

Ground Rules for 2024-2029 CBA Negotiations between the Ateneo de Manila University and the Ateneo de Manila University Employees and Workers Union

Ateneo de Manila University (the “**Administration**”) and Ateneo De Manila University Employees and Workers Union (the “**Union**”), with the end in view of negotiating and executing a Collective Bargaining Agreement (“**CBA**”), hereby covenant to observe the following guidelines during the negotiation:

1. Authority of Panel Members

Each negotiating Panel confirms that they respectively have the authority to negotiate terms and conditions, and to conclude and enter into a CBA for and on behalf of their principals.

2. Composition of the Negotiation Panels

A. The members of the Ateneo De Manila University Employees and Workers Union Panel (“**Union Panel**” - UP) shall be the following:

1. Raymond C. Tano - President (Panel Chairman)
2. Nolan P. Villena - Acting-Vice President
3. Christy Joy R. Summer - Secretary
4. Angelo D. Enriquez - Acting-Treasurer
5. Richard S. Yap - Acting-Auditor
6. Christopher E. Bron - Acting-P.R.O.
7. Eugene U. Bulatao - Sergeant-at-Arms
8. Julieta T. Ramos - Sergeant-at-Arms
9. Rogelio S. Ansano III - Chairman, Board of Directors
10. Michael Q. Mandagan - Member, Board of Directors
11. Rhoderick N. Torres - Member, Board of Directors
12. Reagan D. Diaz - Member, Board of Directors
13. Alejandro E. Ogayon - Member, Board of Directors
14. Norberto L. Canonigo - Member, Board of Directors
15. David G. Panogadia - Member, Board of Directors

B. The members of the Ateneo de Manila Administration Panel (“**Administration Panel**” - AP) shall be the following:

1. Jose Mario C. Francisco SJ - Co-Chairperson
2. Carmela C. Oracion, EdD - Co-Chairperson
3. Raymund Benedict Q. Hizon, SJ - Member
4. Atty. Alma Renee R. Pavia - Member
5. Arch. Michael M. Canlas - Member
6. Luis F. Dumlao, PhD - Member
7. Cristina R. Cabudsan - Member

Secretariat: Tomas L. Testa IV, Kaye Angela A. Reyes, and Zaira Camille P. Cabaron

- C. All Panel members are encouraged to participate in the discussions. The general flow of discussion will be conducted through a designated spokesperson who is a member of their respective Panel. Except for the Chairpersons and spokespersons, a Panelist who wants to speak and address the negotiations must ask permission from the Chairperson of his or her Panel before speaking.

The Chairperson of each panel may ask their designated Spokesperson to explain or clarify their position.

Each Panel shall be allowed one (1) observer for every meeting. The Union shall select its observer from among its membership. The University shall select its observer from among employees of the University.

The list of observers from the Union and the dates of the negotiation meetings they are to attend shall be submitted to the University HR Operation Shared Services (UHROSS) three (3) working days before the negotiation meeting, subject to the usual Union Leave approval process.

It is understood that the observer cannot participate in the discussions, but he/she may take personal notes during the negotiations.

- D. Both panels can consult with their respective legal counsel. During negotiations, the legal counsel will only serve, if needed, as resource persons on technical legal issues.

3. Quorum

- A. A simple majority of the Union Panel, inclusive of the Union President, shall constitute a quorum for the Union Panel.
- B. Any one of the Administration Panel's Co-Chairpersons plus two (2) members shall constitute a quorum for the Administration Panel.

4. Good Faith and Decorum

- A. The Parties agree to take all means to manifest and maintain good faith, friendliness, good manners, right conduct, order and punctuality in all CBA meetings and in the course of the entire negotiation. The rule on good faith, friendliness, good manners, right conduct, and order shall apply within the CBA negotiation meetings and in any public discourse regarding the CBA.
- B. There will be no smoking and no consumption of alcohol during CBA negotiations.
- C. Mobile phones shall be kept on silent mode. All phone calls that need to be answered shall be taken outside the CBA negotiation area.

D. No video recording or picture taking is allowed during the negotiations without the expressed consent of all those concerned.

