



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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30 June 2022

MEMORANDUM No. 24

Series of 2022

TO : All Vice Chancellors, Deans, Directors, Department Chairs and Unit Heads

SUBJECT: Adjustment of Rates of COS/JO Workers

Pursuant to Memorandum No. PDLC 22-18, dated 24 June 2022 (Implementation of the adjustment of rates under the approved proposal to amend the Civil Service equivalent positions for Contract of Service (COS) starting 01 July 2022), please be advised that the following shall apply with regard to the compensation of COS/JO workers hired for CS-equivalent positions effective 01 July 2022:

1. The basic compensation rates shall be based on the rates for the given fiscal year under the SSL. For COS or JOs covering the period 01 July 2022 to 31 December 2022, the rates under the Third Tranche Monthly Salary Schedule of SSL V shall apply;
2. COS/JO workers may be provided "a premium of 20% of the wage/salary subject to the availability of funds" on top of the applicable rate of CS-equivalent positions;
3. These guidelines may also be adopted for COS/JO workers who are externally funded, subject to availability of funds and approval of Funding Agencies;

For Authority-To-Hire thru UIS:

4. The preparation and submission of online requests for exemption from hiring COS/JO workers shall be aligned accordingly (please refer to Memo No. NGY 22-30). The rate and premium (if any) of previously approved requests starting 01 July 2022 shall be adjusted;
5. All pending UIS requests shall be returned to the requesting units for necessary adjustments.



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For contract preparation:

6. All approved contracts of COS/JO covering the period 01 July 2022 to 31 December 2022 are hereby **recalled**. Units are advised to revise and process new contract/s for **three (3) months only** (01 July 2022- 30 September 2022) using the CS-equivalent positions as per approved 1366th BOR Meeting (Annex A) and New Daily Wage ICS/JO Rates with 20% Premium based on 3rd Tranche of SSL V (Annex B).
7. All existing contracts beyond 01 July 2022 shall be amended and new rates shall be applied provided that the adjusted rates shall not take effect earlier than 01 July 2022.

Please be guided accordingly.

A handwritten signature in blue ink, appearing to read "Rolando T. Bello".

ROLANDO T. BELLO
Vice Chancellor



UNIVERSITY OF THE PHILIPPINES

University of the Philippines System - 1100 University Drive, Diliman, Quezon City 1500

18 November 2021

MR. DANILO L. CONCEPCION

President

University of the Philippines

Diliman, Quezon City

SUBJECT : PROPOSAL TO AMEND THE CIVIL SERVICE EQUIVALENT POSITIONS FOR CONTRACTS OF SERVICES

We would like to seek endorsement to the UP Board of Regents on the proposed amendment to the Civil Service Equivalent Positions for Contracts of Services with a proposal to revise the title to Contracts of Services (COS) Positions in the University of the Philippines.

The proposal seeks to modify positions and its equivalent salary grade and include new positions to accommodate the requirements of various offices in the University. It also proposes to automatically adjust the rates whenever the government adjusts the salary of regular employees under the appropriate Salary Schedule.

Attached is the proposal for your consideration.

Thank you.

Very truly yours,

[Signature of Nestor G. Yunque]

NESTOR G. YUNQUE

Vice President for Administration

ENDORSED:

[Signature of Danilo L. Concepcion]

DANILO L. CONCEPCION
President

NOV 23 2021

[Signature of Lisa Grace S. Bersales]
LISA GRACE S. BERSALES

Vice President for Planning and Finance

[Signature of Elmira A. Zamora]

ELMIRA A. ZAMORA

Vice President for Development

Action of the Board of Regents,
at its 1366th Meeting on NOV 25 2021
APPROVAL
[Signature of Roberto M.J. Lara]
ROBERTO M.J. LARA
Secretary of the University
and of the Board of Regents

Contract of Services (COS) Positions in the University of the Philippines

Action of the Board of Regents
at its 1966th Meeting on NOV 25 2021

APPROVAL


ROBERT M. J. LARA
Secretary of the University
and of the Board of Regents



PROPOSAL TO AMEND THE CIVIL SERVICE EQUIVALENT POSITIONS FOR CONTRACTS OF SERVICES

Background

The UP Board of Regents during its 1321st dated 27 October 2016 approved the proposed compensation scheme for individual contract of services (ICS)/non-UP Contractual /Contract of Services (COS)) effective 01 January 2017 with the objective of addressing the following issues:

1. Absence of standard/guidelines in setting rates for (Non-UP) contractuels;
2. Difficulty in raising compensation to (Non-UP) contractuels; and
3. Proliferation of non-standard position/job titles.

