



8 August 2018

MEMORANDUM NO. 305

Series of 2018

T	O:	Dr. Othello B. Capuno	- Chairperson
		Dr. Lourdes B. Cano	- Vice Chairperson
		Ms. Connel D. Antipaso	- 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, 2018 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:	Atty. R. C. Guinocor	OVPPRGEA	Deans/Directors
	OVPAF	OUS	File
	OVPRE	ODAHRD/PRPEO	
	OVPI	Records	