



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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13 November 2024

MEMORANDUM NO. ACR 24 - 144

FOR : Vice Presidents, Secretary of the University
Chancellors
Director, UP PGH
Dean, UP Tacloban College
Heads of Units, Faculty and Staff

SUBJECT : **Guidelines on the Grant of the Year-end Grocery Allowance for FY 2024**

For 2024, the President authorized the release of the BOR-approved Year-End Grocery Allowance. It shall be provided to each eligible employee in the amount of Nine Thousand Pesos (PhP9,000), subject to the following guidelines:

Coverage

1. University (UP) personnel who have rendered at least six (6) months of active service as of 30 November 2024, with employer-employee relations are entitled to the year-end grocery allowance.
2. The following personnel shall receive a proportional share of the year-end grocery allowance:
 - 2.1 Full-time personnel whose aggregate cumulative service is less than six (6) months;
 - 2.2 Those who had rendered active service but were separated from the government service before 30 November 2024.
3. The proportional rates and amounts shall be as follows:

Duration of Service	Rate	Amount
2 months but less than 4 months	10%	PhP900.00
4 months but less than 5 months	30%	PhP2,700.00
5 months but less than 6 months	50%	PhP4,500.00

4. Part-time personnel shall receive 50% of the benefits for the full-time personnel.

Exclusions

The following are **not entitled** to the grocery allowance.

Those who were:

- Under preventive suspension as of 30 November 2024;
- Meted suspension from office in calendar year 2024 for litigated administrative cases;
- Meted suspension from office in calendar year 2023 for litigated administrative cases which suspension extended to calendar year 2024;
- Absent without official leave (AWOL) as of 30 November 2024; and
- Hired without employer-employee relations, such as those covered by contract of services and job orders, including lecturers, consultants or experts, performing specific duties or services with expected outputs; student assistants, graduate assistants, teaching fellows, teaching assistants/associates, residence assistants, apprentices, laborers of projects under contract; and others with similar conditions.

Source of Funding

From the Revolving Fund of the CUs/UP PGH/UPTC or other BOR-approved funding source. For employees whose salaries are drawn from the Trust Funds, their Grocery Allowance may be charged against the same funding source, provided it is included in the approved Line Item Budget (LIB). It is understood that charges made against these funds are subject to all applicable government accounting and auditing rules and regulations.

Date of Payment

Payment of the year-end grocery allowance shall be made **starting 06 December 2024 (Friday)**.


AUGUSTUS C. RESURRECCION
Vice President for Administration

cc: Office of the President