The maximum rate per position title was set at 1.2 x the SSL rate corresponding to the SG for the equivalent CS position.

On 29 April 2019 the Board of Regents during its 1344th meeting confirmed the approval for the adjustments of the proposed rates, qualification standards for implementation across the UP System. This is also in compliance with CSC-COS-DBM Circular No. 1 Series of 2018 dated 09 November 2018. The rates of the COS were pegged at the 2019 salary scale of the government.

With the passage of RA 11486 (Salary Standardization Law of 2019), the salary scale for government employees was and will be adjusted from 2020 to 2023. However, the rates of non-UP contractuels/Contract of Services remain at 2019 level (prior to SSL 2019).

COA-DBM Circular No. 2 Series of 2020 dated 20 October 2020 further allows the engagement of new and renew existing Contract of Services until 31 December 2022.

Proposal

The proposal seeks to request approval for the following:

1. Automatic adjustment of compensation for the listed positions every time that there are salary adjustments in the equivalent CS position.
2. The 20% premium of the basic compensation will be added on top of their basic rate in order to compensate their social benefits.
3. Approval of the President of the COS positions that need to be created including its minimum qualifications.

Attached is the revised list of equivalent positions with the inclusion of new positions and corrections in some equivalent salary grade.

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ADMINISTRATION GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Maintenance Aide	Administrative Aide I	1	Must be able to read and write
Document Dispatcher	Messenger	2	Elementary graduate
Assistant Utility Worker	Administrative Aide II	2	Elementary graduate
Junior Utility Worker	Administrative Aide IV	4	Elementary graduate; 1 year of relevant experience
Senior Utility Worker	Administrative Aide VI	6	Elementary graduate; 2 years of relevant experience
Junior Office Aide	Administrative Services Aide	6	Completion of two years' studies in College
Senior Office Aide	Administrative Services Assistant I	8	Completion of two years' studies in College; 1 year of relevant experience
Junior Office Assistant	Administrative Services Assistant II	10	Completion of two years' studies in College; 2 years of relevant experience
Senior Office Assistant	Administrative Services Officer I	11	Bachelor's degree relevant to the job
Junior Office Associate	Administrative/General Services Officer B	14	Bachelor's degree relevant to the job; 1 year of relevant experience
Senior Office Associate	Administrative Services Officer III	15	Bachelor's degree relevant to the job; 2 years of relevant experience
Supervising Office Associate	Administrative/General Services Officer A	16	Bachelor's degree relevant to the job; 3 years of relevant experience; 8 hours of relevant training
Junior Office Manager	Administrative Services Officer IV	18	Bachelor's degree relevant to the job; 4 years in position/s involving management and supervision; 16 hours of relevant training
Senior Office Manager	Administrative Services Officer V	20	Bachelor's degree relevant to the job; 5 years in position/s involving management and supervision; 32 hours of relevant training
Records Officer	Records Management Analyst II	14	Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training
Associate Office Director	Administrator I	25	Master's degree relevant to the job; 3 years supervisory experience
Office Director	Administrator II	26	Master's degree relevant to the job; 5 years supervisory experience

ARCHITECTURE GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Architectural Aide	Draftsman IIIA	11	Completion of two years studies in College/vocational/trade course; 2 years of relevant experience; 8 hours of relevant training
Junior Architectural Assistant	Supervising Draftsman	12	Bachelor's degree in Architecture; 8 hours of relevant training
Senior Architectural Assistant	Architect A	14	Bachelor's degree in Architecture; Licensed and registered Architect; 1 year of relevant experience; 4 hours of relevant training

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Secretary of the University
and of the Board of Regents

