



29 December 2023

MEMORANDUM CIRCULAR NO. 187

Series of 2023

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

R E: Re/hiring of Contract of Service (COS) Workers for January 1 – June 30, 2024 charged to Regular Agency Fund (RAF) including Internationalization Project/ GF, Internally Generated Fund (IGF)/ STF, Trust Fund (TF) and Business Related Fund (BRF) / IGP Fund

The administration hereby confirms the re-hiring of existing COS workers who are charged to the RAF, IGF, TF and BRF fund from January 1 to June 30, 2024 provided they obtained a very satisfactory job performance in the previous rating period. Likewise, new request to hire COS worker/s will be subject to the approval by the University President through the Non-Academic Personnel Board.

The number of man-days per month and rates shall be the same as provided for in January–June 2024, to wit:

I. COS workers charge to RAF, IGF and TF

Position/Type of work	Man-days per month (Jan.-Jun. 2024)	Daily rate (inclusive of premium)	Monthly rate
Laborer:			
<u>Non skilled laborer</u>			
Animal caretaker	20	Php 561.80	Php 11,236.00
Laborer for landscape, garbage collection, electricity, water utility	22	561.80	12,359.60
Utility/messenger	22	561.80	12,359.60
Laborer for Res./Ext.	subject to availability of R&E funds	561.80	
<u>Skilled laborer</u>			
Carpenter, mason, welder, plumber, etc	20	568.70	11,374.00
Supply and warehouse staff	20	568.70	11,374.00
Laboratory aide	22	568.70	12,511.40
Forest watchman & Security watchman	22	568.70	12,511.40
Security Guard (with LESP)	22	603.40	13,274.80

Clerk	20	603.40	12,068.00
Clerk designated as dDRC	22	603.40	13,274.80
Clerk for program accreditation	18	603.40	10,861.20
Sci. research aide (Res)	subject to availability of R&E funds	640.14	
Sci. research assistant (Research and extension)	subject to availability of R&E funds	869.90	
Chemical Technician	22	914.07	20,109.54
Media Production Assistant	22	811.60	17,855.20
Media Production Specialist	22	1,037.70	22,829.40
Nurse	22	1,486.10	32,694.06
Radiologic Technologist Medical Technologist Chemist	22	1,037.70	22,829.40
Engineer (civil, geodetic, electrical) Architect	22	1,551.05	34,123.10
Project staff charged to special projects and/or externally-funded projects	Based on the approved line-item budget of the project.		

II. COS workers charged against BRF funds:

Project & Type of work	Man-days per month Jan. - June 2024	Rate per day (inclusive of premium)	Monthly rate
Hostel	22	Php 450.00	Php 9,000.00
Pavilion -			
Food attendant, laborer, etc.	15	450.00	6,750.00
Cook	15	603.80	9,057.00
Agronomy/NARC - laborer	15	450.00	6,750.00
DOH - laborer	22	561.80	12,359.60
Printing Press - clerk	18	561.80	10,112.40

Further, please be guided on the following:

- All COS workers shall be paid base on a daily wage and shall be limited to the number of days per month stipulated in the contract, except for computer programmers and operators under the MIS project who shall be paid on a monthly rate.
- For the re/hiring of COS worker not mentioned above, rates indicated in her/his previous contract in July-December 2023 shall still be adopted.
- All component campuses shall adopt the daily rate for the identified positions while the number of days per month shall be subject to availability of funds.
- COS worker as temporary replacement to vacant regular position shall be hired until a successful applicant for the vacant position be selected.
- COS worker needed for accreditation purposes shall be hired for a maximum of 3 months only within the schedule of the program accreditation/s per department.

- COS worker is not entitled for overtime pay since said worker is not identified government employee who may be authorized to render overtime services with pay or compensation per Section 6 of the CSC and DBM Joint Circular No. 1 series of 2015 with subject "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees".
- Before the preparation of contract of COS worker, the concerned Job Order should confer with the In-charge of RAF-IP, IGF (Budget Office) and respective focal person for Research and Extension to check on availability of funds.
- For Research and Extension funds (GAA/STF) contract should be initialed by the respective fund In-charge.
- Salary of COS 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.
- 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.
 - a) Performance Evaluation (July-December 2023)
 - b) Member Data Record (MDR) that he/she is an Indirect Contributor - Listahan (Indigent) or Photocopy of Official Receipt (O.R.) of payment of PhilHealth Premium of the previous quarter (September-December 2023)
 - c) Annual medical certificate
 - d) Latest designation as dDRC, if COS clerk is tasked as dDRC.

For your guidance and compliance.


DANIEL LESLIE S. TAN
 OIC, President

cc: Accounting Office
 Budget Office
 FMO
 HRMO