



14 June 2023

MEMORANDUM CIRCULAR NO. 93
Series of 2023

T O: All Heads of Offices/Units/Centers/Projects

R E: Re-hiring of Job Order Workers for July 1 – December 31, 2023 charged to the CY 2023 General Appropriation Act (GAA) Fund and Special Trust Fund (STF), Trust Fund (TF) and Income-Generation Project (IGP) Fund

The administration hereby confirms the re-hiring of existing JO workers who are charged to the GAA fund, STF, TF and IGP fund from July 1 to December 31, 2023.

The number of man-days per month and rates shall be the same as provided for in January–June 2023, to wit:

I. JO workers charge to GAA, STF and TF

Position/Type of work	Man-days per month (Jul.-Dec. 2023)	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	
<u>Skilled laborer</u>			
Carpenter, Mason, Welder, etc	20	568.70	11,374.00
Supply and Warehouse staff	20	568.70	11,374.00
Laboratory Aide	22	568.70	12,511.40
Forest Watchman & Security Watchman	22	568.70	12,511.40
Security Guard (with LESP)	22	603.40	13,274.80
Clerk	20	603.40	12,068.00
Clerk designated as dDRC	22	603.40	13,274.80
Clerk for program accreditation	18	603.40	10,861.20

OFFICE OF THE PRESIDENT

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

Sci. Research Aide (Res)	subject to availability of R&E funds	640.14	
Sci. Research Assistant (Res)	subject to	869.90	
Sci. Research Assistant (Ext)	availability of R&E funds	869.90	
Chem. Technician	22	914.07	20,109.54
Media Production Assistant	22	811.60	17,855.20
Media Production Specialist	22	1,037.70	22,829.40
Nurse	22	1,486.10	32,694.06
Radiologic Technologist Medical Technologist	22	1,037.70	22,829.40
Project staff charge to special projects and/or externally-funded projects	Based on the approved line-item budget of the project.		

II. JO workers charged against IGP funds:

Project & Type of work	Man-days per month Jul-Dec. 2023	Rate per day (inclusive of premium)	Monthly rate
Hostel, Apartelle, Seafront Suites, VSU Garden Beach resort, VSU SpringWater, Market - frontdesk and maintenance staff	22	Php 450.00	Php 9,000.00
Pavilion -			
Food server, laborer, etc.	15	450.00	6,750.00
Cook	15	603.80	9,057.00
Agronomy/NARC - laborer	15	450.00	6,750.00
DOH - laborer	22	561.80	12,359.60
Printing Press - clerk	18	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 2023 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 needed for accreditation purposes shall be hired for a maximum of 3 months only within the schedule of the program accreditation/s per department.
- 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. 2023)
 - b) Member Data Record (MDR) that he/she is an Indirect Contributor - Listahan (Indigent) or Photocopy of Official Receipt (O.R.) of payment of PhilHealth Premium of the previous quarter (Apr.-Jun. 2023)
 - c) Latest designation as dDRC, if JO clerk is tasked as dDRC.

For your guidance and compliance.


EDGARDO E. TULIN
 President

cc: Accounting Office
 Budget Office
 ODFM
 ODHRM