Junior Architectural Associate	Architect II	16	Bachelor's degree in Architecture; Licensed and registered Architect; 2 years of relevant experience; 8 hours of relevant training
Senior Architectural Associate	Supervising Architect	18	Bachelor's degree in Architecture; Licensed and registered Architect; 3 years of relevant experience; 16 hours of relevant training
Supervising Architectural Associate	Architect III	19	Bachelor's degree in Architecture; Licensed and registered Architect; 4 years in position/s involving management and supervision; 16 hours of relevant training
Junior Managing Architect	Principal Architect B	20	Bachelor's degree in Architecture; Licensed and registered Architect; 5 years in position/s involving management and supervision; 16 hours of relevant training
Senior Managing Architect	Architect IV	22	Master's degree in Architecture; Licensed and registered Architect; 4 years in position/s involving management and supervision; 24 hours of relevant training
Head Architect	Architect V	24	Master's degree in Architecture; Licensed and registered Architect; 5 years in position/s involving management and supervision; 32 hours of relevant training

BROADCAST/MASS MEDIA GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Broadcast Operation Aide	Broadcast Operator I	6	Completion of 2 years studies in college or relevant vocational/trade course
Senior Broadcast Operation Aide	Broadcast Operator II	8	Completion of 2 years studies in college or relevant vocational/trade course; 1 year of relevant experience
Junior Broadcast Operation Assistant	Broadcast Operations Technician I	9	Completion of 2 years studies in college or relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training
Senior Broadcast Operation Assistant	Broadcast Operations Technician II	12	Completion of 2 years studies in college or relevant vocational/trade course; 2 years of relevant experience; 8 hours of relevant
Broadcast Operator	Broadcast Operations Technician III	13	Completion of 2 years studies in college or relevant vocational/trade course; 3 years of relevant experience; 16 hours of relevant experience
Supervising Broadcast Operator	Broadcast Operations Supervisor	19	Bachelor's degree related to the job; 2 years of relevant experience; 8 hours of relevant training

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Junior Media Production Assistant	Media Production Assistant	8	Completion of 2 years studies in college or relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training
Senior Media Production Assistant	Media Production Specialist I	11	Bachelor's degree related to the job
Media Producer	Media Production Specialist II	15	Bachelor's degree related to the job; 1 year of relevant experience; 4 hours of relevant training
Supervising Media Producer	Media Production Specialist III	18	Bachelor's degree related to the job; 2 years of relevant experience; 8 hours of relevant training
Media Production Manager	Media Production Specialist IV	22	Bachelor's degree related to the job; 3 years of relevant experience; 16 hours of relevant training
Media Production Director	Media Production Specialist IV	24	Master's degree; 4 years in position involving management and supervision; 24 hours of training in management and supervision

COMMUNITY RELATIONS GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Community Relations Aide	Community Affairs Assistant I	5	Completion of two years studies in college
Senior Community Relations Aide	Community Relations Assistant B	8	Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training
Junior Community Relations Assistant	Community Relations Assistant A	10	Completion of two years studies in college; 2 years of relevant experience; 8 hours of relevant training
Senior Community Relations Assistant	Community Affairs Assistant II	11	Completion of two years studies in college; 2 years of relevant experience; 16 hours of relevant training
Junior Community Relations Associate	Community Affairs Officer B	12	Bachelor's degree relevant to the job
Senior Community Relations Associate	Community Affairs Officer I	13	Bachelor's degree relevant to the job; 1 year of relevant experience
Junior Community Relations Officer	Community Relations Officer A	14	Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training
Senior Community Relations Officer	Community Affairs Officer II	15	Bachelor's degree relevant to the job; 2 years of relevant experience; 4 hours of relevant training
Supervising Community Relations Officer	Community Relations Specialist	17	Bachelor's degree relevant to the job; 3 years of relevant experience; 8 hours of relevant training
Junior Managing Community Relations Officer	Community Affairs Officer III	18	Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training
Senior Managing Community Relations Officer	Community Affairs Officer IV	22	Bachelor's degree relevant to the job; 4 years of relevant experience;

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Community Relations Director	Community Affairs Officer V	24	16 hours of relevant training Master's degree relevant to the job; 4 years in position/s involving management and supervision; 24 hours of relevant training in management and supervision
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CREATIVE ARTS GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Design Assistant	Creative Arts Specialist	3	Completion of two years studies in college
Junior Design Specialist	Creative Arts Specialist I	11	Bachelor's degree relevant to the job;
Senior Design Specialist	Culture and Arts Officer II	13	Bachelor's degree relevant to the job; 1 year of relevant experience
Design Specialist	Creative Arts Specialist II	15	Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training
Supervising Design Specialist	Creative Arts Specialist III	18	Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training
Managing Design Specialist	Creative Arts Specialist IV	22	Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training
Head Design Specialist	Creative Arts Specialist V	24	Master's degree relevant to the job; 4 years in position/s involving management and supervision; 24 hours of relevant training in management and supervision

