



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

16 January 2023

MEMORANDUM NO. 005
Series of 2023

TO : **All Vice Chancellors, Deans, Directors, Department Chairs
and Unit Head**

SUBJECT : **Adjustment of Rates of Contract of Service (COS) / Job Order
(JO) Workers**

Pursuant to Memorandum NO. NGY 22-131, dated 24 November 2022, entitled "Extension of Transitional Period Allowing Government Agencies to Engage New and Renew COS/JO Workers", please take note of the following:

1. All COS/JO contracts which will be effective starting 03 January 2023 to 30 June 2023, whether original or renewal, and budgetary requirements/ budget clearances shall be prepared and evaluated based on the rates prescribed under the Fourth Tranche of SSL V, consistent with the Board of Regents-approved provision on the automatic adjustment of COS/JO worker's compensation, parallel with adjustments in the compensation of regular employees under the SSL;
2. All COS/JO workers whose salaries are charged to UPLB funds shall be provided **a premium of 10% of the wage/salary** on top of the applicable CS-equivalent positions, given the available funds;
3. These guidelines may be adopted for COS/JO workers who are externally funded up to 20% premium, subject to availability of funds and approval of Funding Agencies.

Please be guided accordingly.


JOSE V. CAMACHO, JR.
Chancellor

Attachment: a/s
cc: RMO



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

24 November 2022

MEMORANDUM NO. NGY 22 – 131

TO : Chancellors
Director, UP-PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration
HRDO Directors/Heads
Accounting Office Directors/Heads
Budget Office Directors/Heads
System Offices Directors/Heads

SUBJECT : **Extension of Transitional Period Allowing Government Agencies to Engage New and Renew COS/JO Workers**

The Commission on Audit (COA) and Department of Budget and Management (DBM), through the [Joint Circular \(JC\) No. 2, s. 2022](#)¹, has issued an amendment to COA-DBM JC No. 2, s.2020, specifically the transitional period when agencies are allowed to engage the services of new and renew the services of existing Contracts of Service (COS)/ Job Order (JO) workers. Consequently, as amended in COA-DBM JC No. 2, s.2022:

11. Transitory Provisions

11.1 Departments/agencies may engage the services of new COS/JO workers through individual contract and renew the individual contracts of their existing COS/JO workers until December 31, 2024. Thereafter, the engagement of COS/JO workers shall be in accordance with the provisions of COA-DBM No. 2, s.2022.



CUs and UP-PGH are reminded to continue with their review of personnel complement and planning and preparations for the adoption of the [Rules and Regulations Governing COS/JO Workers in the Government](#)² after the extended transitional period until 31 December 2024 has lapsed.

Further, please be guided by the following in the engagement and renewal of COS/JO workers:

1. CUs, the UP-PGH, and System Administration offices/units may start with the processing of renewal of COS/JO workers effective 01 January 2023.

The contracts which will be effective starting 01 January 2023, whether original or renewal, and budgetary requirements/budget clearances shall be prepared and evaluated based on the rates prescribed under the Fourth Tranche of SSL V,

¹ COA-DBM JC No. 2, s.2022 dated 10 November 2022: Amendment to the COA-DBM JC No. 2 dated October 20, 2020

² COA-DBM JC No. 2, s.2020 dated 20 October 2020: Updated Rules and Regulations Governing COS and JO Workers in the Government



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

consistent with the Board of Regents (BOR)-approved provision on the automatic adjustment of COS/JO workers' compensation, parallel with adjustments in the compensation of regular employees under the Salary Standardization Law (SSL)³.

As with current practice which is based on COA-DBM guidelines, 'a premium of up to 20% is subject to the availability of funds', charged against the respective CU/UP-PGH/UPSA funds. We would also like to emphasize that the provision of the premium is intended for the social benefits of COS/JO workers which they must enroll through voluntary/self-employed or other similar schemes. These include SSS, Pag-IBIG, as well as PhilHealth, which collection and remittance is facilitated by UP, in accordance with PhilHealth Circular No. 2017-0008.

2. To reiterate, the BOR-approved COS Positions must be applied to all COS/JO workers, including project-based personnel, who are engaged by and funded by UP/internally.
3. A COS/JO worker whose nature of engagement with the University is on a full-time basis cannot seek concurrent full-time engagement or employment with another UP office/unit or elsewhere with or without employer-employee relationship. Work engagement in another office/unit may be allowed, provided that he/she performs these duties outside his/her official working hours, and his/her engagement in another office/unit has the concurrence of his/her unit head. Non-observance of this guideline may be a ground for immediate termination of his/her contract.

Contracts (new/original and renewal) with COS/JO workers effective after the issuance of this memo must include the above mentioned provision.

4. The execution of Confidentiality and Non-Disclosure Undertaking (NDU) on or before the start of the effectivity of contract is mandatory.

For guidance and compliance.



NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University

³ Proposal to Amend CS Equivalent Positions for COS. Approved at the 1366th BOR Meeting, 25 November 2021



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

06 December 2022

MEMORANDUM NO. NGY 22 – 136

TO : Chancellors
Director, UP-PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration
HRDO Directors/Heads
Accounting Office Directors/Heads
Budget Office Directors/Heads
System Offices Directors/Heads

SUBJECT : **Table on the Daily Rates for COS Workers
(Equivalent to SSL V – 4th Tranche)**

Further to the updates on the guidelines on the engagement of Contract of Service/ Job Order (COS/JO) Workers issued per [Memorandum No. NGY 22-131¹](#), please be guided by the attached table on the [Daily Rates for COS \(Equivalent to SSL V – 4th Tranche\)](#). These rates shall be effective for contracts starting January 2023.

The CUs/UP-PGH/UPSA units are advised to prepare contracts and/or requests for exemption from the moratorium in hiring COS/JO workers accordingly.

For guidance and compliance.

NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University



¹ Memo No. NGY 22-131 dated 24 November 2022: Extension of Transitional Period Allowing Government Agencies to Engage New and Renew COS/JO Workers

DAILY RATE FOR CONTRACT OF SERVICE (EQVT TO SSLV - 4TH TRANCHE (2023))

(Starting January 2023)

Eqv. Salary Grade	Monthly	Daily Rate (Monthly / 22 days) (A)	20% premium		15% premium		10% premium		5% premium	
			Daily Premium (20% Premium) (B = A * 20%)	Daily Rate with additional Premium (20% Premium) (C = A + B)	Daily Premium (15% Premium) (D = A * 15%)	Daily Rate with additional Premium (15% Premium) (E = A + D)	Daily Premium (10% Premium) (F = A * 10%)	Daily Rate with additional Premium (10% Premium) (G = A + F)	Daily Premium (5% Premium) (H = A * 5%)	Daily Rate with additional Premium (5% Premium) (I = A + H)
1	13,000.00	590.91	118.18	709.09	88.64	679.55	59.09	650.00	29.55	620.46
2	13,819.00	628.14	125.63	753.77	94.22	722.36	62.81	690.95	31.41	659.55
3	14,678.00	667.18	133.44	800.62	100.08	767.26	66.72	733.90	33.36	700.54
4	15,586.00	708.45	141.69	850.14	106.27	814.72	70.85	779.30	35.42	743.87
5	16,543.00	751.95	150.39	902.34	112.79	864.74	75.20	827.15	37.60	789.55
6	17,553.00	797.86	159.57	957.43	119.68	917.54	79.79	877.65	39.89	837.75
7	18,620.00	846.36	169.27	1,015.63	126.95	973.31	84.64	931.00	42.32	888.68
8	19,744.00	897.45	179.49	1,076.94	134.62	1,032.07	89.75	987.20	44.87	942.32
9	21,211.00	964.14	192.83	1,156.97	144.62	1,108.76	96.41	1,060.55	48.21	1,012.35
10	23,176.00	1,053.45	210.69	1,264.14	158.02	1,211.47	105.35	1,158.80	52.67	1,106.12
11	27,000.00	1,227.27	245.45	1,472.72	184.09	1,411.36	122.73	1,350.00	61.36	1,288.63
12	29,165.00	1,325.68	265.14	1,590.82	198.85	1,524.53	132.57	1,458.25	66.28	1,391.96
13	31,320.00	1,423.64	284.73	1,708.37	213.55	1,637.19	142.36	1,566.00	71.18	1,494.82
14	33,843.00	1,538.32	307.66	1,845.98	230.75	1,769.07	153.83	1,692.15	76.92	1,615.24
15	36,619.00	1,664.50	332.90	1,997.40	249.68	1,914.18	166.45	1,830.95	83.23	1,747.73
16	39,672.00	1,803.27	360.65	2,163.92	270.49	2,073.76	180.33	1,983.60	90.16	1,893.43
17	43,030.00	1,955.91	391.18	2,347.09	293.39	2,249.30	195.59	2,151.50	97.80	2,053.71
18	46,725.00	2,123.86	424.77	2,548.63	318.58	2,442.44	212.39	2,336.25	106.19	2,230.05
19	51,357.00	2,334.41	466.88	2,801.29	350.16	2,684.57	233.44	2,567.85	116.72	2,451.13
20	57,347.00	2,606.68	521.34	3,128.02	391.00	2,997.68	260.67	2,867.35	130.33	2,737.01
21	63,997.00	2,908.95	581.79	3,490.74	436.34	3,345.29	290.90	3,199.85	145.45	3,054.40
22	71,511.00	3,250.50	650.10	3,900.60	487.58	3,738.08	325.05	3,575.55	162.53	3,413.03
23	80,003.00	3,636.50	727.30	4,363.80	545.48	4,181.98	363.65	4,000.15	181.83	3,818.33
24	90,078.00	4,094.45	818.89	4,913.34	614.17	4,708.62	409.45	4,503.90	204.72	4,299.17
25	102,690.00	4,667.73	933.55	5,601.28	700.16	5,367.89	466.77	5,134.50	233.39	4,901.12
26	116,040.00	5,274.55	1,054.91	6,329.46	791.18	6,065.73	527.46	5,802.01	263.73	5,538.28

