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November 12, 1992

MEMORANDUM NO. 100
Series of 1992

T O: The Chairmen and Members
Academic Personnel Board
Non-Academic Personnel Board

R E: Modification of Functions

The functions of the Academic and Non-Academic Personnel Boards are hereby expanded to include the provision of Sec. 11 of the Omnibus Civil Service Rules and Regulations which prescribes agency actions under the functions of a Suggestion and Incentive Award Committee (SIAC). This step is most appropriate considering that the Boards have been undertaking most of the functions prescribed for SIAC.

For information of the Boards, the following are the functions of SIAC as extracted from the Civil Service Rules and Regulations:

1. Prescribe, subject to the approval of the head of agency, the procedure in evaluating employee suggestions, inventions or accomplishments;
2. Receive, review and process suggestions and nominations;
3. Recommend the appropriate monetary award to be granted to the employee for his idea or suggestions; and
4. Recommend to the head of the agency the employees who shall be nominated for the honor awards or incentive awards which includes performance incentive award, productivity incentive award and loyalty award.