CULINARY GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Food Service Aide	Food Server	4	Elementary school graduate
Junior Kitchen Staff	Cook I	3	Elementary school graduate
Senior Kitchen Staff	Cook II	5	Elementary school graduate; 1 year of relevant experience
Kitchen Supervisor	Assistant Chef	8	High school graduate; 1 year of relevant experience; 4 hours of relevant training
Kitchen Manager	Chef	11	High school graduate; 2 years of relevant experience; 8 hours of relevant training

DAY CARE WORKER GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Childcare Specialist	Day Care Worker I	6	High school graduate
Senior Childcare Specialist	Day Care Worker II	8	High school graduate; 1 year of relevant experience

DENTAL GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Dental Assistant	Dentist I(C)	13	Doctor of Dental Medicine or Dental Surgery;

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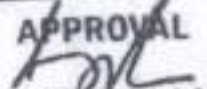
ROBERTO M.J. LARA
Secretary of the University

Senior Dental Assistant	Medical Specialist II	16	1 year of relevant experience; Doctor of Dental Medicine or Dental Surgery; 1 year of relevant experience; 4 hours of relevant training
Junior Dental Associate	Medical Specialist III	19	Doctor of Dental Medicine or Dental Surgery; 2 years of relevant experience;
Senior Dental Associate	Medical Specialist IV	22	Doctor of Dental Medicine or Dental Surgery; 2 years of relevant experience; 8 hours of relevant training
Junior Managing Dentist	Medical Specialist V	24	Doctor of Dental Medicine or Dental Surgery; 3 years of relevant experience; 16 hours of relevant training
Senior Managing Dentist	Medical Specialist VI	26	Doctor of Dental Medicine or Dental Surgery; 4 years of relevant experience; 24 hours of relevant training
Head Dentist	Medical Specialist VII	28	Doctor of Dental Medicine or Dental Surgery; 5 years of relevant experience; 32 hours of relevant training

ENGINEERING GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Engineering Aide	Engineering Assistant B	8	Completion of two years studies in College/vocational/trade course; 1 year of relevant experience; 4 hours of relevant training
Senior Engineering Aide	Engineering Assistant A	10	Bachelor's degree in Engineering; 8 hours of relevant training
Junior Engineering Assistant	Engineer B	12	Bachelor's degree in Engineering; 1 year of relevant experience; 8 hours of relevant training
Senior Engineering Assistant	Engineer A	14	Bachelor's degree in Engineering relevant to the job; Licensed and registered Engineer; 1 year of relevant experience; 4 hours of relevant training
Junior Engineering Associate	Engineer II	16	Bachelor's degree in Engineering relevant to the job; Licensed and registered Engineer; 2 years of relevant experience; 8 hours of relevant training
Senior Engineering Associate	Supervising Engineer A	18	Bachelor's degree in Engineering relevant to the job; Licensed and registered Engineer; 3 years of relevant experience; 12 hours of relevant training
Supervising Engineering Associate	Engineer III	19	Bachelor's degree in Engineering relevant to the job; Licensed and registered Engineer; 4 years of relevant experience; 16 hours of relevant training

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Junior Managing Engineer	Principal Engineer C	20	Bachelor's degree in Engineering relevant to the job; Licensed and registered Engineer; 5 years of relevant experience; 16 hours of relevant training
Senior Managing Engineer	Engineer IV	22	Master's degree in Engineering relevant to the job; Licensed and registered Engineer; 4 years of relevant experience; 24 hours of relevant training
Head Engineer	Engineer V	24	Master's degree in Engineering relevant to the job; Licensed and registered Engineer; 5 years of relevant experience; 32 hours of relevant training

EXTENSION GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Extension Associate	University Extension Associate I	12	AB or BS degree relevant to the nature of work in the position
Senior Extension Associate	University Extension Associate II	14	AB or BS degree relevant to the nature of work in the position plus 18 units of graduate work completed OR AB or BS degree relevant to the nature of the work in the position plus 6 units of graduate work 2 years of experience in mid-level training activities, or as Junior Extension Associate OR AB or BS degree relevant to the nature of the work in the position 3 years of experience in mid-level training activities, or as Junior Extension Associate

