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**OFFICE OF THE CHANCELLOR**

28 June 2019

ADMINISTRATIVE ORDER NO. MLT-19-130

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TO : Deans, Directors and Heads of Units

SUBJECT : **20% Rate Adjustment for Non-UP Contractual Personnel**

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In consonance with Memorandum No. NGY19-58, dated 31 May 2019, on the "Approved Compensation Scheme for Individuals Engaged through Contract of Service (COS)", please be informed that effective January 2019, compensation of COS or Non-UP Contractual (Non-UP) personnel will be adjusted as follows:

**1) For Those with Initial Salary Adjustment of 10% or 5% in January 2019**

To complete the required 20% premium, an additional increase of 10% will be given to Non-UP personnel who were initially given 10%; and 15%, to those with initial adjustment of 5%.

The additional adjustments will be applied to salaries prior to the initial adjustment.

**2) For Those Hired During the Period January-June 2019**

Salaries of this particular group were not included in the initial rate increase, thus, full adjustment of 20% shall be applied, retroactive January 2019.

**3) Contract Renewal and/or New Contracts**

Effective 01 July 2019, all contracts for Non-UP personnel shall already reflect the 20% premium adjustment and renewal and/or engagement of new Non-UP personnel must:

- a) Observe the set of minimum qualification standards per position prescribed in the Tables of Civil Service Equivalent Positions for Contracts of Services posted at OVCA website (<http://ovca.upd.edu.ph>)
- b) Follow the equivalent Salary Grade (SG) and the sample computation found in the attached "Attachment B": Daily wage and additional 20% premium per equivalent rate of comparable position (SSL4); and
- c) Use the UP System "Contract of Service" template posted in the OVCA website.

The rate adjustments discussed in items (1) and (2) above shall be implemented through general adjustment, i.e., without the need for issuance of individual supplemental contract. As such, all Units/Colleges may already prepare and file their respective Disbursement Vouchers (DVs) for the processing of payment of the salary differentials of Non-UP personnel retroactive January 2019.

Let it be clarified that the 20% premium adjustment in the daily rate of Non-UP personnel is for the purpose of covering the benefits of regular employees that cannot be extended to COS personnel.

Further, effective 01 July 2019, payments for services rendered by Non-UP personnel shall be based on the actual number of days worked.

For your information and guidance.

Thank you.



MICHAEL L. TAN, PhD  
Chancellor



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OVPA



31 May 2019

MEMORANDUM NO. NGY 19-58

FOR : Chancellors  
Director, UP PGH

SUBJECT : **Approved Compensation Scheme for Individuals Engaged through Contract of Service (COS)**

The Board of Regents (BOR), at its 1344<sup>th</sup> Meeting on 29 April 2019, confirmed the President's approval of the compensation scheme for the Contract of Service (COS) workers of the University. This is in compliance with the Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM) CSC-COA-DBM Joint Circular (JC) No. 1, s. 2018 dated 09 November 2018 re: Amendment to the CSC-COA-DBM JC No. 1, s. 2017.

Attached are the Tables of Civil Service (CS) Equivalent Positions for COS, specifically applicable to individuals engaged through COS under the UP System Offices and Constituent Universities (CUs) with the corresponding rates based on the 4<sup>th</sup> Tranche of the Salary Standardization Law (SSL 4) and additional 20% premium, in accordance with the said Joint Circular. It also enumerates the set of minimum qualifications per position.

In line with this, please be guided by the following:

Contract of Service (COS) refers to the engagement of the services of an individual, private firm, other government agency, non-governmental agency or international organization as consultant, learning service provider or technical expert to undertake special project or job within a specific period. (CSC-COA-DBM JC No. 1, s. 2017, Section 5.1)

1. The new contractual position, rate, and corresponding 20% premium per the approved hiring and compensation scheme for Non-UP Contractuals (Contract of Service), based on Attachment A: Civil Service Equivalent Positions for Contracts of Services, shall be effective 01 July 2019 under the new/renewed contracts.

