

**MEMORANDUM CIRCULAR NO. 113**

Series of 2024

TO: **All Concerned**RE: **Re-hiring of Job Order (JO) Workers for July 1 – September 30, 2024  
charged to the CY 2024 General Appropriation Act (GAA) Fund and Special  
Trust Fund (STF), Trust Fund (TF) and Income-Generation Project (IGP) Fund**FROM:   
**DR. PROSE IVY G. YEPES**  
University PresidentDATE: **June 11, 2024**

The administration is currently conducting an audit of the JO workers of the university to assess existing workforce, identify gaps, and optimize the hiring of JO workers as supplemental human resources to achieve the overall goals and objectives of the university. In the meantime, while awaiting for the audit to be completed, the re-hiring of JO worker/s in each office who are charged to the GAA fund, STF, TF, and IGP fund is hereby allowed for a period of three (3) months (July 1 – September 30, 2024).

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

**I. JO workers charge to GAA, STF and TF**

Position/Type of work	Man-days per month (Jul.-September 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	

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<u>Skilled laborer</u> Carpenter, Mason, Welder, etc	<b>20</b>	568.70	11,374.00
Supply and Warehouse staff	<b>20</b>	568.70	11,374.00
Laboratory Aide	<b>22</b>	568.70	12,511.40
Forest Watchman & Security Watchman	<b>22</b>	568.70	12,511.40
Security Guard (with LESP)	<b>22</b>	603.40	13,274.80
Clerk	<b>20</b>	603.40	12,068.00
Clerk designated as dDRC	<b>22</b>	603.40	13,274.80
Clerk for program accreditation	<b>18</b>	603.40	10,861.20
Sci. Research Aide (Res)	<b>subject to availability of R&amp;E funds</b>	640.14	
Sci. Research Assistant (Res) Sci. Research Assistant (Ext)	<b>subject to availability of R&amp;E funds</b>	869.90 869.90	
Chem. Technician	<b>22</b>	914.07	20,109.54
Media Production Assistant	<b>22</b>	811.60	17,855.20
Media Production Specialist	<b>22</b>	1,037.70	22,829.40
Nurse	<b>22</b>	1,486.10	32,694.06
Radiologic Technologist Medical Technologist	<b>22</b>	1,037.70	22,829.40
Project staff charge to special projects and/or externally-funded projects	<b>Based on the approved line-item budget of the project.</b>		

## II. JO workers charged against IGP funds:

Project & Type of work	Man-days per month Jul-Sept. 2024	Rate per day (inclusive of premium)	Monthly rate
Hostel, Apartelle, Seafront Suites, VSU Garden Beach resort, VSU SpringWater, Market - frontdesk and maintenance staff	<b>22</b>	Php 450.00	Php 9,000.00
Pavilion - Food server, laborer, etc.	<b>15</b>	450.00	6,750.00
Cook	<b>15</b>	603.80	9,057.00
Agronomy/NARC - laborer	<b>15</b>	450.00	6,750.00
DOH - laborer	<b>22</b>	561.80	12,359.60
Printing Press - clerk	<b>18</b>	561.80	10,112.40

Further, please be guided on the following:

- All JO 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 JO worker not mentioned above, rates indicated in her/his previous contract in January – June 2024 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.
- JO worker as temporary replacement to vacant regular position shall be hired until a successful applicant for the vacant position be selected and/or based on the NAPB recommendation.
- JO 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”.
- 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.
- 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.
- For the template of Contract of Service, the FM-LEG-03 shall be used and submitted in five (5) 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 (Jan. to Jun. 2024)
  - b) Member Data Record (MDR) that he/she is an Indirect Contributor - Listahan (Indigent to be claimed once only) or Photocopy of Official Receipt (O.R.) of payment of PhilHealth Premium of the previous quarter (Apr.-Jun. 2024)
  - c) Latest designation as dDRC, if JO clerk is tasked as dDRC.
- Processing of contract of service shall commence immediately so that it will be acted upon by the University President before the start of the period in the contract i.e. July 1, 2024. Contract/s received beyond the start of the contract period at the Office of the President will not be acted.

For your guidance and compliance.

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.