



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 9108658749

**MEMORANDUM CIRCULAR NO. 214**

Series of 2024

**TO: All Concerned**

**RE: Re-hiring of Job Order Workers for October 1 – December 31, 2024 charged to the CY 2023 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: September 20, 2024**

With the finalization of the manpower audit in different offices and to avoid disruption of operation and services of the university, the re-hiring of existing JO workers who are charged to the GAA fund, STF, TF, and IGP fund is hereby allowed for the last quarter of CY 2024 (October 1 – December 31, 2024).

The number of man-days per month and rates provided for in OP memo Circular No. 113 series of 2024 dated June 11, 2024 shall be adopted.

Further, please be guided on the following:

1. All JO workers shall be paid based on a daily wage and shall be limited to the number of days per month stipulated in the contract, except for computer programmers, operators under the MIS project, animal workers, security, garbage, and electrical personnel, and health workers, who shall be paid on a monthly rate.
2. 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.
3. A JO worker as temporary replacement to a vacant regular position shall be hired until a successful applicant for the vacant position be selected and/or based on the NAPB recommendation.
4. 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".

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



Page 1 of 2  
**FM-OOP-02**  
V05 06-06-2024  
No. 24-214

5. For control of funds, contracts of JO workers charged to Research and Extension funds should be initiated by the respective fund In-charge of the Office of the Director for Research or Office of the Director of Extension.
6. Salary of JO workers charged to externally-funded research/extension projects shall be in accordance with the line-item budget of the said project in coordination with the Accounting Office.
7. For re-hired JO workers, only the Contract of Service (FM-LEG-03) shall be submitted in five (5) copies. For newly hired JO workers, additional documents such as proof of payment of PhilHealth Premium and medical certificate shall be submitted.

The processing of contract of service shall commence immediately so that it will be acted upon by the University President before the start of the contract period i.e. October 1, 2024.

For your guidance and compliance.

cc: VPAF