



**MEMORANDUM NO. 359**  
Series of 2024

**TO: VP for Planning, Resource Generation & Auxiliary Services  
Human Resource Representative  
AdPA Representative  
VSU FA Representative  
Research Representative  
Council of Dean  
Secretary: Ms. Luvilla G. Alcober**

**RE: Reconstitution of the VSU Suggestions & Incentive Awards Committee (SIAC)**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: May 13, 2024**

The VSU Suggestions & Incentive Awards Committee (SIAC) is hereby reconstituted effective immediately until December 31, 2024 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.

Please be guided accordingly.