FINANCE GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Senior Finance Assistant	Fiscal Examiner I	11	Bachelor's Degree relevant to the job
Junior Finance Associate	Fiscal Examiner II	15	Bachelor's degree relevant to the job 1 year of relevant experience 4 hours of relevant training
Junior Accounting Associate	Accountant I	12	Bachelor's degree in Commerce/Business Administration major in Accounting 1 year of relevant experience 4 hours of relevant training RA 1080 (CPA)
Senior Accounting Associate	Accountant II	16	Bachelor's degree in Commerce/Business Administration major in Accounting 2 years of relevant experience 8 hours of relevant training RA 1080 (CPA)

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GENDER AND AWARENES DEVELOPMENT

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
GAD Associate	GAD Specialist I	11	Bachelor's degree relevant to the job
Junior GAD Officer	GAD Specialist II	15	Bachelor's degree relevant to the job 1 year of relevant experience 4 hours of relevant training
Senior GAD Officer	GAD Specialist III	18	Bachelor's degree relevant to the job 2 years of relevant experience 8 hours of relevant training

GUESTHOUSE CARETAKER/BUILDING ADMINISTRATION GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Building Custodian	Guesthouse Caretaker	2	High school graduate
Senior Building Custodian	Guesthouse Caretaker C	4	High school graduate; 1 year of relevant experience
Supervising Building Custodian	Guesthouse Caretaker B	6	High school graduate; 2 years of relevant experience
Managing Building Custodian	Guesthouse Caretaker A	8	High school graduate; 3 years of relevant experience

GUIDANCE COUNSELING GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Psychosocial Counseling Assistant	Guidance Counselor I	11	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling
Junior Crisis Counselor	Guidance Counselor I	11	Bachelor's degree relevant to the job
Junior Psychosocial Associate	Guidance Counselor II	12	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling; 1 year of relevant experience
Senior Crisis Counselor	Guidance Counselor II	12	Bachelor's degree relevant to the job
Senior Psychosocial Associate	Guidance Counselor III	13	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling; 2 years of relevant experience
Senior Psychosocial Counselor	Guidance Counselor III	13	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling; 2 years of relevant experience

ICT GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior ICT Assistant	Information Systems Researcher I	10	Bachelor's degree relevant to the job
Programmer	Computer Programmer I	11	Bachelor's degree relevant to the job

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Senior ICT Assistant	Information Systems Researcher II	14	Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training
Junior Programmer	Computer Programmer II	15	Bachelor's degree relevant to the job 1 year of relevant experience 4 hours of relevant training
Junior ICT Associate	Information Systems Researcher III	17	Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training
Senior Programmer	Computer Programmer III	18	Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training
Senior ICT Associate	Information Systems Analyst III	19	Bachelor's degree relevant to the job; 3 years of relevant experience; 12 hours of relevant training
Junior ICT Manager	Information Systems Development Chief B	20	Bachelor's degree relevant to the job; 4 years in position/s involving management and supervision; 16 hours of relevant training
Senior ICT Manager	Information Technology Officer II	22	Master's degree relevant to the job; 4 years in position/s involving management and supervision; 24 hours of relevant training
Chief ICT Manager	Information Technology Officer III	24	Master's degree relevant to the job; 5 years in position/s involving management and supervision; 32 hours of relevant training

INTERIOR DESIGN GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Interior Design Assistant	Project Development Officer I	11	Completion of two years studies in College/vocational/trade course; 2 years of relevant experience; 8 hours of relevant training
Senior Interior Design Assistant	Project Assistant IV	14	Bachelor's degree in Interior Design; Licensed and registered Interior Designer
Junior Interior Design Associate	Project Planning and Development Officer A	15	Bachelor's degree in Interior Design; Licensed and registered Interior Designer; 1 year of relevant experience; 4 hours of relevant training
Senior Interior Design Associate	Project Officer I	16	Bachelor's degree in Interior Design; Licensed and registered Interior Designer; 2 years of relevant experience; 8 hours of relevant training
Interior Design Associate	Associate Project Officer III	18	Bachelor's degree in Interior Design; Licensed and registered Interior Designer; 3 years of relevant experience; 16 hours of relevant training
Junior Managing Interior Designer	Associate Project Officer IV	19	Bachelor's degree in Interior Design; Licensed and registered Interior Designer; 4 years in position/s involving

