



July 18, 2019

**Mr. VIC RAMOS BARRIENTOS**

President

Santiago Water District Employees'  
Association (SANWADEA)

Santiago Water District (SANWAD)

No. 3 Carreon Street, Centro East, Santiago City

3311 Isabela

***Dear Mr. Barrientos:***

The Commission congratulates your Association for its accreditation pursuant to Executive Order No. 180 dated June 1, 1987 as evidenced by **Certificate of Accreditation No. 1299** issued on **July 16, 2019**.

As a result, the Union can now legitimately enter into collective negotiations with management being the sole and exclusive negotiating agent of all rank-and-file employees of the **SANTIAGO WATER DISTRICT (SANWAD)**, Santiago City, Isabela. The CNA must delve on terms and conditions of employment not fixed by law. Should you encounter difficulty in preparing your CNA, you may consult our Field Office which has jurisdiction over your agency.

Moreover, please be reminded that within one (1) year from issuance of the Certificate of Accreditation, the accredited employees' organization shall submit to management a CNA proposal, which has been approved by a majority of the general membership, copy furnished CSC-HRRO as provided in Section 12, Rule III, Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize.

Further, we would like to stress that within ninety calendar (90) days from the execution of the CNA, it must be registered with our Office as provided in PSLMC Resolution No. 2, s. 2007 amending Section 1, Rule XIII, of the same Rules, or within one (1) month from approval by the Board of Directors / Trustees / Sanggunian / Regents or Council, or from the lapse of three (3) months without action from the Board of Directors / Trustees / Sanggunian / Regents or Council pursuant to PSLMC Resolution No. 4, s. 2016, whichever is applicable in your case.

Furthermore, pursuant to PSLMC Resolution No. 2, s. 2007, the CNA shall take effect upon its signing by the parties and ratification by majority of the rank-and-file employees of the negotiating unit. Hence, we encourage you to, as much as practicable, conclude a CNA in the early part of the year to avoid rush in its registration with our Office.

We look forward to a smooth conduct of collective negotiation as the early conclusion of an Agreement between your Union and Management will pave the way for a harmonious working environment so essential to the attainment of public service excellence. For your ready reference and guidance, attached herewith are PSLMC Resolution No. 2, s. 2007 (CNA Registration and Effectivity), PSLMC Resolution No. 4, s. 2016 (Authority of Negotiating Party to Approve the Collective Negotiation Agreement [CNA]) and the checklist of requirements for registration of Collective Negotiation Agreement.

*Director IV Nerissa V. Canguilan*, CSC Regional Office No. II or her representative will coordinate with your union for the awarding of the Certificate of Accreditation and conduct of a short lecture delving on the limitations of the CNA and the importance of having a provision on cost-cutting schemes/measures to be undertaken by the management and the employees' organization. Copy of our letter to *Director Canguilan* is hereto attached.

Moreover, in case your organization will still stand as the exclusive negotiating representative, we suggest that you also stipulate or propose a provision that will somehow reduce or provide cure for human resource problems like tardiness and absenteeism, wearing of office uniform, initiatives that will prevent graft and corruption, reduce delay in official business transactions, enhance positive public service values, moral renewal and strengthen integrity.

Likewise, we request you to fill out the attached Union Profile Update Form and submit the same to this Office through email at [hrro.racd@csc.gov.ph](mailto:hrro.racd@csc.gov.ph).

Finally, for more information about public sector unionism (PSU), please visit our website [www.csc.gov.ph](http://www.csc.gov.ph) and access the hyperlink icon on PSU.

Congratulations.

Very truly yours,

  
**CECILIA C. DELA FUENTE**  
Director IV  
Human Resource Relations Office

cc:  
**Director IV NERISSA B. CANGUILAN**  
*Civil Service Commission Regional Office No. II*  
*San Gabriel, Tuguegarao*  
*3500 Cagayan*  
*4500 Legazpi City*



July 18, 2019

**Director IV NERISSA B. CANGUILAN**  
Civil Service Commission Regional Office No. II  
San Gabriel, Tuguegarao  
3500 Cagayan

**Dear Director Canguilan:**

We are pleased to inform you that the **SANTIAGO WATER DISTRICT EMPLOYEES' ASSOCIATION (SANWADEA)** has been accredited by the Commission on July 16, 2019 as evidenced by **Certificate of Accreditation No. 1299**. Thus, the CSC confers to the said employees' association the status as the agency's sole and exclusive negotiating agent with the management of the **SANTIAGO WATER DISTRICT (SANWAD)**, Santiago City, Isabela on terms and conditions of employment not fixed by law.

