



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

Visca, Baybay City, Leyte 6521-A
Philippines
Phone/Fax: +63 53 563 7108
Email: ovpaf@vsu.edu.ph
Website: www.vsu.edu.ph

23 November 2017

MEMORANDUM NO. 24

Series of 2017

T O: All VSU Faculty and Staff

R E: Productivity Enhancement Incentive (PEI) for Fiscal Year (FY) 2017

Relative to the grant of Productivity Enhancement Incentive (PEI) for Fiscal Year 2017, pending release of guidelines from Department of Budget and Management (DBM), this office would like to remind everyone that based on DBM Budget Circular No. 2016-8 dated December 12, 2016 re: 2016 PEI, it provides for the following:

"The Productivity Enhancement Incentive at P5,000 shall be given to personnel not earlier than December 15 of every year, subject to the following conditions:

4.1.1 The employees are still in the service as of November 30.

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, including leave of absence with pay.

4.2 Those who have rendered less than the total or aggregate of four (4) months of service but still in the service as of November 30, 2017 shall be entitled to pro-rated PEI. "

In view of the above guidelines, all Faculty and Staff who have not submitted yet their IPCR with accomplishment for the period January-June 2017 and target for July-December are directed to submit to PRPEO not later than November 29, 2017. For new and/or returning employees, the required IPCR will be for period starting the first day/return of service until November 30, 2017. 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 (2018).

For your compliance. Thank you.

for:

Remberto A. Patindol

*OK
23 Nov-17*

REMBERTO A. PATINDOL

Vice President for Administration & Finance

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.