



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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06 December 2024

MEMORANDUM NO. ACR 24-160

TO : Chancellors
Director, UP PGH
Dean, UP Tacloban College

ATTENTION : Vice Chancellors / Deputy Director for Administration
Associate Dean for Administration
Accounting Office Directors / Heads
Budget Office Directors / Heads
HRDO Directors / Heads

SUBJECT : **Guidelines on the Grant of the Productivity Enhancement Incentive (PEI) for Fiscal Year (FY) 2024**

DBM Circular Letter No. 2024-17, dated 04 December 2024, was issued to authorize the grant of the FY 2024 Productivity Enhancement Incentive (PEI) for all qualified employees. This is subject to the conditions, policies, and guidelines outlined in **DBM Budget Circular No. 2017-4**, dated 04 December 2017, which was issued pursuant to Section 6 of **Executive Order (EO) No. 201, s. 2016**, which states:

“Beginning FY 2016, the Productivity Enhancement Incentive shall be given not earlier than 15 December of every year to all qualified government employees at Five Thousand Pesos (PhP5,000) each for the purpose of improving the government employees’ productivity.”

1. Coverage

- 1.1 All regular full-time and part-time UP faculty, REPS and administrative staff (whether regular or permanent, temporary, substitute, coterminous, casual, and contractual) with **employer-employee relations with the University**:
 - 1.1.1 Who have rendered at least a total or an aggregate of **four (4) months of at least satisfactory service** as of 30 November 2024, including leaves of absence with pay; and
 - 1.1.2 Who have remained in the government service as of **30 November 2024**.
 - 1.1.3 Whose remunerations are charged from the budget allocation for Personal Services (PS) under the GAA FY 2024 budget; and
 - 1.1.4 Whose salaries are charged against other funds (Revolving Fund and/or Trust Fund) as determined by the University.

- 1.2 Those whose services have been extended beyond compulsory retirement at age 65 **with the approval of the President** as of 30 November 2024. Provided that Item 1.1.1 and Item 1.1.2 hereof are complied with.
- 1.3 Those formally charged with administrative and/or criminal cases which are still pending for resolution of those found guilty but the penalty imposed is only a reprimand.
- 1.4 Those who have rendered a total or an aggregate of less than four (4) months of service but still in government service as of 30 November 2024 shall be entitled **only** to a prorated PEI, as follows:

Length of Service	Percentage of the PEI	Amount
3 months to less than 4 months	50%	₱2,500
2 months to less than 3 months	40%	₱2,000
1 month to less than 2 months	30%	₱1,500
Less than 1 month	20%	₱1,000

2. Exclusions

- 2.1 Lecturers; visiting; affiliate and adjunct faculty; professors emeriti; clinical faculty; appointments without compensation (WOCs); preceptors and/or equivalent titles; student and graduate assistants; teaching fellows/assistants (TFs/TAs); apprentices, Non-Government Workers (NGWs); appointments under contracts of service (COS); including those paid on piecemeal basis; and others whose remuneration are not charged from the budget allocation for Personal Services under the GAA FY 2024 budget; and similar cases with no employer-employee relations with the University.
- 2.2 Those formally charged with administrative and/or criminal cases and were found guilty by final and executory judgment shall not be entitled to PEI in the year of finality of the decision. The personnel shall return the PEI received for that year.

3. Implementation

- 3.1 All qualified faculty, REPS and administrative staff (based on coverage defined in Section 1; and exclusions in Section 2) shall be paid a PEI of ₱5,000.
- 3.2 The PEI of an employee on a part-time basis shall be prorated corresponding to the services rendered. If employed on part-time basis with two (2) or more agencies, an employee shall be entitled to proportionate amounts corresponding to the services in each agency, provided that the total PEI shall not exceed the authorized amount.


- 3.3 The PEI of the faculty, REPS and administrative staff on detail to another government agency shall be granted by the University of the Philippines.
- 3.4 The PEI of personnel who transferred from one agency to another shall be granted by the new agency.

4. Due Diligence

The Chancellors and other University officials with authority over the release of the PEI shall exercise due diligence in the implementation of these guidelines. Responsible officers shall be held liable for any payment not in accordance with the provisions of the DBM Budget Circular 2017-4 and this Memorandum, without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

5. Payment

Payment of the PEI shall be made **not earlier than 15 December 2024**. Funds will be transferred to the Constituent Universities (CUs) / UPTC / UP PGH together with the December 2024 partial release for those charged against the PS under GAA FY 2024. For those administrative and academic employees whose salaries are currently charged against Revolving Fund and Trust Fund, their PEI shall be drawn from the same funding source (*Source: Section 53 of the General Provisions of the GAA FY 2024*).


AUGUSTUS C. RESURRECCION
Vice President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University