To reinforce the CSC's mandate of promoting responsive management and responsible public sector unions as key partners for effective governance, we enjoin that Regional Office, through the Provincial Office to award the said Certificate in a fitting ceremony such as during the agency's flag raising ceremony. This is also meant to recognize the effort exerted by the association and to further establish linkage with them.

We are, thus, forwarding to that Office the original copy of the Certificate of Accreditation No. 1299 and a certified true copy of CSC Resolution No. 1900829 dated July 16, 2019.


May we suggest that a short lecture be also conducted delving on the limitations of the CNA and the importance of having a provision on cost-cutting schemes/measures to be undertaken by the management and the employees' organization. DBM Budget Circular No. 2006-1 Grant of Collective Negotiation Agreement {CNA} Incentive) and DBM Budget Circular No. 2018-5 (Guidelines on the Grant of Collective Negotiation Agreement {CNA} Incentive for FY 2018) would be of great help.

Moreover, when you award the Certificate, please request the said employees' organization to accomplish and email the attached Client Feedback Form (CFF) at [hrrro.racd@csc.gov.ph](mailto:hrrro.racd@csc.gov.ph).

Thank you for your continued support to HRRO's programs and projects.

Our warm regards.

Very truly yours,

  
**CECILIA C. DELA FUENTE**  
Director IV  
Human Resource Relations Office

cc:  
**Mr. WINSTON A. FOZ**  
General Manager  
Santiago Water District (SANWAD)  
No. 3 Carreon Street, Centro East, Santiago City  
3311 Isabela

**Mr. VIC RAMOS BARRIENTOS**  
President  
Santiago Water District Employees'  
Association (SANWADEA)  
Santiago Water District (SANWAD)  
No. 3 Carreon Street, Centro East, Santiago City  
3311 Isabela

accr2019/olgeu/abe

**Bawat Kawani, Lingkod Bayani**



# CERTIFICATE OF ACCREDITATION

No. 1299

## TO WHOM IT MAY CONCERN:

This is to certify that the Civil Service Commission has duly accredited the

### SANTIAGO WATER DISTRICT EMPLOYEES' ASSOCIATION ( SANWADEA )

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, as the sole and exclusive negotiating agent of all the rank-and-file employees in the

### SANTIAGO WATER DISTRICT ( SANWAD )

No. 3 Carreon Street, Centro East, Santiago City, Isabela

As such, it shall represent and bind them in any negotiation with management on terms and conditions of employment not fixed by law.

This Certificate may be cancelled by this Commission upon its own motion or upon petition by any adverse party for cause as provided by law and after due process.

Given this 16<sup>th</sup> day of July 2019 in Quezon City.

  
ALICIA dela ROSA-BALA  
Chairperson

  
LEOPOLDO ROBERTO W. VALDEROSA, JR.  
Commissioner

  
AILEEN LOURDES A. LIZADA  
Commissioner

Attested by:

  
CECILIA G. DELA FUENTE  
Director IV  
Human Resource Relations Office



RE: Accreditation of the Santiago Water District Employees' Association (SANWADEA) Under EO No. 180 dated June 1, 1987

Number: 1900829

Promulgated: 16 JUL 2019

X ----- X

RESOLUTION

WHEREAS, the Amended Rules and Regulations of Executive Order No. 180, adopted in Public Sector Labor Management Council (PSLMC) Resolution No. 2, s. 2004, lays down the policies for accreditation of employees' organizations;

WHEREAS, the Santiago Water District Employees' Association (SANWADEA) has been certified by the Bureau of Labor Relations, Department of Labor and Employment as the only registered employees' organization in the Santiago Water District (SANWAD), Santiago City, Isabela;

WHEREAS, the SANWADEA enjoys the majority support of the rank-and-file employees of the Santiago Water District (SANWAD);

WHEREAS, the SANWADEA has complied with all the requirements prescribed for its accreditation as an employees' organization.

WHEREFORE, the Commission hereby RESOLVES to accredit the Santiago Water District Employees' Association (SANWADEA) as the sole and exclusive representative of all the rank-and-file employees of the Santiago Water District (SANWAD), Santiago City, Isabela for purposes of collective negotiations with management on terms and conditions of employment not fixed by law.

Quezon City.

