



18 August 020

MEMORANDUM NO. 405

Series of 2020

- T O:** **Dr. Othello B. Capuno** - **Chairperson**
Dr. Lourdes B. Cano - **Vice Chairperson**
Ms. Connel D. Antipaso - **Member (AdPA Representative)**
Ms. Louella C. Ampac - **Member**
Ms. Marwen A. Castañeda - **Member**
Dr. Allen Glennie P. Lambert - **Member**
Ms. Miriam M. De la Torre - **Recording Secretary**
- R E:** **Reconstitution of the VSU Suggestion & Incentive Awards Committee (SIAC)**

In view of recent change in assignments, the VSU Suggestion and Incentive Awards Committee (SIAC) is hereby reconstituted with Dr. Othello B. Capuno as Chairperson and Ms. Miriam M. De la Torre as Recording Secretary, effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

The functions of SIAC as provided for in Section 11, Rule X of the Omnibus Civil Service Rules and Regulations which prescribes agency actions under the functions of a Suggestions and Incentives Awards Committee (SIAC). The functions of the SIAC, as extracted from the Civil Service rules and regulations are as follows:

- 1) Prescribe, subject to the Head of the Agency, the procedure in evaluating employee suggestions or accomplishments;
- 2) Receive, review and process suggestions and nominations;
- 3) Recommend the appropriate monetary award to be granted to the employee for his ideas and suggestions; and
- 4) Recommend to the Head of Agency the employees who shall be nominated for the honor awards or incentive awards which includes performance incentive awards, productivity incentive award, and loyalty award.

This Memorandum supercedes all orders/memoranda issued earlier on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	Dr. S. T. Peña, Jr.	OVPAA	Deans/Directors
	Ms. M. R. S. Miraflor	OVPARGAS	Records
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