



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
Tel: (02) 925-0984; (02) 981-8500 loc. 2525/2527 Telefax: (02) 925-6721 ocpa@up.edu.ph

19 March 2020

MEMORANDUM NO. NGY 20 – 49

FOR : Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors for Administration
Directors/Heads, Human Resources Development Office (HRDO)
Directors/Heads, Accounting Office / Payroll Section

SUBJECT : **Guidelines on the Release of the First Tranche of Rice Allowance for Fiscal Year (FY) 2020**

As stated in Section 2 of Proclamation No. 922 issued by the President of the Philippines which declared a state of public health emergency throughout the country due to Covid-19, "all government agencies and LGUs are enjoined to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the Covid-19 threat."

In view of this, the President ordered the early release of the Board of Regents (BOR) approved first tranche of rice allowance for FY 2020 in the amount of **Two Thousand Three Hundred Fifty Pesos (Php2,350)** to each faculty, REPS and administrative employees in the University.

By authority of the President:

NESTOR G. YUNQUE
Vice President for Administration

cc: Mr. Danilo L. Concepcion, President
Executive Vice President, Vice Presidents, Secretary of the University

GUIDELINES ON THE RELEASE OF THE FIRST TRANCHE OF RICE ALLOWANCE FOR FY 2020

1. COVERAGE

- 1.1 All UP faculty, REPS and administrative staff with regular items including UP contractual and casual employees, and temporary regular faculty, with employer–employee relations with the University, and are still active as of 31 March 2020.
- 1.2 Personnel employed in research or other projects shall be granted the same. (If funds are provided in the budget of the projects, and if they are still active as of 31 March 2020.)
- 1.3 Employees who are unable to complete the required minimum of three (3) months service shall be given the following prorated amounts:

Length of service rendered	Amount to be given
One (1) month but less than two (2) months	Php800
Two (2) months but less than three (3) months	Php1,600

2. PREPARATION OF LIST OF QUALIFIED EMPLOYEES

- 2.1 The Human Resources Development Office (HRDO) of each Constituent University (CU) shall prepare the list of employees entitled to the rice allowance in alphabetical order to be endorsed / signed by the agency head. The CU HRDO shall then furnish a copy to the Accounting Office.
- 2.2 Personnel whose names were inadvertently not included in the list shall inform their respective HRDOs.

The list shall include the following column headings:

- 2.2.1 College/Unit;
- 2.2.2 Name of Employee; and
- 2.2.3 Months of Service

3. PAYMENT

- 3.1 Payment shall be made not earlier than **23 March 2020 (Monday)**

4. FUNDING

The rice allowance shall be charged against the savings of the Constituent Universities and the UP Philippine General Hospital, subject to all applicable government accounting and auditing rules and regulations.