Signature of Alicia dela Rosa-Bala
ALICIA dela ROSA-BALA
Chairperson

Signature of Leopoldo Roberto W. Valderosa, Jr.
LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner

Signature of Aileen Lourdes A. Lizada
AILEEN LOURDES A. LIZADA
Commissioner

Attested by:

Signature of Dolores B. Bonifacio
for: DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office

Bawat Kawani, Lingkod Bayani

Certified True Copy:

Signature of Tina Katharine L. Sison
TINA KATHARINE L. SISON
Chief Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

# UNION PROFILE UPDATE FORM

Name of Union: \_\_\_\_\_

Official Address: \_\_\_\_\_

President: \_\_\_\_\_

Date of Assumption of Office: \_\_\_\_\_

Date of Expiration of Term of Office: \_\_\_\_\_

## CONTACT INFO:

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Add.: \_\_\_\_\_

Cellphone No.:   Globe: \_\_\_\_\_   Smart: \_\_\_\_\_   Sun: \_\_\_\_\_

Name of Agency \_\_\_\_\_

Region: \_\_\_\_\_

Sector:    NGA    LGU    GOCC    SUC

Address: \_\_\_\_\_

Agency Head: \_\_\_\_\_

Designation: \_\_\_\_\_

*If affiliated to a National Confederation, Please state name:*

Registered?  Yes   Registration No: \_\_\_\_\_  No

                    Date of Registration: \_\_\_\_\_  No

Accredited?  Yes   Accreditation No. : \_\_\_\_\_  No

                    Date of Accreditation: \_\_\_\_\_

With Existing CNAP?  Yes   Registration No.: \_\_\_\_\_  No

                    Date of Expiration: \_\_\_\_\_

## PROFILE OF MEMBERS:

Total No. of Board of Directors: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Total No. of Officers: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Total No. of Members (Incl. Officers and BODs) \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_



# Public Sector Labor-Management Council

Civil Service Commission Central Office Building  
Datasang Pambansa Complex, Constitution Hills, Diliman, 1126 Quezon City  
Tel. No. 931-80-71, Telefax No. 931-41-49

**CNA Registration and Effectivity**  
(Amendments to Sections 1 and 4, Rule XIII  
and Section 4, Rule XII of the Amended Rules  
and Regulations of Executive Order No. 180)  
X-----X

PSLMC Resolution No. 02, s. 2007

**WHEREAS**, the CSC-Personnel Relations Office (CSC-PRO), Secretariat to the Public Sector Labor-Management Council (PSLMC) receives queries from a number of agency management and employees' association/union alike relative to the effectivity date of the registration of Collective Negotiation Agreement (CNA);

**WHEREAS**, Section 4, Rule XII (Collective Negotiations) of the Amended Rules and Regulations of Executive Order No. 180 provides that the CNA shall take effect upon its signing by the parties and ratification by the majority of the rank-and-file employees in the negotiating unit;

**WHEREAS**, it has been observed by the CSC-PRO that employees' associations/unions, specifically those in national government agencies, are not able to comply with the documentary requirements for CNA registration within thirty (30) calendar days as provided for in Sections 1 and 4, Rule XIII (Registration of Collective Negotiation Agreements) of the Amended Rules and Regulations of Executive Order No. 180;

**WHEREAS**, employees' associations/unions, particularly those with a large membership in their negotiating unit or those with members in regional/field offices and attached agencies, have manifested that they experience difficulty in getting the signatures of the majority of the rank-and-file employees for the CNA ratification;

**WHEREAS**, the PSLMC recognizes that the delay in the submission of the ratification requirements for CNA registration would definitely extend the life of the CNA, to the detriment of both parties, as follows: 1) for the agency management, specifically if there are provisions for the grant of benefits and/or CNA incentives which are no longer implementable and/or sustainable given the new programs and projects of the new management; 2) for the association/union, if there is a need for them to re-negotiate better terms and conditions of employment or improvements thereof not fixed by law;

**WHEREAS**, the PSLMC, aware of the difficulties of the employees' associations/unions in complying with the ratification requirement within the prescribed period set in the Rules, sees the need to establish a more practical mechanism for CNA registration of employees' associations/unions;

**WHEREFORE**, the Council **RESOLVES** as it hereby **RESOLVED** to amend **Section 1 and 4, Rule XIII (Registration of Collective Negotiation Agreements)** of the Amended Rules of Executive Order No. 180 to read, as follows:

*"Section 1. Where to file.— Within ninety (90) calendar days from the execution of a Collective Negotiation agreement (CNA), the parties thereto shall submit to the CSC-PRO, four (4) signed original copies of the agreement, together with the requirements for CNA registration enumerated in the succeeding Section.*

x x x

*"Section 4. Action on the application. – xxx The applicant-employees' organization has ten (10) calendar days from receipt of the notice to submit the lacking requirements, otherwise the application for registration shall be denied.*

**RESOLVED FURTHER**, that **Section 4, Rule XII (Collective Negotiations)** shall read as follows:

*"Section 4. Effectivity of the CNA. – The CNA shall take effect upon its signing by the parties and ratification by majority of the rank-and-file employees in the negotiating unit. The ratification, however, shall not be beyond ninety (90) calendar days after the signing of the CNA by the parties concerned. Otherwise, the application for registration shall be denied."*

The Resolution shall take effect immediately.

Quezon City, July 19, 2007



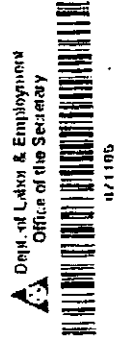
**KARINA CONSTANTINO-DAVID**  
Chair, Civil Service Commission  
**CHAIR**





*Arturo D. Brion*  
**ARTURO D. BRION**

Secretary, Department of Labor and Employment  
**VICE CHAIR**



**ABSENT**

**RAUL M. GONZALEZ**

Secretary, Department of Justice  
**MEMBER**

*Margarito B. Teves*

**MARGARITO B. TEVES**

Secretary, Department of Finance  
**MEMBER**

**004032**

*Rolando G. Andaya, Jr.*  
**ROLANDO G. ANDAYA, JR.**

Secretary, Department of Budget and Management  
**MEMBER**

Attested by:

*Maria Leticia G. Reyna*  
**MARIA LETICIA G. REYNA**  
Director IV, Personnel Relations Office  
Civil Service Commission  
Chair, PSLMC Secretariat



# Public Sector Labor-Management Council

Civil Service Commission Central Office Building  
Batasang Pambansa Complex, Constitution Hills, Diliman, 1126 Quezon City  
Telefax No. 931-4149

**AUTHORITY OF NEGOTIATING PARTY  
TO APPROVE THE COLLECTIVE  
NEGOTIATION AGREEMENT (CNA)**

X-----X

Number: 4, s. 2016

10 MAY 2016

Promulgated: \_\_\_\_\_

## PSLMC RESOLUTION

**WHEREAS**, the 1987 Constitution provides as one of the state policies in Article II, Section 18 that *"The State affirms labor as a primary social economic force. It shall protect the rights of workers and promote their welfare"*;

**WHEREAS**, the right of the employees in the public sector to form unions is guaranteed under Article III (Bill of Rights), Section 8 of the 1987 Constitution which states that *"The right of the people, including those employed in the public and private sectors, to form unions, associations, or societies for purposes not contrary to law shall not be abridged"*;

**WHEREAS**, Sections 1 and 2 of Rule I (Coverage) of the Implementing Rules and Regulations of Executive Order No. 180 and its amendments provides that the employees of all branches, subdivisions, instrumentalities, and agencies of the Government, including government-owned or controlled corporations with original charters can form, join or assist employees' organizations of their own choosing for the furtherance and protection of their interests;

**WHEREAS**, Section 4 (Effectivity of CNA) of RULE XII (Collective Negotiations) of the Amended Rules and Regulations of Executive Order No. 180 states that the Collective Negotiation Agreement (CNA) shall take effect upon its signing by the parties and ratification by the majority of the rank-and-file employees in the negotiating unit;

**WHEREAS**, it has been observed by the Council that numerous problems, such as delay and inaction are encountered by the contracting parties when the respective BOARD OF DIRECTORS/TRUSTEES of GOCCs with Original Charters, including Local Water Districts and Economic Zone Authorities, SANGGUNIAN MEMBERS of Local Government Units, REGENTS or TRUSTEES of State Universities and Colleges and COUNCILS subjected the Collective Negotiation Agreement (CNA) to their final approval;

**WHEREAS**, PSLMC Resolution No. 1, s. 2014 (Clarification on the Automatic Renewal of Collective Negotiation Agreement) provides that *"All rights,*

*of*

*privileges and benefits under the previous CNA shall be enjoyed by the rank-and-file employees pending negotiations for the renewal of the CNA and until conclusion of a final agreement within six (6) months from its expiration”;*