5. Attendance

The official Union Panel members and member-observer shall be on Union Leave when attending such CBA negotiation meetings.

The attendance of the Union Panel members shall be subject to the usual Union Leave approval process as stated in CBA.

6. Venue

The negotiation meetings shall be held at a venue determined by the Administration Panel within the premises of Ateneo de Manila University, Loyola Heights, Quezon City.

7. Communication and Notice

All communications and notices via hardcopy or official Ateneo email to either Panel shall be addressed to the following:

- A. For the Union Panel - Mr. Raymond C. Tano (rtano@ateneo.edu), Mr. Nolan P. Villena (nvillena@ateneo.edu), and Ms. Christy Joy R. Summer (csummer@ateneo.edu).
- B. For the Administration Panel - Jose Mario C. Francisco SJ and Mrs. Carmela C. Oracion, EdD c/o Mr. Tomas L. Testa IV (tltesta@ateneo.edu).

Communications, replies, or comments of other persons except that of the Chairpersons shall not be binding and hold no authority.

8. Costs

Expenses incurred during the negotiation meetings, which shall be limited to photocopying costs and light refreshments, shall be shouldered by the Administration Panel.

9. Frequency of Meetings

- A. Negotiation meetings shall be held once a week on Wednesday with the following schedule:

Session 1 - 9:30 a.m. to 12:00 p.m.

Session 2 - 1:30 p.m. to 4:00 p.m.

No negotiation meeting shall be set on a rest day, regular holiday, or special holiday. Nor shall negotiations extend beyond 4:00 p.m.

- B. Modifications of time, including postponements, as well as the holding of any additional meeting(s) shall be agreed upon by the Panels before the adjournment of the current meeting.

In the event that either of the parties are not available or are prohibited from conducting a face to face meeting, an online conference may be conducted.

10. Postponements

Notice of postponements due to urgent reasons shall be served by the requesting Panel to the other Panel at least one working day before the next scheduled meeting. Work-related reasons and work called off during calamities/disasters will not be counted as postponements.

A maximum of three (3) postponements will be allowed for each panel for the entire negotiation.

11. Conduct and Agenda of the Negotiations

- A. The discussions during the meetings shall be in English and Filipino. However, the Panels agree that the official minutes of the negotiation meetings shall be in English.
- B. The Panels shall first agree on the Ground Rules that govern the negotiations. The discussion of Ground Rules shall constitute as part of the negotiation proper.
- C. The sole subject of the negotiations shall be those bargainable matters and issues contained in the Union's CBA Proposal and the Administration's Counterproposal.
- D. Each Panel shall present their proposal/counter proposal and explain their justifications for the same, during which presentation the other Panel may ask questions and seek clarification. Following the Parties' presentation of their respective Proposals/Counterproposals, the Parties shall discuss the non-economic Proposals/Counterproposals first, followed by the economic Proposals/Counterproposals.

The Secretariat of the Administration Panel shall take down the attendance and minutes of each meeting stating the following:

1. Matters raised and discussed during the meeting;
 2. Items agreed upon, if any; and
 3. Items that have been deferred by mutual agreement.
- E. Both Panels shall be allowed to take notes and/or audio-record the discussions. The Parties' audio-recordings shall form part of the official records. Notes or transcriptions of the negotiation meetings shall be unofficial. Parties are not allowed to video-record the proceedings.

- F. The Secretariat of the Administration Panel shall draft the minutes of the meetings and will send the draft to the Union Panel no later than 5:00 p.m. of the Monday following the meeting date.
- G. The approval of the official minutes of the previous meetings shall be the first item on the agenda of each meeting. The meeting shall not commence without the approval of the minutes of the previous meeting, without prejudice to the parties agreeing to proceed with the day's negotiation.
- H. The official minutes of the meeting as approved by the Union Panel and Administration Panel shall be shared with the University community.
- I. The use of social media to advance negotiating positions by either Panel is discouraged. Any public discourse or social media posts regarding the CBA shall be guided by the rules on good faith, friendliness, good manners, right conduct, and order.

