



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND EXTENSION
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OVCRE MEMORANDUM NB NO. 21-048

Series of 2021

TO : All UPLB REPS/Units/Offices

FROM : 
NATHANIEL C. BANTAYAN, PhD
Vice Chancellor for Research and Extension

SUBJECT : Recommendation of REPS Qualified for the 2021 Step Increments based on Meritorious Performance

Please be reminded of the **yearly Step Increments Based on Meritorious Performance**. As stipulated in Memo No. NGY 21-163 issued by the Vice President for Administration, Dr. Nestor G. Yunque on 21 October 2021, **the submission of the top 5% of qualified personnel to the UP System will be on the 28th of February every year.**

In order to give sufficient time for Unit APCs and RPFC to evaluate the recommendations and documents, please be guided by the following dates:

Date	Particulars
7 January 2022	Deadline of submission to Unit APC <ul style="list-style-type: none">Use the Merit Promotion Format (2021 outputs/accomplishments)Attach supporting documents/proofs
28 January 2022	Deadline of submission to RPFC through OVCRE <ul style="list-style-type: none">Review of recommendations of the top 5% qualified REPS from the different units and officesVerification of evaluated Merit Promotion forms and supporting documents
25 February 2022	Submission to the UP System <ul style="list-style-type: none">Recommendation of the top 5% to the Chancellor by the RPFCPrescribed table for the recommended REPSRecommendation to the UP system from the Chancellor

As in the past, the top 5% of the REPS will be distributed equitably across each sector and salary grade using the slot scheme or the ratio of REPS personnel per sector and salary grade. Please be guided accordingly.