



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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24 October 2023

MEMORANDUM NO. ACR 23 - 50

TO : Chancellors
Director, UP PGH
Dean, UP Tacloban College

ATTENTION : Vice Chancellors / Deputy Director for Administration
Associate Dean for Administration
Directors/Heads of Officer-in-Charge of Procurement
Directors/Heads, Human Resources Development Office (HRDO)

SUBJECT : **Guidelines on the Release of the Fourth Tranche of Rice Subsidy for FY 2023**

The President has approved the release of the Fourth Tranche of the Rice Subsidy for FY 2023, an existing benefit approved and authorized by the Board of Regents (BOR) in the amount of Two Thousand Three Hundred Fifty Pesos (PhP2,350) to every faculty member, REPS, and administrative employee of the University.

By authority of the President:


AUGUSTUS C. RESURRECCION
Vice President for Administration

cc: The President
Vice Presidents, Secretary of the University

**GUIDELINES ON THE RELEASE OF THE FOURTH TRANCHE
OF RICE SUBSIDY FOR FY 2023**

1. COVERAGE

- 1.1 All UP faculty members, REPS and administrative employees with regular items including temporary, UP contractual, casual, coterminous and substitute employees, with employer-employee relations with the University, who have rendered / are expected to render at least three (3) months of active service as of 31 December 2023 are entitled to the rice subsidy for FY 2023 in the amount of PhP2,350.00.
- 1.2 Those employed in research or other projects shall be granted the authorized rice subsidy if funds are provided for in the budget of the projects, and if they have complied with the three-month service requirement stated in Section 1.1.
- 1.3 Employees who are unable to complete the required minimum of three (3) months of active service, shall be given the following:

Length of service rendered	Amount to be given
One (1) month but less than two (2) months	PhP 800
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), UP Philippine General Hospital (UP PGH), UP System Administration (UPSA), and UP Tacloban College (UPTC) shall prepare the list of employees entitled to rice subsidy in alphabetical order to be endorsed / signed by the Dean, Director, or Head of the Unit. The HRDO shall then consolidate the list submitted by the colleges, units and offices and furnish a copy to the Accounting Office and SPMO.

The list shall include the following column headings:

- 2.1.1 College/Unit;
 - 2.1.2 Name of Employee;
 - 2.1.3 Name of College/Unit Representative
- 2.2 Employees whose names were inadvertently not included in the list shall inform their respective HRDOs in writing.

3. RICE SUBSIDY IN THE FORM OF CASH (PhP2,350.00) FOR FACULTY, REPS, AND ADMINISTRATIVE EMPLOYEES HOLDING CONFIDENTIAL AND MANAGERIAL POSITIONS

3.1 Faculty members, REPS and Administrative employees holding confidential and managerial positions shall be entitled to Rice Subsidy in the form of Cash amounting to PhP 2,350.00.

The Accounting Office shall include a printed note on their payslip as follows:

“Fourth Tranche of Rice Subsidy for FY 2023”

4. RICE SUBSIDY FOR ADMINISTRATIVE EMPLOYEES

4.1 Administrative employees shall be granted a minimum of 47 kgs of rice (packed into two (2) sacks) equivalent to **PhP2,350.00**, once a supplier is awarded through the applicable mode of procurement .

4.2 PROCUREMENT

4.2.1 Based on the approved list prepared by the HRDO, the Supply Property and Management Office (SPMO) or the office in-charge of Procurement shall prepare the Budget Utilization Request and Status (BURS).

4.2.2 The Budget and Accounting Offices shall certify that funds are available.

4.2.3 The Bids and Awards Committee (BAC), through public bidding or any other applicable mode of procurement under RA 9184, shall select the supplier with the *Lowest Calculated Responsive Bid* based on the following specifications:

a. *Rice Specification*

Locally harvested Premium Sinandomeng moisture content - 13.5-14.5%; 90/10 ratio of whole vs. broken grains; harvested from September to November 2023 (4th Tranche); well-milled; no blending; without any non-rice element (per actual sample kept at the Procurement Office/SPMO); no impurities; no foul order; soft, tasty and edible even five hours after cooking.