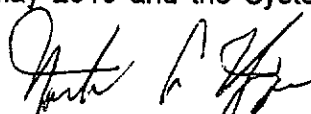
CUs which have not included the 20% premium in the January-June 2019 contract of COS workers shall prepare a supplemental contract to implement the 20% premium based on the current/ existing rates for the said period. Units shall be in-charge of the preparation and processing of the payment of the differential.

2. The payment of services rendered by the COS shall be based on the actual number of days worked multiplied by the daily rate<sup>1</sup> and the daily additional 20% premium, as indicated in Attachment B: Table of Daily Rates for COS.
3. Units must manually submit new Requests for Exemption from Moratorium, which effective dates are on 01 July 2019 or later, using the new template (Attachment D), while awaiting the release of the online requesting facility via UIS.

All new Requests for Exemption from Moratorium in Hiring of Non-UP Contractuals (COS) must be routed to the CU/ System Human Resource Development Office (HRDO) for evaluation and Budget Office for clearance.

4. The contractual positions and corresponding rates may also be adopted for project-based personnel whose salaries are funded by external agencies (e.g. DOST, CHED).
5. Concerns on the implementation of the Compensation Scheme must be addressed to and resolved at the CU-level by the Chancellors and by OVPA for System Offices. Special cases may be elevated to OVPA.

For your guidance and implementation, as discussed in the 352<sup>nd</sup> President's Advisory Council (PAC) Meeting held on 09 May 2019 and the System Personnel Committee (SPC) Meeting on 28 May 2019.



**NESTOR G. YUNQUE**

Vice President for Administration

cc: The President  
Vice Presidents

Attachments: A: Civil Service Equivalent Positions for Contracts of Services (COS)  
B: Table of Daily Rates for COS  
C: Sample Contract  
D: Template – Request for Exemption from Moratorium in Hiring Non-UP Contractuals (COS) (New)

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<sup>1</sup> The daily rate is computed by dividing the total of monthly rate of the comparable position in the government per SSL 4) and 20% premium of a given position title by 22 days.

Attachment B. Daily wage and additional 20% premium per equivalent rate of comparable position (SSL 4)

SG	Monthly Rate of Comparable Position in the Government based on SSL 4	Daily Wage	Daily Additional 20 % Premium	Total
(A)	(B)	(C)	(D)	(E)
1	11,068.00	503.09	100.62	603.71
2	11,761.00	534.59	106.92	641.51
3	12,466.00	566.64	113.33	679.96
4	13,214.00	600.64	120.13	720.76
5	14,007.00	636.68	127.34	764.02
6	14,847.00	674.86	134.97	809.84
7	15,738.00	715.36	143.07	858.44
8	16,758.00	761.73	152.35	914.07
9	17,975.00	817.05	163.41	980.45
10	19,233.00	874.23	174.85	1,049.07
11	20,754.00	943.36	188.67	1,132.04
12	22,938.00	1,042.64	208.53	1,251.16
13	25,232.00	1,146.91	229.38	1,376.29
14	27,755.00	1,261.59	252.32	1,513.91
15	30,531.00	1,387.77	277.55	1,665.33
16	33,584.00	1,526.55	305.31	1,831.85
17	36,942.00	1,679.18	335.84	2,015.02
18	40,637.00	1,847.14	369.43	2,216.56
19	45,269.00	2,057.68	411.54	2,469.22
20	51,155.00	2,325.23	465.05	2,790.27
21	57,805.00	2,627.50	525.50	3,153.00
22	65,319.00	2,969.05	593.81	3,562.85
23	73,811.00	3,355.05	671.01	4,026.05
24	83,406.00	3,791.18	758.24	4,549.42
25	95,083.00	4,321.95	864.39	5,186.35
26	107,444.00	4,883.82	976.76	5,860.58
27	121,411.00	5,518.68	1,103.74	6,622.42
28	137,195.00	6,236.14	1,247.23	7,483.36

**Where:**

- (C) Daily Wage = Monthly Rate (B)/22 days  
(D) Daily Additional 20% Premium = (Monthly Rate (B) x .20)/22 days  
(E) Total = Daily Wage (C) + Daily Additional 20% Premium (D)

All rates are in Philippine Peso (PhP).