



18 May 2023

MEMORANDUM NO. NGY 23-47

TO : **The Chancellors**

ATTENTION : Vice Chancellors for Academic Affairs
Vice Chancellors for Administration
HRDO Directors/ Heads
Accounting Office Directors/Heads

SUBJECT : **Payment of Academic Performance Incentive Award to Lecturers for Fiscal Year (FY) 2022**

In further recognition of the contributions of lecturers to the University, the grant of the Academic Performance Incentive Award to lecturers for FY 2022 is hereby authorized, subject to the following guidelines:

1. Eligibility

A lecturer must have rendered at least four (4) months of service in FY 2022.

2. Amount of the Incentive Award

The amount of the Incentive Award for each lecturer must be computed based on the formula:

$$\begin{aligned} & \text{[(Gross compensation received for the year} \\ & \text{(as confirmed by the CU Accounting Office)/12) x 0.5] + PhP2,000* =} \\ & \text{Academic Performance Incentive Award]} \end{aligned}$$

*The PhP2,000 additional payment will only be given once to the lecturer.

A Professor Emeritus (given a rank of Professorial Lecturer 5) who rendered at least four (4) months of active service in FY 2022¹ may be given either the Academic Award to Professors Emeriti or the Academic Performance Incentive Award to Lecturers, whichever is higher.

3. Date of Payment

The CUs shall determine the payment date of the incentive award, subject to availability of funds. The CUs, through the Office of the Vice Chancellor for Academic Affairs, are requested to report to OVPAA (cc: OVPA) the release of the award to the eligible lecturers as soon as payment has been completed by submitting the attached [template](#).

For your guidance and implementation.

NESTOR G. YUNQUE
Vice President for Administration

cc : OP
OVPAA
OVPPF

¹ Memorandum No. PDLC 23-01: Payment of Academic Award to Professors Emeriti for Fiscal Year (FY) 2022