



UNIVERSITY OF THE PHILIPPINES

3F, Quezon Hall, Diliman, Quezon City
Tele/Fax: (632) 9264736; 9818500 local 2528 or 2529
Email: ovpaa@up.edu.ph;
ovpaa_up@yahoo.com.ph;
upovpaa@gmail.com

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

3 January 2023

OVPA MEMORANDUM NO. 2023-02

To : **THE CHANCELLORS
THE PGH DIRECTOR**

Attention : **THE VICE CHANCELLORS/ DEPUTY DIRECTOR
FOR ADMINISTRATION
HRDO DIRECTORS/HEADS**

From : *CRT*
Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs

Subject : **GUIDELINES/INSTRUMENT FOR DETERMINING
STEP INCREMENTS BASED ON THE
MERITORIOUS PERFORMANCE OF REPS AND
THE SUBMISSION OF DOCUMENTARY
REQUIREMENTS AND RECOMMENDATIONS FOR
STEP INCREMENTS EFFECTIVE CY 2023**

Given the annual call for step increments due to the meritorious performance of the University's eligible Research, Extension, and Professional Staff (REPS), we are disseminating the attached instrument for application in the upcoming and future calls for determining the 2022 meritorious performance of REPS occupying regular plantilla items in the UP Constituent Universities (CUs), the Philippine General Hospital (UP PGH), and the UP System Administration.

The CUs, UP PGH, and the UP System Administration must forward all documentary requirements and recommendations to the Office of the Vice-President for Academic Affairs (OVPA) by February 21 of each year. Submissions shall be prepared and submitted based on the performance ratings for the previous year (i.e., CY 2022).

The guidelines/instrument developed in system-wide consultations with the REPS conforms to CSC and DBM Joint Memorandum Circular No. 1 Series of

2012 dated 03 September 2012. As such, the maximum number of REPS that may be granted step increment/s due to meritorious performance in any given year shall be limited to five percent (5%).

For your guidance and implementation.

**Per Memorandum No. NGY 21 – 163, dated 21 October 2021, “Starting CY 2022, a regular schedule for the submission of the documentary requirements and recommendations shall be observed, as indicated in the table:*

Regular Schedule for the Documentary Requirements and Recommendations for Step Increments (Starting CY 2022)	
28 February	List of Employees Recommended for Step Increments based on Meritorious Performance for the Previous Calendar Year (Form: Annex A)
15th Day of the Month Following the Quarter	Quarterly Report of Employees Recommended for or Granted Step Increments Based on Length of Service or on Completion of a Master’s or Doctoral Degree