

Exclusions

The following are **not entitled** to the grocery allowance.

Those who were:

Under preventive suspension as of 30 November 2024;

Meted suspension from office in calendar year 2024 for litigated administrative cases;

Meted suspension from office in calendar year 2023 for litigated administrative cases which suspension extended to calendar year 2024;

Absent without official leave (AWOL) as of 30 November 2024; and

Hired without employer-employee relations, such as those covered by contract of services and job orders, including lecturers, consultants or experts, performing specific duties or services with expected outputs; student assistants, graduate assistants, teaching fellows, teaching assistants/associates, residence assistants, apprentices, laborers of projects under contract; and others with similar conditions.

Source of Funding

From the Revolving Fund of the CUs/UP PGH/UPTC or other BOR-approved funding source. For employees whose salaries are drawn from the Trust Funds, their Grocery Allowance may be charged against the same funding source, provided it is included in the approved Line Item Budget (LIB). It is understood that charges made against these funds are subject to all applicable government accounting and auditing rules and regulations.

Date of Payment

Payment of the year-end grocery allowance shall be made **starting 06 December 2024 (Friday)**.