



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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25 October 2022

MEMORANDUM NO. NGY 22 - 121

TO : Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors for Administration
Directors/Heads of Office in Charge of Procurement
Directors/Heads, Human Resources Development Office (HRDO)

SUBJECT : **Guidelines on the Release of the Fourth Tranche of Rice Subsidy
for FY 2022**

The President has approved the release of the Fourth 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.

By authority of the President:

NESTOR G. YUNQUE

Vice President for Administration

cc: Mr. Danilo L. Concepcion, President
Vice Presidents, Secretary of the University
National President, All UP Workers Union (AUPWU)
National President, All UP Academic Employees Union (AUPAEU)

GUIDELINES ON THE RELEASE OF THE FOURTH TRANCHE RICE SUBSIDY FOR FY 2022

1. COVERAGE

- 1.1 All UP faculty, REPS and administrative employees with regular items including UP contractual, casual, substitute employees and temporary regular faculty, with employer-employee relations with the University, who have rendered / are expected to render at least three (3) months of active service as of 31 December 2022.
- 1.2 Those employed in research or other projects shall be granted the authorized rice subsidy if funds are provided in the budget of the projects, and if they have complied with the three-month service requirement stated in Section 1.1.
- 1.3 In the spirit of equity, the same amount in the form of rice allowance (PhP2,350 per tranche) is also granted to each faculty, REPS and administrative employee not covered by the CNAs between the University and the Administrative and Academic Unions.
- 1.4 Employees who are unable to complete the required minimum of three (3) months of service for each tranche, shall be given the following:

Length of service rendered	Amount to be given
One (1) month but less than two (2) months	PhP784.00
Two (2) months but less than three (3) months	PhP1,568.00

2. PREPARATION OF LIST OF QUALIFIED EMPLOYEES

- 2.1 The Human Resources Development Office (HRDO) of each Constituent University (CU) and the Philippine General Hospital (PGH) shall prepare the list of employees entitled to rice subsidy in alphabetical order to be endorsed / signed by the Dean, Director, or Head of the Unit. The CU HRDO shall then consolidate the list submitted by the colleges, units and offices and furnish a copy to the Accounting Office, SPMO and CU Chapter of the AUPWU or AUPAEU.
- 2.2 Employees whose names were inadvertently not included in the list shall inform the AUPWU or AUPAEU in writing, copy furnished their respective HRDOs.

The list shall include the following column headings, and certified jointly:

- 2.2.1 College/Unit;
- 2.2.2 Name of Employee;
- 2.2.3 Name of College/Unit Representative
- 2.2.4 Name of AUPWU / AUPAEU Representative

3. RICE SUBSIDY IN THE FORM OF CASH FOR FACULTY AND REPS COVERED BY THE CNA BETWEEN UP AND AUPAEU

- 3.1 Faculty and REPS covered by the CNA between the UP and the AUPAEU shall receive the rice subsidy in the form of CASH.
- 3.2 The Accounting Office shall include a printed note on the payslip the following phrase for each tranche:

“Fourth Tranche of Rice Subsidy for FY 2022”

4. RICE SUBSIDY FOR ADMINISTRATIVE EMPLOYEES COVERED BY THE CNA BETWEEN UP AND AUPWU

- 4.1 Administrative employees covered by the CNA between UP and the AUPWU shall be granted a minimum of 47 kgs of rice (packed into 2 sacks) equivalent to **PhP2,350.00**, once a supplier is awarded through the applicable mode of procurement .

4.2 PROCUREMENT

- 4.2.1 Based on the approved list jointly prepared by the CU/PGH HRDO and CU/PGH AUPWU, the Supply Property and Management Office (SPMO) and In-charge of Procurement of each CU shall prepare the Budget Utilization Request and Status (BURS)

- 4.2.2 The CU Budget and Accounting Offices shall certify that funds are available.

