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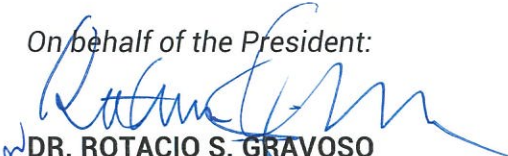
MEMORANDUM CIRCULAR NO. 274
Series of 2024

TO: All VSU Faculty and Staff of VSU Main and Component Colleges

RE: Productivity Enhancement Incentives (PEI) for FY 2024

FROM: DR. PROSE IVY G. YEPES
University President

On behalf of the President:


DR. ROTACIO S. GRAVOSO
Vice President for Academic Affairs

DATE: December 3, 2024

Please be informed that the HRMO-Payroll and Leave Benefits Office (PLBO) is now in the process of payroll preparation for the grant of PEI in the amount of **FIVE THOUSAND PESOS ONLY (P5,000.00)** in accordance with DBM Budget Circular No. 2017-4 dated December 4, 2017. Section 4 of the circular provides that *"PEI shall be given to personnel not earlier than December 15 of the current year, subject to following conditions:*

- 4.1.1 The employees are still in service as of **November 30** of the current year:
- 4.1.2 The employees have rendered at least a total or an aggregate of four (4) months of **at least satisfactory service** as of November 30 of the current year, including leaves of absence with pay."

In this regard, all concerned faculty and staff who have not submitted **yet** their **IPCR with accomplishment** for the **rating period January-June 2024** are directed to submit it to HRMO-Performance Management and Rewards & Recognition Office (PMRRO) not later than **December 9, 2024**.

For new employees and/or returning scholar, the required IPCR will be for the period of starting the first day/return of service until November 30, 2024. Those who fail to submit on the deadline shall not be included in the payroll. Please be informed that PEI is charge to PS allocation of the current year and therefore cannot be obligated on the following year.

Chancellors of the Component Colleges is given clearance for the release of PEI to its faculty and staff upon submission of the aforementioned IPCRs.

For your information and guidance.

OFFICE OF THE PRESIDENT

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