12. Recess

In the event that both panels need to confer amongst themselves, either panel can call for a recess. Both panels are entitled to one (1) recess per session with a maximum period of thirty (30) minutes.

13. Deferment of Issues

Issues not agreed upon by the Panels in a meeting will be tagged as "deferred items" by mutual agreement.

14. Deadlock

A. Deferred provisions shall be discussed after all other provisions have been agreed upon or likewise deferred. The parties agree that any provision deferred three (3) times shall be considered a deadlocked provision.

B. The Panels commit that they shall exert every effort to settle their disagreements.

15. Financial Statement

The Administration Panel shall furnish the Union Panel with a copy of the University's latest available audited financial statement if formally requested by the Union Panel.

16. Drafting and Consolidation of the CBA

After all issues and matters that are subject of negotiation are settled, the Parties agree to incorporate these provisions into the final CBA for signing.

17. Existing CBA provisions

All provisions of the CBA not otherwise discussed, revised, and/or deleted shall be deemed maintained.

18. Ratification of CBA

Both parties agree that the final CBA shall be submitted by the Union Panel to the Union's General Membership for ratification. The terms and conditions of the CBA that will be finalized as a result of the negotiations between the Union Panel and the Administration Panel shall be implemented only after such Agreement shall have been ratified by the majority of the Union membership.

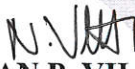
The Union shall, within twenty (20) days from the signing of the final CBA, provide the Administration with proof of posting and ratification of the CBA in order to register the CBA within the 30-day period under the Labor Code.

19. Registration and Distribution of CBA

- A. After ratification, the Administration will register the CBA with the Department of Labor and Employment (DOLE).
- B. Within 60 days from its registration, the University shall have the CBA printed at its own expense and given to the Union for distribution to covered employees. The Union will ensure that copies of the CBA are provided to their members.

FOR THE UNION PANEL:


RAYMOND C. TANO
Union President


NOLAN P. VILLENA
Acting-Vice President

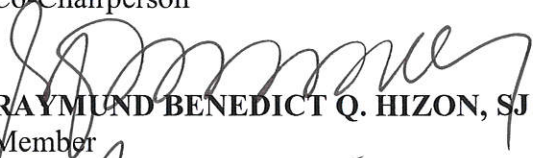

CHRISTY JOY R. SUMMER
Secretary


ANGELO D. ENRIQUEZ
Acting-Treasurer

FOR THE ADMINISTRATION PANEL:


JOSE MARIO C. FRANCISCO, SJ
Co-Chairperson

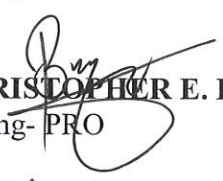
CARMELA C. ORACION, EdD
Co-Chairperson


RAYMUND BENEDICT Q. HIZON, SJ
Member


Atty. ALMA RENEE R. PAVIA
Member



RICHARD S. YAP
Acting-Auditor



CHRISTOPHER E. BRON
Acting- PRO



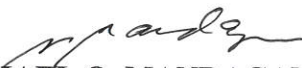
EUGENE U. BULATAO
Sergeant-at-Arms



JULIETA T. RAMOS
Sergeant-at-Arms



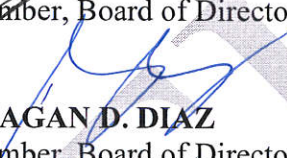
ROGELIO S. ANSANO III
Chairman, Board of Directors



MICHAEL Q. MANDAGAN
Member, Board of Directors



RHODERICK N. TORRES
Member, Board of Directors



REAGAN D. DIAZ
Member, Board of Directors



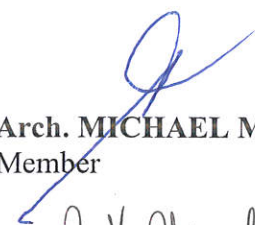
ALEJANDRO E. OGAYON
Member, Board of Directors



NORBERTO L. CANONIGO
Member, Board of Directors



DAVID G. PANOGADIA
Member, Board of Directors



Arch. MICHAEL M. CANLAS
Member



LUIS F. DUMLAO, PhD
Member



CRISTINA R. CABUDSAN
Member