



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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05 September 2022

MEMORANDUM NO. NGY 22 - 94

FOR : Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors for Administration
Directors/Heads, Human Resources Development Office (HRDO)
Directors/Heads, Accounting Office / Payroll Section

SUBJECT : **Release of the Third Tranche of the BOR-approved Rice Subsidy for Fiscal Year (FY 2022)**

The President has approved the release of the Third Tranche of the rice subsidy for FY 2022, an existing benefit approved and authorized by the Board of Regents (BOR) in the amount of Two Thousand Three Hundred Fifty Pesos (PhP2,350), to every faculty, REPS, and administrative employee of the University, which shall be released in cash, in consideration of remaining restrictions (e.g. logistics, procurement) and convenience of employees. Payment shall be made starting 12 September 2022 (Monday), subject to pertinent guidelines.

By authority of the President:

NESTOR G. YUNQUE

Vice President for Administration

cc: Mr. Danilo L. Concepcion, President
Vice Presidents, Secretary of the University

GUIDELINES ON THE RELEASE OF THE THIRD TRANCHE OF RICE SUBSIDY (IN CASH) FOR FY 2022

1. COVERAGE

- 1.1 All UP faculty, REPS and administrative staff with regular items including UP contractual and casual employees, and temporary regular faculty, with employer-employee relations with the University, and are still in active service as of 30 September 2022.
- 1.2 Personnel employed in research or other projects shall be granted the same. (If funds are provided in the budget of the projects, and if they are still in active service as of 30 September 2022.)
- 1.3 Employees who are unable to complete the required minimum of three (3) months service shall be given the following prorated amounts:

Length of service rendered	Amount to be given
One (1) month but less than two (2) months	Php800
Two (2) months but less than three (3) months	Php1,600

In the case that an employee who was granted the Rice Subsidy ends active service (e.g. resignation, retirement) before 30 September 2022, he or she shall refund a pro-rated amount.

1. PREPARATION OF LIST OF QUALIFIED EMPLOYEES

- 1.1 The Human Resources Development Office (HRDO) of each Constituent University (CU)/UP-PGH shall prepare the list of employees entitled to the rice subsidy in alphabetical order to be endorsed / signed by the agency head. The CU/UP-PGH HRDO shall then furnish the Accounting Office a copy of the list.
- 1.2 Personnel whose names were inadvertently not included in the list shall inform their respective HRDOs.

The list shall include the following column headings;

- 1.2.1 College/Unit;
- 1.2.2 Name of Employee; and
- 1.2.3 Months of Service

2. PAYMENT

Payment shall be made starting **12 September 2022 (Monday)**.

3. FUNDING

The rice subsidy in cash shall be charged against the budgets under the Revolving Fund (RF) of the respective Constituent Universities and the UP Philippine General Hospital, or the same funding source where the employees' salaries are charged against, except General Fund (if these are not charged against RF), subject to all applicable government accounting and auditing rules and regulations.