



4 December 2023

**MEMORANDUM CIRCULAR NO. 179**  
Series of 2023

**T O: All VSU Faculty and Staff of VSU Main and Component Colleges**

**R E: Productivity Enhancement Incentive (PEI) for FY 2023**

Please be informed that the Payroll and Leave Benefits Office (PLBO) is now in the process of payroll preparation for the grant of PEI in the amount of **FIVE THOUSAND PESOS ONLY (P5,000.00)** in accordance with DBM Budget Circular No. 2017-4 dated December 4, 2017. Section 4 of the circular provides that *"PEI of P5,000.00 shall be given to personnel not earlier than December 15 of the current year, subject to the following conditions:*

- 4.1.1 *The employees are still in the service as of November 30 of the current year;*
- 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 of the current year, including leaves of absence with pay."*

In this regard, all concerned faculty and staff who have not submitted **yet** their **IPCR with accomplishments** for the **rating period January-June 2023** are directed to submit it to the Performance Management and Rewards & Recognitions Office (PMRRO) not later than **December 7, 2023**.

For new employees and/or returning scholars, the required IPCR will be for the period starting the first day/return of service until November 30, 2023. Those who fail to submit on the deadline will not be included in the payroll. Please be informed that PEI is charged to PS allocation of the current year and therefore cannot be obligated on the following year.

Deans of Component Colleges will be given clearance for the release of PEI to its faculty and staff upon submission of the aforementioned IPCRs.

For immediate compliance.



**DANIEL LESLIE S. TAN.**  
OIC-President