



21 June 2022

**MEMORANDUM CIRCULAR NO. 70**  
Series of 2022

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

**R E: Amendments on number of days per month of work for some Job Order Workers for July 1 – December 31, 2022 charged to the CY 2022 General Appropriation Act (GAA) and Special Trust Fund (STF) and other fund sources**

The administration hereby confirms the rehiring of existing JO workers who are charged to the GAA and STF from July 1 to December 31, 2022. Likewise, an increase on the number of days/rate for clerical, utility, laboratory and health services is required due to the resumption of face-to-face delivery of instruction and re-opening of IGP facilities starting Mid-Term of SY 2021-22.

For your guidance, below is the list of man-days per month and daily/monthly rate to be contracted with the concerned JO workers.

Position	Increase on Man-days per month		Rate per day (inclusive of premium)	Monthly rate
	From	To		
Clerk assigned in Department/College (if with regular clerk)	15	18	PhP 553.40	9,961.20
Clerk who is designated as dDRC	22	22	553.40	12,174.80
Utility worker	15	18	553.40	9,961.20
Lab. Technician	15	18	553.40	9,961.20
Chem Technician	15	18	914.07	16,453.26
IGP workers (for July-Sept 2022) (No. of days may increase for Oct-Dec. 2022 depending on the income)	9	15	350.00	5,250.00
	7	12	350.00	4,200.00
Laborer (animal caretaker)	23	24	276.70 (4 hours per day)	6,640.80
Nurse Radiologist Medical Technologist	22	22	1,037.70	22,829.40

For the re/hiring of JO workers not mentioned, rates and the number of working days indicated in the previous OP Memo Circular No. 01 dated January 3, 2022 shall still be adopted.

Further, please be guided on the following:

- JO clerk who is designated as dDRC shall attach their latest designation as dDRC with their contract.
- 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.
- For the template of Contract of Service, the FM-LEG-03 shall be used and submitted (at least in five 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.
  1. Personal Data Sheet for JO worker (required annually; form is available at RSPPRO)
  2. Performance Evaluation (Jan. to Jun. 2022)
  3. Photocopy of Official Receipt (O.R.) of payment of PhilHealth Premium of the previous quarter (Apr.-Jun. 2022)
- Payment of Job Order personnel is limited to the number of days per month in the contract and are not entitled to Overtime Pay as per Joint Circular No. 1 series of 2015 of CSC and DBM.
- 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.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President

cc: Accounting Office  
Budget Office  
ODFM  
ODHRM