



22 November 2018

**MEMORANDUM NO. 378**  
Series of 2018

**T O: All VSU Faculty and Staff**

**R E: Payment of Productivity Enhancement Incentive (PEI) for FY 2018**

Please be informed that the PRPEO is now in the process of preparing the payroll for the payment of the P5,000 PEI in accordance with DBM Budget Circular No. 2017-4 dated December 4, 2017. As a requirement, only those who have submitted their IPCR with accomplishments for the rating period January-June 2018 shall be included in the payroll. The payment of which shall not be earlier than December 15, 2018.

All concerned Faculty and Staff who have not submitted yet their IPCR with accomplishments for the rating period January-June 2018 and target for July-December are directed to submit to PRPEO not later than November 29, 2018. For new and/or returning employees, the required IPCR will be for period starting the first day/return of service until November 30, 2018. Failure to submit on deadline date would mean non-entitlement of the said benefit. PEI is charged to PS allocation which is valid only for one (1) year and therefore cannot be obligated on the following year (2019).

External campuses are likewise required to submit the IPCRs of its employees before they can be given clearance to pay this incentive.

For immediate compliance.

  
**EDGARDO E. TULIN**  
President