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			management and supervision; 16 hours of relevant training
Senior Managing Interior Designer	Project Officer IV	22	Master's degree in Interior Design; Licensed and registered Interior Designer; 4 years in position/s involving management and supervision; 24 hours of relevant training
Head Interior Designer	Project Officer V	24	Master's degree in Interior Design; Licensed and registered Interior Designer; 5 years in position/s involving management and supervision; 32 hours of relevant training

LEGAL GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Paralegal Officer	Legal Assistant I	10	Completion of at least two years of Juris Doctor/Bachelor of Laws
Senior Paralegal Officer	Legal Assistant II	12	Completion of at least two years of Juris Doctor/Bachelor of Laws; 1 year of relevant experience
Junior Legal Assistant	Legal Officer I	14	Juris Doctor/Bachelor of Laws
Senior Legal Assistant	Legal Officer II	17	Juris Doctor/Bachelor of Laws; 1 year of relevant experience; 4 hours of relevant training
Junior Legal Associate	Legal Officer III	20	Juris Doctor/Bachelor of Laws; 2 years of relevant experience; 8 hours of relevant training
Senior Legal Associate	Legal Officer IV	22	Juris Doctor/Bachelor of Laws; 3 years of relevant experience; 12 hours of relevant training
Supervising Legal Officer	University Legal Counsel	23	Juris Doctor/Bachelor of Laws; 4 years of relevant experience; 16 hours of relevant training
Head Legal Officer	Legal Officer V	24	Master of Laws/LL.M.; 4 years of relevant experience; 16 hours of relevant training

LIBRARY GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Library Aide	Administrative Services Aide	4	Elementary school graduate
Senior Library Aide	Administrative Aide VI	6	Completion of 2 years of studies in college
Junior Library Assistant	Administrative Assistant II	8	Completion of 2 years of studies in college; 1 year of relevant experience; 4 hours of relevant training
Senior Library Assistant	Computer File Librarian II	10	Bachelor's degree
Junior Library Associate	Librarian B	11	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science
Senior Library Associate	College Librarian I	13	Bachelor's degree in Library Science or Information Science or Bachelor of

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			Science in Education/Arts Major in Library Science; Licensed and registered Librarian; 1 year of relevant experience;
Junior Library Specialist	Librarian II	14	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science; Licensed and registered Librarian; 1 year of relevant experience; 4 hours of relevant training
Senior Library Specialist	College Librarian II	15	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science; Licensed and registered Librarian; 2 years of relevant experience; 8 hours of relevant training
Supervising Librarian	College Librarian III	18	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science; Licensed and registered Librarian; 3 years of relevant experience; 16 hours of relevant training
Junior Managing Librarian	Librarian IV	20	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science; Licensed and registered Librarian; 3 years of relevant experience; 24 hours of relevant training
Senior Managing Librarian	College Librarian IV	22	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science; Licensed and registered Librarian; 4 years of relevant experience; 16 hours of relevant training
Head Librarian	College Librarian V	24	Master's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science; Licensed and registered Librarian; 4 years of relevant experience; 24 hours of relevant training

MEDICAL GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Medical Assistant	Medical Specialist (I)	21	Doctor of Medicine; 1 year of relevant experience;
Senior Medical Assistant	Medical Specialist II	22	Doctor of Medicine; 1 year of relevant experience; 4 hours of relevant training
Junior Medical Associate	Medical Specialist III	23	Doctor of Medicine; 2 years of relevant experience;
Senior Medical Associate	Medical Specialist IV	24	Doctor of Medicine;

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[Signature]

ROBERTO M.J. LARA
Secretary of the University

			2 years of relevant experience; 8 hours of relevant training
Junior Managing Medical Officer	Medical Specialist V	26	Doctor of Medicine; 3 years of relevant experience; 16 hours of relevant training
Senior Managing Medical Officer	Medical Specialist VI	28	Doctor of Medicine; 4 years of relevant experience; 24 hours of relevant training
Head Medical Officer	Medical Specialist VII	30	Doctor of Medicine; 5 years of relevant experience; 32 hours of relevant training

