



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

13 April 2021

MEMORANDUM NO. TJH 2021-08

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) 2021**

As the UP Administration continuously recognizes the dedication, productivity and creativity of the faculty, REPS and administrative staff in achieving its goals, even during this time of crisis due to COVID-19, the Annual Incentive Grant (AIG) First Tranche is granted to all qualified employees.

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 2021, 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 2021, shall receive a prorated share of the AIG:

	<u>Share</u>	<u>Amount¹</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 2021 to 31 May 2021, as certified by the unit heads shall likewise receive a prorated share of the AIG as follows:

	<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 Rounded off to the nearest hundred

- 1.4 **Part-time faculty, REPS and administrative staff** in service from 01 January 2021 to 31 May 2021 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 2021;
- 2.2 Those who were penalized with suspension from office or were separated from the service for cause during the period 01 January 2021 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 hired without employer-employee relations, such as those covered by contract of service and job order; lecturers; consultants or experts performing specific duties or services with expected output; student and graduate assistants; laborers of projects under contract; and others with similar conditions.

3. Source of funds and date of payment

Payment of AIG shall be sourced from CU RF/savings. For those whose salaries are paid from other sources (other than the General Fund), AIG shall be charged from the same funding source as their salaries, subject to all applicable government accounting and auditing rules and regulations.

Payment shall be made not earlier than **19 April 2021 (Monday)**.


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