



6 January 2023

**MEMORANDUM CIRCULAR NO. 06**  
Series of 2023

**T O: All Concerned**

**R E: Contract of Services for Job Order Workers for January 1-June 30, 2023 charged against the CY 2023 General Appropriation Act (GAA), Special Trust Fund (STF) and other fund sources**

At the onset of CY 2023, this Administration is pleased to provide increase in the number of work-days per month and daily rates of VSU JO workers not just for the delivery of efficient and effective support services during the full implementation of face-to-face instruction and operation of units but also for the augmentation of income level of these workers to handle the cost of living hikes.

Below is the list of new man-days per month and daily/monthly rate to be adopted for JO workers to be charged against GAS, STF and TF for the period January 1-June 30, 2023.

Position/Type of work	Man-days per month		Rate per day (inclusive of premium)	Monthly rate
	Previous (Jul.-Dec. 2022)	New (Jan.-Jun. 2023)		
<b>Laborer:</b>				
<u>Non skilled laborer</u>				
Animal caretaker	24 (4 hours/ day)	<b>20</b>	Php 561.80	Php 11,236.00
Laborer for landscape, garbage collection, electricity, water utility	22	<b>22</b>	561.80	12,359.60
Utility/messenger	18	<b>22</b>	561.80	12,359.60
Laborer for Res./Ext.	12	<b>subject to availability of R&amp;E funds</b>	561.80	
<u>Skilled laborer</u>				
Carpenter, Mason, Welder, etc	15	<b>20</b>	568.70	11,374.00
Supply and Warehouse staff	18	<b>20</b>	568.70	11,374.00
Laboratory Aide	18	<b>22</b>	568.70	12,511.40
Forest Watchman & Security Watchman	18	<b>22</b>	568.70	12,511.40
Security Guard (with LESP)	22	<b>22</b>	603.40	13,274.80
Clerk	18	<b>20</b>	603.40	12,068.00
Clerk designated as dDRC	22	<b>22</b>	603.40	13,274.80

Clerk for program accreditation	15	18	603.40	10,861.20
Sci. Research Aide (Res)		subject to availability of R&E funds	640.14	
Sci. Research Assistant (Res)	18	subject to availability of R&E funds	869.90	
Sci. Research Assistant (Ext)	16		869.90	
Chem. Technician	15	22	914.07	20,109.54
Media Production Assistant	-	22	811.60	17,855.20
Media Production Specialist	22	22	1,037.70	22,829.40
Nurse	22	22	1,486.10	32,694.06
Radiologic Technologist Medical Technologist	22	22	1,037.70	22,829.40
Project staff charge to special projects and/or externally-funded projects	Base on the approved line-item budget of the project.			

Moreover, JO workers to be charged against IGP funds shall be contracted based on the following man-days and daily/monthly rates:

Project & Type of work	Man-days per month		Rate per day (inclusive of premium)	Monthly rate
	Previous (Jul.-Dec. 2022)	New (Jan.-Jun. 2023)		
Hostel, Apartelle, Seafront Suites, VSU Garden Beach resort, VSU SpringWater, Market - frontdesk and maintenance staff	18	22	Php 450.00	Php 9,900.00
Pavilion -				
Food server, laborer, etc.	11	15	450.00	6,750.00
Cook	15	15	603.80	9,057.00
Agronomy/NARC - laborer	15	15	450.00	6,750.00
DOH - laborer	22	22	561.80	12,359.60
Printing Press - clerk	18	18	561.80	10,112.40

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 and operators under the MIS project who shall be paid on a monthly rate.

JO workers are **not** entitled for overtime pay since said workers are not identified government employees 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**".

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.



In the preparation of Contract of Service, the following should be complied with:

- Use the template of Contract of Service (FM-LEG-03) and shall be submitted at least in five copies together with the following supporting documents.
  1. Personal Data Sheet for JO worker (required annually; form is available at OHRSPPR)
  2. Medical Certificate (required annually)
  3. Duly notarized BIR Form Annex "B-2" - Income Payee's Sworn Declarations of Gross Receipts/Sales (6 copies) (required annually)
  4. Performance Evaluation (July to December 2022)
  5. Photocopy of Official Receipt (O.R.) of payment of PhilHealth Premium of the previous quarter (October-December 2022)
- The Office dDRCs should check the completeness and correctness of the documents before forwarding it to the different signatories.
- Contract of JO worker charged to Research and Extension funds shall be initialed by the respective fund In-charge of the Office of the Director for Research or Office of the Director of Extension, for control of funds.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President