



29 December 2021

MEMORANDUM CIRCULAR NO. 141

Series of 2021

T O: All VSU Faculty and Staff of VSU Main and Component Colleges

R E: Administrative Order No. 45 "Authorizing the Grant of Service Recognition Incentive (SRI) to Government Employees for Fiscal Year (FY) 2021"

We are pleased to inform that Malacanan issued AO 45 "**Authorizing the Grant of Service Recognition Incentive (SRI) to Government Employees for Fiscal Year (FY) 2021**" in not exceeding Ten Thousand Pesos (P10,000.00) for each employee. The Section 2 of the AO provides "Conditions on the Grant of the SRI", to wit:

- a. The personnel are occupying regular, contractual or casual positions;
- b. The personnel are still in the government service as of 30 November 2021;
- c. The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of 30 November 2021, inclusive of services rendered under any of the alternative work arrangements prescribed by the CSC;
- d. Those who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of 30 November 2021 shall be entitled to a pro-rated share of the SRI, as follows:

<u>Length of service</u>	<u>Percentage of the Incentive</u>
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 months but less than 2 months	20%
Less than 1 month	10%

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In this regard, an accomplished Individual Performance Commitment Report (IPCR) with at least satisfactory rating is required to support the grant of the said incentive. Concerned faculty/staff **who have not submitted yet his/her an accomplished IPCR for the rating period January-June 2021** are directed to submit immediately to the Office of the Head of Performance Management and Rewards and Recognition (OHPMRR) in order to be included in the payroll.

Faculty/staff who are currently on study and sabbatical leave for the whole year will not meet the service and performance requirements/conditions and thus not entitled to the SRI as DBM-OPCCB had previously provided an authoritative opinion on this regard. However, faculty/staff who had rendered services less than a total or an aggregate of four (4) months of satisfactory service as of November 30 2021, that is prior and/or after his/her study/sabbatical leave within CY 2021 is entitled to a pro-rated share of SRI as indicated in Section 2d. This also applies to newly hired faculty within the year. An accomplished IPCR shall be submitted with following coverage*:

Status	Coverage of IPCR CY 2021 (whichever applicable)
Faculty on sabbatical leave	<ul style="list-style-type: none"> January 1, 2021 until start of sabbatical leave, or Start of reinstatement until Dec. 31, 2021.
Faculty/staff on study leave	<ul style="list-style-type: none"> January 1, 2021 until start of study leave, or Start of reinstatement until Dec. 31, 2021, or Inclusive period during reinstatement

**Please disregard if IPCR submission had been done already.*

For guidance.


EDGARDO E. TULIN
 President