

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

1. COVERAGE

1.1 All IIP faculty members, BEPS 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 PhP 250.00

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

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

c. *Failed Bidding/Procurement Process:*

~~1. If the failed public bidding process 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*

- 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~~

f. 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