



8 March 2021

MEMORANDUM NO. 342

Series of 2021

T O: **Dr. Maria Juliet C. Ceniza** - **Chairperson**
Ms. Honey Sofia V. Colis - **Vice Chairperson**
Ms. Connel D. Antipaso - **Member (AdPA Representative)**
Ms. Louella C. Ampac - **Member**
Dr. Erlinda A. Vasquez - **Member**
Dr. Guiraldo C. Fernandez Jr. - **Member**
Dr. Daniel Leslie S. Tan - **Member**
Ms. Miriam M. dela Torre - **Recording Secretary**

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

With Dr. Maria Juliet C. Ceniza as Chairperson, the VSU Suggestions & Incentive Awards Committee (SIAC) is hereby reconstituted effective immediately until December 31, 2021 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:	Ms. M. A. Castañeda	OVPAA	OVPREI	ODHRM/RSPPRO	File
	Dr. S. T. Peña Jr.	OVPAF	OVPSAS	OUS	
	Ms. M. R. S. Miraflor	OVPPRGAS	Records	Deans/Directors	