



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM CIRCULAR NO. 287
Series of 2024

TO: All Heads of Offices/Units/Centers/Projects

RE: Re-hiring of Job Order Workers for January 1 – June 30, 2025 charged to the CY 2025 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 President

DATE: December 20, 2024

This is to inform you that the Administrative Personnel Audit, aimed at analyzing the effective utilization of human resources across the university, is still ongoing, with some offices yet to be audited.

Based on the partial findings, several offices have been recommended to reduce the number of Job Order (JO) personnel. The recommendations are primarily due to ROSS Phase I items have been filled, and casual employees have been hired, reducing the workload previously assigned to JO personnel. The concerned offices will be notified of the audit findings and corresponding recommendations. For the heads of offices that have not received advisories for non-renewal of JO personnel, you are requested to proceed with processing their re-hiring.

To ensure the uninterrupted delivery of services at the start of 2025, the re-hiring of Job Order personnel for the period January 1 to June 30, 2025, will commence. Please adhere to the existing rate schedule below:

A. JO workers charge to GAA, STF and TF

Position/Type of work	Daily rate (inclusive of premium)
Laborer:	
Non skilled laborer	
Animal caretaker	Php 561.80
Laborer for landscape, garbage collection, electricity, water utility	561.80
Utility/messenger	561.80
Laborer for Res./Ext.	561.80
Skilled laborer	
Carpenter, Mason, Welder, etc	568.70

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Supply and Warehouse staff	568.70
Laboratory Aide	
Forest Watchman & Security Watchman	
Security Guard (with LESP)	603.40
Clerk	603.40
Sci. Research Aide (Res)	640.14
Sci. Research Assistant (Research and Extension)	869.90
Chem. Technician	914.07
Media Production Assistant	811.60
Media Production Specialist	1,037.70
Nurse	1,486.10
Radiologic Technologist	1,037.70
Medical Technologist	
Project staff charge to special projects and/or externally-funded projects	Base on the approved line-item budget of the project.

B. JO workers charged against IGP funds:

Project & Type of work	Rate per day (inclusive of premium)
Hostel, Apartelle, Seafront Suites, VSU Garden Beach resort, VSU SpringWater, Market - frontdesk and maintenance staff	Php 450.00
Pavilion -	
Food server, laborer, etc.	450.00
Cook	603.80
Agronomy/NARC - laborer	450.00
DOH - laborer	561.80
Printing Press - clerk	561.80

To ensure clarity and consistency in the management of Job Order (JO) personnel, please be guided by the following policies:

- All JO personnel shall be compensated based on the daily wage stipulated in their contracts, except for computer programmers and operators under the MIS project, who shall receive a monthly rate. The actual salary claim per month will depend on the number of working days (Monday to Friday) within the month.
- The standard working hours for JO personnel are eight (8 hours per day, exclusive of a one (1) hour lunch break. However, JO workers performing medical or security services, as well as caretakers of plants or animals whose duties involve work shifting, may not follow the standard schedule.
- All component campuses must adhere to the daily rate specified for identified positions. However, the number of working days per month will be subject to the availability of funds.

- d) JO personnel hired as temporary replacements for vacant regular positions may be employed until a successful applicant is selected and/or based on the recommendation of the NAPB (National Appointments and Promotions Board).
- e) JO personnel required for accreditation purposes shall only be hired for a maximum of three (3) months, aligned with the program accreditation schedule of the respective department.
- f) JO personnel are not entitled to overtime pay, as they are not considered government employees authorized to render overtime services with compensation, as per Section 6 of the CSC and DBM Joint Circular No. 1, Series of 2015, titled "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees." However, the head of the office whose JO personnel will perform tasks due to the exigency of service may submit a request letter for additional rendered services, indicating the name of the JO personnel and time specifications. This request is subject to the approval of the University President, with the recommendation of the Vice President for Administration and Finance. For extra service rendered, please take note of the following:
 - For weekdays, JO personnel may request to render a maximum of four (4) hours of extra service.
 - For holidays and weekends, a maximum of eight (8) hours of extra service may be requested.
- g) In cases of a full-day suspension of work due to natural calamities or emergencies, JO personnel will not be entitled to pay. However, if the suspension of work is declared for half a day or less, JO personnel shall receive full-day pay, provided that they submit the corresponding accomplishments for that day in their Monthly Accomplishment Report.
- h) To ensure proper fund control, contracts for JO personnel charged to Research and Extension funds must be initialed by the respective fund in-charge of either the Office of the Director for Research or the Office of the Director for Extension before submission for approval.
- i) The salary of JO personnel charged to externally-funded research or extension projects must align with the project's line-item budget and be coordinated with the Accounting Office.
- j) For all JO contracts, the template FM-LEG-03 must be used. The contract should be submitted in five (5) copies along with the following supporting documents:

