



14 December 2023

MEMORANDUM CIRCULAR NO. 186
Series of 2023

T O: Heads of Units and Staff under Contract of Service (COS) and Job Order (JO)

R E: Payment of Wages for Last Quincena of December 2023 and Gratuity Pay

Pertaining to the closing of books of accounts of the university for CY 2023 as required by the Dept. of Budget and Management, the university ensures expedite obligations and payments be attained prior to the year-end.

For claims of the last quincena salary, staff under COS and JO have the following options:

Options		Name of Office			Deposit to LandBank
		Budget Office	Accounting Office	Cash Office	
1. Process voucher with Daily Time Record (DTR) of up to Dec. 21, 2023	Deadline of receiving vouchers	Dec. 22, 2023	Dec. 22, 2023	Dec. 27, 2023	Dec. 28, 2023
2. Process voucher with DTR of up to Dec. 31, 2023	Resumption of receiving vouchers	Jan. 3, 2024	Jan. 4, 2024	Jan. 5, 2024	Jan. 8, 2024*

*depends on the release of Notice of Cash Allocation (NCA) for Gen. Funds from DBM RO VIII.

Moreover, gratuity pay of Five Thousand Pesos (P5,000.00) will be granted for those who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of service as of Dec. 15, 2023. Those who have rendered less than four months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2023, and whose contracts are still effective as of same date, may be granted the one-time Gratuity Pay, on a prorata basis as follows:

Length of Service	Amount of Gratuity Pay
3 months	Not exceeding P4,000.00
2 months	Not exceeding P3,000.00
Less than 2 months	Not exceeding P2,000.00

The administration will work hard to be able to release the gratuity pay before the year ends.

For your guidance and compliance.



DANIEL LESLIE S. TAN
OIC President

cc: Finance and Management Office
Accounting Office
Budget Office
Cash Office
Human Resource Management Office
OHRA
File