- 4.2.3 The CU Bids and Awards Committee (BAC), through public bidding or any other applicable mode of procurement under RA 9184, shall select the supplier with the *Lowest Calculated Responsive Bid* based on the following specifications:

- a. Rice Specification

Locally harvested ***Dinurado or its equivalent***, moisture content: 13.5-14.5% 80/20 ratio of whole vs. broken grains, harvested in September to November 2022, well-milled, no blending; without any non-rice element (per actual sample kept at Procurement Office/SPMO); no impurities; no foul order; soft, tasty and edible even five hours after cooking. Random rice samples for testing (two levels) shall be selected by the CU BAC. Penalty for non-compliance: **PhP2,350** for every pair of sacks (PhP1,175 for every sack).

- b. Packaging

Sealed in thick blue or yellow plastic sack, with transparent lateral sides printed with supplier's name, weight, type of rice, date milled; *minimum of 47 kgs, packed into two (2) sacks, worth PhP2,350.*

- c. Failed Bidding: notices
In case of failed bidding, CUs through the Chancellor / Vice Chancellor for Administration shall notify the OVPA and announce the new schedule of procurement activities and delivery dates.

- d. Place and time of Delivery

Expected Delivery: Starting 09 December 2022

Delivery shall be made in the campus of each CU from 8:00 AM to 5:00 PM.

4.3 QUALITY ASSURANCE

4.3.1 AUPWU representatives designated by the National President or Chapter President(s) shall conduct an on-the-spot check of the rice against the sample rice provided by the supplier. Outright non-acceptance shall be made if the rice samples do not meet the agreed standards as determined by the designated representative employee(s).

4.3.2 A random sample of the rice delivered will be checked by the CU Implementing Committee. If found not compliant with the specifications, a penalty of **PhP2,350** per pair of sacks (PhP1,175 for every sack) shall be imposed on the supplier. This provision shall form part of the contract to be made known to the supplier during pre-procurement and/or pre-bid conference before the actual bidding.

4.3.3 Employees with complaints regarding the quality and quantity of the rice supply should write the AUPWU for appropriation action.

4.4 DISTRIBUTION

4.4.1 The HRDO, in coordination with AUPWU, shall prepare the rice vouchers, to be distributed by the AUPWU.

4.4.2 A “no rice voucher, no rice subsidy” policy shall be strictly observed.

4.4.3 On-the-spot checking of the rice against the sample rice in the sachet by the claimant beneficiary shall be undertaken; if the rice supply does not meet the agreed standards, the beneficiary employee may refuse to accept the sack of rice, and immediately report non-acceptance, with reasons stated to the AUPWU, for appropriate action.

4.4.4 The claimant beneficiary shall be responsible for bringing home the rice subsidy.

- 4.4.5 All unclaimed sacks of rice shall be turned over to the office of the AUPWU chapters.
- 4.4.6 All unclaimed sacks of rice shall be redeemed by the beneficiary at the offices of the AUPWU chapters not later than fifteen (15) working days after the first delivery. Failure to claim within the prescribed claiming period shall render the sacks of rice forfeited in favor of the AUPWU.
- 4.4.7 At their discretion, the CUs may adjust the distribution mechanism provided it shall make the mechanism more efficient.

4.5 PAYMENT

- 4.5.1 The supplier shall prepare partial billing based on rice vouchers claimed.
- 4.5.2 The CU SPMO / Office in charge of Procurement shall prepare a disbursement voucher upon receipt of the invoice from the supplier.
- 4.5.3 The CU Accounting Office shall ensure that the supporting documents are complete and correct and certify the availability of funds.
- 4.5.4 The CU Cash Office shall process the payments and inform the suppliers.

5. REPORTS

The CUs, through their appropriate officials or implementing committees for the rice subsidy / allowance, shall report to the OVPA the following 30 days after the delivery for each tranche:

- 5.1 Number of beneficiaries and the amount involved;
- 5.2 Manner of procurement;
- 5.3 Distribution process;
- 5.4 Number of unclaimed rice subsidy and amount involved; and
- 5.5 Issues and recommendations for improvement.

6. FUNDING

The rice subsidy shall be charged against the CU and UP PGH's Revolving Fund or the same funding source where the employee's salaries are charged against, except General Fund (if these are not charged against RF), and subject to all applicable government accounting and auditing rules and regulations.