Random rice samples for testing (two levels) shall be done by the BAC. Penalty for non-compliance: PhP1,175 for every sack.

b. *Packaging*

Sealed in thick blue or yellow plastic sack, with transparent lateral sides printed with supplier's name, weight, type of rice, date milled; *minimum of 23.5 kgs per sack, packed into two (2) sacks, worth PhP2,350.*

c. Failed Bidding/Procurement Process:

In case of two failed public biddings or two failed small value procurement (for small quantities), the Chancellor can request approval from the Vice President for Administration the conversion of rice into cash

d. Date and Place of Delivery

- Not earlier than 07 December 2023
- Shall be made in the campus from 8:00AM to 5:00PM

4.3 QUALITY ASSURANCE

4.3.1 The BAC shall conduct an on-the-spot check of the rice against the sample rice provided by the supplier. Outright non-acceptance shall be made if the rice samples do not meet the agreed standards as determined by the designated representative employee(s).

4.3.2 A random sample of the rice delivered will be checked by the Implementing Committee/BAC. If found not compliant with the specifications, a penalty of PhP1,175 per sack shall be imposed on the supplier. This provision shall form part of the contract to be made known to the supplier during pre-procurement and/or pre-bid conference before the actual bidding.

4.3.3 Employees with complaints regarding the quality and quantity of the rice supply should write to the HRDO for appropriate action.

4.4 DISTRIBUTION

4.4.1 On-the-spot checking of the rice against the sample rice in the sachet by the claimant beneficiary shall be undertaken; if the rice supply does not meet the agreed standards, the beneficiary employee may refuse to accept the sack of rice, and immediately report non-acceptance, with reasons stated for appropriate action.

4.4.3 The claimant beneficiary shall be responsible for bringing home the rice subsidy.

4.4.4 All unclaimed sacks of rice shall be turned over to the Office of the Vice Chancellor for Administration (for CUs) / Deputy Director for Administration (for UP PGH) / Associate Dean for Administration (for UPTC), Vice President for Administration (for UPSA) .

- 4.4.5 All unclaimed sacks of rice shall be redeemed by the beneficiary at the Office of the VCA (for CUs) / UP PGH Deputy Director for Administration (for UP PGH) / Associate Dean for Administration (for UPTC) / OVPA (for UPSA) / not later than fifteen (15) working days after the first delivery. Failure to claim within the prescribed claiming period shall render the sacks of rice forfeited in favor of the University.
- 4.4.6 At their discretion, the CUs/UP PGH/UPSA/ UPTC may adjust the distribution mechanism provided it shall make the mechanism more efficient.

4.5 PAYMENT

- 4.5.1 The supplier shall submit a billing/invoice on the delivered rice to SPMO/Office in Charge of the Procurement.
- 4.5.2 The SPMO / Office in charge of Procurement shall prepare a disbursement voucher upon receipt of the invoice from the supplier.
- 4.5.3 The Accounting Office shall ensure that the supporting documents are complete and correct and certify the availability of funds.
- 4.5.4 The Cash Office shall prepare the payment and inform the supplier of its availability.

5. REPORTS

The CUs/UP PGH/UPSA/UPTC, through their appropriate officials or implementing committees for the rice subsidy / allowance, shall report to the OVPA the following, 30 days after the delivery of the rice:

- 5.1 Number of beneficiaries and the amount involved;
- 5.2 Manner of procurement;
- 5.3 Distribution process;
- 5.4 Number of unclaimed rice subsidy and amount involved; and
- 5.5 Issues and recommendations for improvement.

6. FUNDING

The rice subsidy shall be charged against the CU/UP PGH/UPSA's Revolving Fund or the same funding source where the employees' salaries are charged against, except General Fund (if these are not charged against RF), and subject to all applicable government accounting and auditing rules and regulations.