



UNIVERSITY OF THE PHILIPPINES
Quezon City

05 July 2022

OVPA & OVPA JOINT MEMORANDUM NO. 2022- 03

TO : Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
Vice Chancellors for Academic Affairs
HRDO Directors/Heads

SUBJECT : **“SAGAD” AWARD FOR ELIGIBLE REPS AND ADMINISTRATIVE EMPLOYEES FOR 2019 AND 2020 PERFORMANCES**

In light of UP’s merit-based reward system, the University of the Philippines Program on Awards and Incentives for Service Excellence (UP PRAISE) as mandated by the Civil Service Commission and in recognition of the outstanding performance of the REPS and Administrative employees of the University who have reached the maximum step of their current positions, each deserving employee shall receive a “Sagad” Award. This award is given for the meritorious performance of REPS and administrative employees every time there is a call for step increment.

The approved guidelines for the “Sagad” Award are attached for your reference. The CUs/PGH/UPSA should submit the list of recipients to OVPA (for REPS) and OVPA (for Admin) on or before 08 July 2022 (Friday) for endorsement to the President.

Funds for the payment of the “Sagad” Award for 2019 and 2020 will be sourced from CU/PGH/UPSA Revolving Fund.

For your guidance and compliance.

NESTOR G. YUNQUE
Vice President for Administration

MARIA CYNTHIA ROSE B. BAUTISTA
Vice President for Academic Affairs

cc: Office of the President



University of the Philippines

Guidelines on the Grant of “Sagad” Award to REPS and Administrative Employees

In recognition of the outstanding performance of the REPS and administrative employees of the University of the Philippines who have reached the maximum step of their current positions and considering a merit-based reward system, “Sagad” award is hereby given to each deserving employee.

The “Sagad” award is part of the **University of the Philippines Program on Awards and Incentive for Service Excellence (UP PRAISE)** as mandated by the Civil Service Commission.

Since the award is a merit-based reward, each REPS and administrative employee:

1. must have a performance rating of at least Very Satisfactory, in the two (2) rating periods in a given year; and
2. has reached Step 8 (maximum step) of his/her salary grade in a given year .

Number of Step/s and Amount of the Award

Each employee who satisfies the required adjectival ratings per year is entitled to the following:

Step Increment	Adjectival Ratings for the Two (2) Rating Periods	Amount per Year
Two (2) Steps	Two (2) ratings of Outstanding	P2,000.00
One (1) Step	One (1) rating of Outstanding” and one (1) rating of “Very Satisfactory” <u>or</u> Two (2) ratings of “Very Satisfactory”	P1,000.00

Note: Part-time employees will get half of the amount.

An employee who has a pending administrative case(s) shall not be disqualified.

Ineligible for the "Sagad" Award

The following are ineligible for the "Sagad" Award in a given year:

1. Those with Unsatisfactory and/or Satisfactory rating in any of the two (2) rating periods;
2. Those with only one (1) Performance rating;
3. Those who have been promoted (with change of salary grade);

Due Diligence

The Chancellors and other University officials with authority over the release of the "Sagad" Award shall exercise due diligence in the implementation of these guidelines. Responsible officers shall be held liable for any payment not in accordance with this Memorandum, without prejudice to refund by the employees concerned of any excess or unauthorized payments.

Any queries on the guidelines shall be directed first to the Office of the Chancellors (for CUs)/ Office of the Director (for UP-PGH) for proper endorsement to the System level through OVPA, if necessary.

APPROVED:



DANILO L. CONCEPCION
President