



14 August 2017

**MEMORANDUM NO. 323**

Series of 2017

**T O:** Dr. Othello B. Capuno - Chairperson  
Dr. Lourdes B. Cano - Vice Chairperson  
Atty. Rysan C. Guinocor - Member (AdPA Representative)  
Ms. Louella C. Ampac - Member  
Ms. Marwen A. Castañeda - Member  
Prof. Francisco G. Gabunada, Jr. - Member  
Ms. Asteria A. Sevilla - Recording Secretary

**R E: VSU Suggestions & Incentive Awards Committee (SIAC)**

With Dr. Othello B. Capuno as Chairperson, the VSU Suggestions & Incentive Awards Committee (SIAC) is hereby reconstituted effective immediately until December 31, 2017 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 Order supercedes all orders/memoranda issued earlier on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	Dr. E. J. V. Yu	OVPI	ODAHRD/PRPEO
	Prof. A. B. Loreto	OVPPRGEA	Deans/Directors
	OVPAF	OVPRE	OUS
	OVPRE	Records	File