MEMORANDUM

TO: ALL GASS EMPLOYEES

With reference to Administrative Order No. 268 of the Office of the President dated 21 February 1992 rationalizing the grant of productivity incentive benefits for calendar year 1991 to all personnel of government agencies, please be advised that the maximum amount of said benefit is pegged at 30% of one month basic salary, but not less than P2,000. Accordingly, we regret to inform you that all amounts paid for the purpose in excess of the ceiling shall be refunded in the modes (see Return Slip) as may be preferred by the employees, subject to certain conditions. Those who received less than 30% of their monthly basic salary shall, however, receive corresponding differential.

In this connection please sign up the appropriate Return slip to comply with the above Order and send this back to the Human Resources Development Division (HRDD), Administrative Branch not later than May 29, 1992. Should you fail to submit the return slip by said date, the Cashier is hereby instructed to effect automatic deduction effective June 1, 1992.

[Signature]
Deputy Administrator and Officer-in-Charge

14 May 1992