



**UNIVERSITY OF THE PHILIPPINES**  
**Quezon City**

**OFFICE OF THE PRESIDENT**

20 March 2020

MEMORANDUM NO. TJH 2020-15

**FOR** : Chancellors  
Director, UP PGH

**Cc** : *Vice Presidents & Secretary of the University*

**SUBJECT** : **Payment of the First Tranche of the Annual Incentive Grant (AIG) for the Faculty, REPS and Administrative Staff for Fiscal Year (FY) 2020**

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As stated in Section 2 of Proclamation No. 922 issued by the President of the Philippines which declared a state of public health emergency throughout the country due to COVID-19, “all government agencies and LGUs are enjoined to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the COVID-19 threat.”

In view of this, the UP President ordered the early release of the Board of Regents (BOR)-approved first tranche of the Annual Incentive Grant (AIG) for FY 2020 in the amount of **Six Thousand Eight Hundred Fifty Pesos (Php6,850.00)** to each faculty, REPS and administrative employee in the University.

**1. Coverage and amount of AIG**

**1.1 Regular & non-regular faculty, REPS and administrative staff in active service.**

Employees, regardless of salary grade and appointment status (whether regular, permanent, temporary, contractual, casual or substitute), who have rendered or expected to have rendered at least four (4) months of service to the University, as of 31 May 2020, shall be granted Six Thousand Eight Hundred Fifty Pesos (Php6,850) each.

**1.2 Newly hired faculty, REPS and administrative staff.** Those hired this year and have served or expected to have served for at least one (1) month but less than four (4) months as of 31 May 2020, shall receive a prorated share of the AIG:

	<u>Share</u>	<u>Amount<sup>1</sup></u>
1 month but less than 2 months	25%	Php1,700
2 months but less than 3 months	50%	Php3,400
3 months but less than 4 months	75%	Php5,100

**1.3 Faculty, REPS and administrative staff separated from the University.** Those who have rendered active service, but were separated or expected to be separated from the University from 01 January 2020 to 31 May 2020, as certified by the unit heads shall likewise receive a prorated share of the AIG as follows:

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<sup>1</sup> Rounded off to the nearest hundred

	<u>Share</u>	<u>Amount2</u>
1 month but less than 2 months	25%	Php1,700
2 months but less than 3 months	50%	Php3,400
3 months but less than 4 months	75%	Php5,100

- 1.4 **Part-time faculty, REPS and administrative staff** in service from 01 January 2020 to 31 May 2020 shall receive one-half (1/2) of the benefits of full-time personnel, in proportion to their months of service:

	<u>Amount1</u>
1 month but less than 2 months	Php 900
2 months but less than 3 months	Php1,700
3 months but less than 4 months	Php2,600
4 months and above	Php3,400

- 1.5 **REPS and administrative staff who also teach part-time as lecturers** are entitled only to a *single* payment of the AIG for their regular position in their home unit/college.


## 2. Exclusions

The following are **not entitled** to the AIG:

- 2.1 Those who are/remain under preventive suspension as of 31 May 2020;
- 2.2 Those who were penalized with suspension from office or were separated from the service for cause during the period 01 January 2020 up to the date of payment, for litigated administrative cases;
- 2.3 Those on leave without pay. For employees with an approved sick leave without pay, but who rendered partial service after reporting for duty, the pro-rated amounts in Section 1.3 shall apply;
- 2.4 Those who are absent without official leave (AWOL) as of the date of payment;
- 2.5 Those with no employer – employee relations with the UP, such as consultants or experts serving for a limited period to perform specific activities or services with expected outputs; lecturers; teaching assistants / fellows; student and graduate assistants; apprentices; laborers of contracted projects; those paid on piecework basis; and others similarly situated.

## 3. Source of funds and date of payment

Funds for the payment of the AIG shall be sourced from CU RF/savings. Payment shall be made not earlier than **23 March 2020 (Monday)**.

  
**TEODORO J. HERBOSA, M.D.**  
 Executive Vice President  
*By authority of the President*