



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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25 May 2022

**MEMORANDUM NO. 19**

Series of 2022

**TO : Newly hired/transferred UPLB Administrative Staff**

**SUBJECT : Grant of the Mid-Year Bonus for FY 2022 for  
New Employees/Transfer Employees**

Pursuant to NGY 22-61 re: Guidelines for the Grant of the Mid-Year Bonus for FY 2022 Equivalent to One (1) Month Salary dated 06 May 2022:

**Coverage:**

1.1 *All regular full-time and part-time UP faculty and staff (whether permanent, temporary, casual, and contractual):*

1.1.1 *Who have rendered at least a total or an aggregate of four (4) months of service including leaves of absence with pay within the period 01 July 2021 to 15 May 2022;*

1.1.3 *Who have received at least a satisfactory performance rating in July-December 2021 rating period, or the applicable performance rating period of at least ninety (90) calendar days or three (3) months, provided that Item 1.1.1 and Item 1.1.2 hereof are complied with;*

Newly hired administrative staff who meet the applicable performance rating period of at least ninety (90) calendar days or three (3) months, provided that item 1.1.1 is complied with, kindly submit your scanned and signed IPCR performance rating for 01 January 2022\* to 15 May 2022 to [vgamatorio@up.edu.ph](mailto:vgamatorio@up.edu.ph) on or before 31 May 2022.

*\*start date may vary based on date of assumption of duty (not later than 15 January 2022)*

For more information, you may email [hrdo.uplb@up.edu.ph](mailto:hrdo.uplb@up.edu.ph) .

For compliance.

**ROLANDO T. BELLO**  
Vice Chancellor