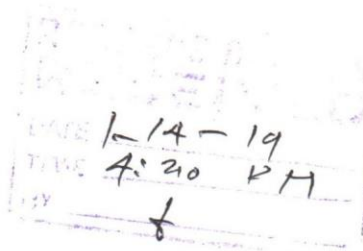




11 January 2019

**MEMORANDUM CIRCULAR NO. 06**

Series of 2019



**T O: All College Deans/ Department/Office Heads and Others Concerned**

**R E: Hiring of Job Order workers**

The University's request for an increase in allocation of budget from the General Appropriations Act (GAA) to hire Job Order (JO) workers that can augment the manpower for support services provided by existing regular and casual employees was not fully granted by the Department of Budget and Management (DBM). Moreover, DBM, CSC and COA released Joint Circular No. 1, Series of 2018 which stipulates an increase in daily wage rate of JO workers. Utilizing funds from other sources (e.g. income from tuition fees and IGPs) and adopting the December 31, 2018 salary/wage rates pending approval of Fiscal Year 2019 GAA will still not be able to cope with the increased expenditure requirement.

After a series of consultations with concerned heads and JO workers, the following policies and decisions were identified:

- 1) Provision of basic mandatory services to University stakeholders (e.g. clerical services for Accounting, Budget, Cash, Personnel, Supply, Procurement, Registrar, Library, USSO and similar units) will be given priority allocation for hiring JO workers charged to GAA. Charging of utility and messenger services to the GAA allocation will be given least priority due to inadequacy of funds. These services can be charged to other fund sources (e.g. research and income generating projects) of concerned units;
- 2) Prioritization for hiring of JO workers will be based on: (a) unavailability of regular/casual employees to perform the required service, and (b) availability of funds;
- 3) Vice Presidents (VPs) are directed to pool the regular and casual utility workers (UWs) in their respective sectors for messengerial services as well as maintenance and cleanliness of their assigned buildings, facilities and vicinity. Each VP will assign one staff (occupying at least an AO I position) to manage and supervise the UWs. To formalize the assignments, the VPs are advised to meet and discuss the new responsibilities with concerned UWs and staff;
- 4) JO workers for services that require less than 8 hours in a day (e.g. animal care, garbage collection, cleaning, maintenance, etc) will be contracted on actual number of daily

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service hours compensated at a rate based on a per hour computation from the prescribed 8-hour daily wage (i.e. prescribed daily wage/8 hours);

- 5) Concerned unit heads are advised to spread the reporting schedule of JO workers to maximize the availability of the JO services;
- 6) For JO services charged to IGPs, concerned managers and the VP for Planning, Resource Generation and External Affairs (PRGEA) may contract their workers in a similar manner to that of caretakers (#4 and #5) to assure sustainability of their projects.
- 7) Each JO worker will enter into a contract with the University specifying the expected responsibilities/outputs, total number of hours and duration of the service. Payment of wages will be twice a month based on the actual number of hours served but not to exceed the contracted total number of hours allocated for the specific wage period within the duration specified in the contract.
- 8) Each contract shall provide the possibility of termination based on unsatisfactory performance or availability of funds. Renewal of the contract shall depend on the result of the evaluation of their job output (instrument will be disseminated later), need for the service and availability of funds.
- 9) The wage rate to be stipulated in the contract will be in accordance with the provisions of DBM Budget Circular No. 2019-1 dated January 3, 2019.

For the information and guidance of all concerned.

  
**EDGARDO E. TULIN**  
President

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