



13 January 2020

MEMORANDUM CIRCULAR NO. 6
Series of 2020

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

R E: Contract for Job Order Workers charged against GAA, STF, IGP and Trust Funds for CY 2020

After several consultations on the budgetary requirements for Job Order Workers whose salary are charged against GAA, STF, IGP and Trust funds of the university for CY 2020, this office hereby issues the compensation of their services based on daily/monthly wage and the maximum number of days of service per month:

Nature of Function	Maximum no. of days of service per month	Daily wage	Monthly wage (daily rate x max. no. of days)	Derivation (based on the 4 th Tranche SSL monthly salary rate)
Clerk, lab. Tech, messenger/ utilityman, encoder, enumerator, laborer, carpenter, etc.	18	P553.40	P9,961.20	P11,068 (rate of Salary G1, SI1) / 22 days = P503.09/day Add: 10% premium* (P503.09 x .10) = <u>50.31</u> Total wage per day = P553.40
Watchman	20	P553.40	P11,068.00	
Food server, front-desk clerk in IGP projects	24	P553.40	P13,281.60	
Cook-chef	24	P588.05	P14,113.20	P11,761 (rate of Salary G2, SI1) / 22 days = P534.59/day Add: 10% premium* (P534.59 x .10) = <u>53.46</u> Total wage per day = P588.05
Research Assistant	19	P588.05	P11,172.95	
Web developer	22	P623.30	P13,712.60	P12,466 (rate of Salary G3, SI1) / 22 days = P566.64/day Add: 10% premium* (P566.64 x .10) = <u>56.66</u> Total wage per day = P623.30
Chem. Tech.	22	P660.70	P14,535.40	P13,214 (rate of Salary G4, SI1) / 22 days = P600.64/day Add: 10% premium* (P600.64 x .10) = <u>60.06</u> Total wage per day = P660.70
Medical worker	22	P700.35	P15,407.70	P14,007 (rate of Salary G5, SI1) / 22 days = P636.68/day Add: 10% premium* (P636.68 x .10) = <u>63.67</u> Total wage per day = P700.35

* The 10% premium provided is in consonance to CSC-COA DBM JC #1 s. 2018 Sec. 11.5, to wit, "and a premium of **up to 20%** of such salary/wage".

For laborers (plant and animal caretakers including those in research projects), the number of days of service shall be the same as the previous year due to budgetary constraint.

Moreover, the attached new template (FM-LEG-03) on Contract of Service for Job Order Worker shall be used. The duration of the contract shall be six months (i.e Jan-Jun). The required signatories and supporting documents shall be complied, as follows:

Signatories:

1. Name of JO worker (as 2nd Party)
2. Dr. Edgardo E. Tulin, University President (as 1st Party)

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



3. Witnesses:

- | | |
|--------------|--|
| Witness #1 - | Head of Office or Next Higher Supervisor |
| Witness #2 - | Head, Accounting Office (if charge to Trust Fund), or |
| | Head, Budget Office (if charge to GAA, STF, IGP) |
| Witness #3 - | Head, PRPEO |

Supporting Documents:

1. Personal Data Sheet for JO worker (required annually; form is available at PRPEO)
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. Evaluation Form
5. Photocopy of Official Receipt (O.R.) of payment of Philhealth Premium of the previous quarter

Likewise, the department/office clerks are directed to check the completeness and correctness of the documents before forwarding it to the different signatories.

For your guidance and compliance.


EDGARDO E. TULIN
President

cc: PRPEO
Accounting Office
Budget Office