- Performance Evaluation (October to December 2024)
- Medical Certificate

Attached is the updated template for the Contract of Service for JO personnel.

For your information and guidance.

cc: HRMO

CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY**, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed as Visayas State University by virtue of Republic Act No. 9437, with principal office at Baybay City, Leyte, duly represented by its President **DR. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

-and-

_____, of Legal Age, Single, Filipino and with residence and postal address at **Brgy. San Isidro, Baybay City, Leyte** hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of persons who can provide administrative support services which cannot be performed by the existing regular manpower/employees of the specific units/departments/centers within the university;

WHEREAS, the **SECOND PARTY**, possesses the required qualification and expertise needed by the hiring department/center/unit/office and is willing to provide the services needed;

NOW, THEREFORE, premises considered, the parties hereto hereby agree as they have agreed under the terms and conditions, as follows:

THE **FIRST PARTY** hereby contract the services of the **SECOND PARTY** as **CLERK** to perform the following functions as follows:

- 1.
- 2.
- 3.

THAT when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when traveling on official business within the country subject to existing government accounting rules and regulations and to pertinent VSU policies and rules governing official travel.

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of **SIX HUNDRED THREE & FORTY CENTS (603.40)** per day inclusive of premium at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

The **SECOND PARTY** will be paid twice a month (per *quincena*) upon presentation of a certification of accomplishments and rendition of actual services issued by the **FIRST PARTY** or it's duly authorized representative. The above payments will be charged to **Special Trust Fund (STF)**;

THAT this contract shall take effect **January 1, 2025**, until **June 30, 2025**, and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality of services rendered and quantity of the outputs delivered by the Job Order Worker for the period they were under contract of service by the university.

JENNIFER E. ANDO
Head, RSPPRO

ALICIA M. FLORES
Head, Budget Office

HONEY SOFIA V. COLIS
Director, HRMO

PROSE IVY G. YEPES
PRESIDENT (1st PARTY)

THAT the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted.

Confidentiality Clause: The **SECOND PARTY** is required to turn-over the data materials, equipment, and other things that come into his/her possession because of his/her job and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and divulgement of confidential information (including personal information kept on computer or other media, research, technologies, and manuals) made unlawfully outside the proper course of duty will be grounds for dismissal without prejudice to filing of appropriate case in Court. The confidentiality clause will still apply even if the **SECOND PARTY** is no longer connected with VSU unless the University gives its express consent.

THAT this contract of service may also be terminated by the **FIRST PARTY** before the end of the stipulated term when the services is no longer needed or whenever the **SECOND PARTY** violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

THAT this agreement will not in any manner result in any employer-employee relationship between the parties.

IN WITNESS THEREOF, the parties have hereto set their hands this _____ at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City

By:

PROSE IVY G. YEPES
President
(FIRST PARTY)

NAME OF JOB ORDER WORKER
(SECOND PARTY)

Signed in the presence of:

Head of Unit **ALICIA M. FLORES**
Head, Budget Office

JENNIFER E. ANDO
Head, RSPPRO

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF LEYTE) S.S.
CITY OF BAYBAY)

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this _____, personally appeared **DR. PROSE IVY G. YEPES** with **VSU ID no. V002163** and **NICKY V. ABABAT** with **National ID No. 2693-7403-1829-4215**, are known to me to be the same persons who executed the foregoing contract and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

WITNESS MY HAND AND SEAL on the date and place first above given.

Notary Public

Doc. No. _____
Page no. _____
Book No. _____
Series of _____