 2017
Persons liable/responsible : Mr. Chito S. Villa Agustin
Ms. Yolanda B. Marcelo
Ms. Rosa B. Muñoz
Ms. Leah P. Dela Cruz

In view of the submission of the following documents by the Management, which we have evaluated/examined and audited and found in order, the above suspension is hereby settled.

- 1) Written resolution for the payment of CNA Incentive signed by agency representatives from both labor and management, and approved by the agency head;
- 2) Approval by the DBM of the payment of CNA Incentive;
- 3) Accomplishment of at least an average of 70% of all the Agency's targets under the FY 2017 Major Final Outputs (MFO);
- 4) Submission of Accountability Reports as of October 31, 2017 to DBM;
- 5) Computation of FY 2017 savings from NPO's cost-cutting/austerity measure: (a) energy and water conservation; and (b) efficient utilization of equipment and communication facilities; and
- 6) Internal guidelines to be followed in the grant of the CNA Incentive, such as: (a) the specific criteria for determining who are entitled; (b) the distribution of the

NPO NSSDC 18-002

Page 1 of 2

amount available; and (c) the rate of the CNA Incentive based on the employee's contribution to the accomplishment of performance targets, efficiency, productivity, or profitability.



FAHAD BIN ABDUL MALIK N. TOMAWIS
Audit Team Leader



EDNA P. SALAGUBAN
Supervising Auditor

Copy furnished:

Name of Person Responsible	Received by	Date
1. Chito S. Villa Agustin		
2. Yolanda B. Marcelo		
3. Rosa B. Muñoz		
4. Leah P. Dela Cruz		