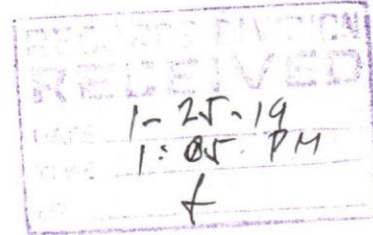




24 January 2019

MEMORANDUM CIRCULAR NO. 12
Series of 2019



T O: All College Deans, Department/Unit Heads and Center/Institute Directors

**R E: Submission of Appointments for Job Order (JO) Workers
for January 3 – 4, 2019**

Job Order (JO) staff who reported to work on Jan 3-4, 2019 but were no longer hired thereafter shall be paid for their 2 days of work. College deans are directed to submit only one appointment (using the old form) for all the JO workers of the whole college.

Appointments for JOs charged to GASS will be prepared by their respective division heads. For JOs from research centers and institutes, appointments will be prepared by their respective directors. Since the appointment is only for 2 days, there is no need to submit requirements like PhilHealth, etc.

The rate of the JOs shall be **₱573.27/day** because the 4th tranche of the Salary Standardization Law 2015 is not yet effective as of this date.

The appointments should be submitted not later than January 31, 2019. After approval of the appointment, you can already prepare the payroll.

Thank you.


EDGARDO E. TULIN
President



*Vision: A globally competitive university of science and technology and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*