**WHEREAS**, the following laws and implementing rules and regulations define the powers of the BOARD OF DIRECTORS/TRUSTEES of GOCCs with Original Charters, including Local Water Districts and Economic Zone Authorities, SANGGUNIAN MEMBERS of Local Government Units, REGENTS or TRUSTEES of State Universities and Colleges *and* COUNCILS in their exercise of corporate powers:

- a. Section 5 (Board Directly Vested with Corporate Powers) of Title III (Governing Board) and Section 25 (Respect for and Obedience to the Constitution and the Law) of Title V (Duties and Obligation of Directors and Officers) of GCG Memorandum Circular No. 2012-07 or the Code of Corporate Governance for GOCCS;
- b. Section 22, par. 6 (Corporate Powers) of Local Governments under Republic Act. No. 7160 or the Local Government Code of 1991, as amended;
- c. Section 4 (Powers and Duties of Governing Boards) of Republic Act No. 8292 or Higher Education Modernization Act of 1997;
- d. Batas Pambansa Bilang No. 68 or the Corporation Code of the Philippines, as amended;

**WHEREFORE**, the Council **RESOLVES**, as it hereby **RESOLVED** to implement the following guidelines in the approval of the Collective Negotiation Agreement (CNA):

- A. As a general rule, the parties to negotiate and approve the CNA are: (1) the President / Local Chief Executive / General Manager / Chief Operating Officer or any authorized representative of GOCCs with Original Charters, including Local Water Districts and Economic Zone Authorities, Local Government Units, State Universities and Colleges - representing the Management; and (2) the President of the “Accredited Employees Organization” – representing the rank-and-file employees. The CNA shall only be elevated to the BOARD OF DIRECTORS/ TRUSTEES/ SANGGUNIAN/ REGENTS OR COUNCIL MEMBERS for its confirmation on any of the following:
  1. If it is clearly stated in its respective charter that a Collective Negotiation Agreement (CNA), and such other agreements are subject to the confirmation of its BOARD OF DIRECTORS/

*ajr*

TRUSTEES/ SANGGUNIAN/ REGENTS OR COUNCIL MEMBERS;

2. If the authority of the President / Local Chief Executive / General Manager / Chief Operating Officer or any authorized representative to negotiate specifically reserves the power to confirm the Collective Negotiation Agreement (CNA) to its BOARD OF DIRECTORS/ TRUSTEES/ SANGGUNIAN/ REGENTS or COUNCIL MEMBERS; or
3. If the Collective Negotiation Agreement (CNA) includes benefits, rights and privileges not granted under existing implementing rules and regulations of E.O. 180, but are within the authority of the agency under its respective charter to grant the same.

However, additional benefits, rights and privileges allowed under special laws/ court jurisprudence and doctrines, although not granted under E.O 180, shall not require confirmation.

- B. The inaction of the BOARD OF DIRECTORS / TRUSTEES / SANGGUNIAN / REGENTS or COUNCIL MEMBERS shall result in the approval of the Collective Negotiation Agreement (CNA) after the lapse of three (3) months from its submission.

The employees' organization has one (1) month from confirmation of the BOARD OF DIRECTORS / TRUSTEES / SANGGUNIAN / REGENTS or COUNCIL MEMBERS or after the lapse of three (3) months from submission of the CNA without any action from the BOARD OF DIRECTORS / TRUSTEES / SANGGUNIAN / REGENTS or COUNCIL MEMBERS to register their CNA with the Civil Service Commission.

**RESOLVED** further that the respective agencies' Board of Directors / Trustees / Sanggunian or Council shall not issue any resolution to incapacitate the parties from pursuing their goal of concluding an agreement in fostering industrial peace and motivating PSUs as partners of management for effective governance.

Quezon City, Philippines.

  
**ALICIA dela ROSA-BALA**  
Chairperson, Civil Service Commission  
**CHAIRPERSON**

9/2

Dept. of Labor & Employment  
Office of the Secretary



*Rosalinda*  
**ROSALINDA DIMAPILIS-BALDOZ**  
Secretary, Department of Labor and Employment  
**VICE-CHAIRPERSON**

**EMMANUEL L. CAPARAS**  
Secretary, Department of Justice  
**MEMBER**

Department of Justice  
CN : 0201605057

**CESAR V. PURISIMA**  
Secretary, Department of Finance  
**MEMBER**

**FLORENCIO B. ABAD**  
Secretary, Department of Budget and Management  
**MEMBER**

Attested by:

**ALAN F. ALEGRIA**  
Director IV, Human Resource Relations Office  
Civil Service Commission  
Head, PSLMIC Secretariat