



3 January 2022

MEMORANDUM CIRCULAR NO. 01
Series of 2022

T O: All Heads of Offices/Units/Centers/Projects

R E: Contract of Job Order Workers for January 1 – June 30, 2022 charged to the CY 2022 General Appropriation Act (GAA) and Special Trust Fund (STF) and other fund sources

The administration hereby confirms the **rehiring of existing JO workers** who are charge to the **GAA and STF from January 1 – June 30, 2022**. For your guidance in the preparation of the contract of service, below is the list of man-days per month and daily/monthly rate to be contracted with the concerned JO workers.

Position	No. of days	Rate per day (inclusive of premium)	Monthly rate
Clerk, Messenger, Lab Tech, Lab Aide, Utilityman, Carpenter, Mason, Laborer (except those charged to Res & Ext funds), etc. Clerk for Program Accreditation	15	PhP 553.40	PhP 8,301.00
Clerk who is designated as dDRC of an office without a regular clerk	22	553.40	12,174.80
Clerk in Accounting, Budget, Graduate School, Information Office, Legal Office, Procurement, Supply & Property, Cash, OP, OVPA, OVPAF, OVPRGEA, ODHRM, RSPPRO, Registrar, UCC Clerk for Institutional Accreditation JO worker assigned for water services and landscape maintenance	18	553.40	9,961.20
JO worker assigned for electricity, garbage collection and Security Guards	22	553.40	12,174.80
Nurse, Pharmacist, Rad. Tech	22	700.35	15,407.70
Laborer (animal caretaker)	23	276.70 (4 hours per day)	6,364.10
Broadcast Specialist	16	603.71	9,659.36
Chem Tech	15	914.07	13,711.05

Forest Guard	16	553.40	8,854.40
SRA (Research)	18	588.05	10,584.90
SRA (Extension)	16	588.05	9,408.80
Web developer	22	623.30	13,712.60

Moreover, please be guided on the following conditions:

- JO clerk who is designated as dDRC shall attach their latest designation as dDRC to their contract.
- JO clerk hired for AACUP Accreditation shall be contracted for the following period:
 - Program Accreditation scheduled on March (15 programs) - January 1- March 31, 2022
 - Institutional Accreditation and Program Accreditation scheduled on April (7 programs) - January 1- April 30, 2022
- JO clerk as replacement of retiree whose services are needed for the continuous operation of the office will be hired for three months only or until a replacement of the vacated position will assume office.
- JO laborer charged to Res. & Extension shall be hired with the same number of days in their July-December 2021 contract.
- For control of funds, contract of JO worker charged to Research and Extension funds should be initialed by the respective fund In-charge of the Office of the Director for Research or Office of the Director of Extension.
- For the template of Contract of Service, the FM-LEG-03 shall be used and submitted (at least in six copies) together with the following supporting documents. The Office dDRCs are directed to check the completeness and correctness of the documents before forwarding it to the different signatories.
 1. Personal Data Sheet for JO worker (required annually; form is available at RSPPRO)
 2. Medical Certificate (required annually)
 3. Duly notarized BIR Form Annex "B-2" - Income Payee's Sworn Declarations of Gross Receipts/Sales (6 copies) (required annually)
 4. Performance Evaluation (Jul. to Dec. 2021)
 5. Photocopy of Official Receipt (O.R.) of payment of PhilHealth Premium of the previous quarter (Oct. to Dec. 2021)

Meanwhile, the salary of JO workers charged to externally-funded research/extension projects shall be in accordance to the line-item budget of the said project in coordination with the Accounting Office.

A separate Office Memorandum for re/hiring JO workers charge to Income Generating Projects both for Revolving funds and STF, whose salary are dependent on the income of the project, will be separately issued.

In addition, payment of Job Order personnel is limited to the number of days per month in the contract and are not entitled to Overtime Pay as per Joint Circular No. 1 series of 2015 of CSC and DBM.

For your guidance and compliance.


EDGARDO E. TULIN
 President

cc: Accounting Office Budget Office OHRSPPR