



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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22 May 2025

MEMORANDUM NO. ACR 25 - 82

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

ATTENTION : Vice Chancellors for Administration
Associate Dean, UP Tacloban College
Deputy Director for Administration, UP PGH
HRDO Directors / Heads

SUBJECT : **Resubmission of SAGAD Award Recommendations (2021–2023)
& Submission of SAGAD Award Recommendations (2024-2025)**

With reference to [Memorandum No. ACR 24-96](#), and in preparation for the endorsement of SAGAD Awardees to the Office of the President, we request the resubmission of the matrices and endorsement previously submitted for the SAGAD Award covering the years 2021 to 2023, and submission of corresponding matrices and endorsement for 2024 to 2025, to ensure adherence to the following eligibility criteria:

1. The employee must have reached Step 8 in the calendar year preceding the call for the SAGAD Award; and
2. The employee must have received at least a “Very Satisfactory” Performance Rating (PR) in the same preceding calendar year.


For example:

- For the SAGAD Award 2021, the eligibility is based on PR and Step 8 status in 2020.
- For the SAGAD Award 2022, eligibility is based on PR and Step 8 in 2021, and so on.

Furthermore, we are also requesting submission of separate matrices for calendar years 2024 and 2025, in accordance with the same eligibility [guidelines](#).

Please use the attached [standard template](#) for uniformity and submit the matrices in both Excel (.xls/.xlsx) and PDF formats on or before **30 May 2025**. These will be consolidated for consideration of the UP President.

Thank you for your usual cooperation.


AUGUSTUS C. RESURRECCION
Vice President for Administration