MEDICAL TECHNOLOGY/RADIOLOGY/LABORATORY/PHARMACY GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Medical Laboratory Technology Aide	Medical Laboratory Technician I	6	Bachelor's degree in Medical Technology or related discipline; Licensed and registered Medical Technologist
Senior Medical Laboratory Technology Aide	Medical Laboratory Technician II	8	Bachelor's degree in Medical Technology or related discipline; 1 year of relevant experience
Junior Medical Laboratory Technology Assistant	Medical Laboratory Technician III	10	Bachelor's degree in Medical Technology or related discipline; Licensed and registered Medical Technologist; 2 years of relevant experience
Senior Medical Laboratory Technology Assistant	Medical Technologist I	11	Bachelor's degree in Medical Technology or related discipline; Licensed and registered Medical Technologist; 1 year of relevant experience; 4 hours of relevant training
Junior Medical Laboratory Technology Associate	Senior Medical Technologist	13	Bachelor's degree in Medical Technology or related discipline; Licensed and registered Medical Technologist; 2 years of relevant experience; 8 hours of relevant training
Senior Medical Laboratory Technology Associate	Medical Technologist II	15	Bachelor's degree in Medical Technology or related discipline; Licensed and registered Medical Technologist; 3 years of relevant experience; 16 hours of relevant training
Supervising Medical Laboratory Technologist	Medical Technologist III	18	Bachelor's degree in Medical Technology or related discipline; Licensed and registered Medical Technologist; 3 years of relevant experience; 24 hours of relevant training
Managing Medical Laboratory Technologist	Medical Technologist IV	20	Bachelor's degree in Medical Technology or related discipline; Licensed and registered Medical Technologist; 4 years of relevant experience; 24 hours of relevant training

Action of the Board of Regents
at its 1066th Meeting on NOV 25 2021

APPROVAL

ROBERTO M.J. LARA

Secretary of the University
and of the Board of Regents

Chief Medical Laboratory Technologist	Medical Technologist V	22	Bachelor's degree in Medical Technology or related discipline; Licensed and registered Medical Technologist; 5 years of relevant experience; 32 hours of relevant training
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MUSEUM GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Museum Aide	Museum Technician I	6	Completion of 2 years of studies in college
Senior Museum Aide	Museum Technician II	8	Completion of 2 years of studies in college; 1 year of relevant experience; 4 hours of relevant training
Museum Assistant	Museum Guide	9	Completion of 2 years of studies in college; 2 years of relevant experience; 8 hours of relevant training
Junior Museum Specialist	Museum Researcher I	10	Bachelor's degree relevant to the job
Senior Museum Specialist	Museum Researcher II	14	Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training
Supervising Museum Specialist	Senior Museum Researcher	18	Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training
Managing Museum Specialist	Museum Curator (I)	22	Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training
Head Museum Specialist	Museum Curator II	24	Master's degree relevant to the job; 4 years in position/s involving management and supervision; 24 hours of relevant training in management and supervision

MUSICIANS GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Musical Director/Conductor	Musical Director	11	Bachelor's degree relevant to the job

NURSING GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Auxiliary Nurse	Nursing Attendant II	6	Bachelor's degree in Nursing or related health science degree
Nursing Aide	Health Program Researcher	9	Bachelor's degree in Nursing; 1 year of relevant experience
Junior Nursing Assistant	Nurse I	10	Bachelor's degree in Nursing; Licensed and registered Nurse
Senior Nursing Assistant	Public Health Nurse I	12	Bachelor's degree in Nursing; Licensed and registered Nurse; 1 year of relevant experience; 4 hours of relevant training
Junior Nursing Associate	Nurse III	16	Bachelor's degree in Nursing; Licensed and registered Nurse;

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at its 1566th Meeting on NOV 25 2021

APPROVAL

ROBERTO LARA

ROBERTO LARA
Secretary of the University
of the Board of Regents

			2 years of relevant experience; 8 hours of relevant training
Senior Nursing Associate	Nurse IV	18	Bachelor's degree in Nursing; Licensed and registered Nurse; 3 years of relevant experience; 12 hours of relevant training
Junior Managing Nurse	Public Health Nurse III	19	Bachelor's degree in Nursing; Licensed and registered Nurse; 4 years of relevant experience; 16 hours of relevant training
Senior Managing Nurse	Nurse VI	22	Master's degree in Nursing relevant to the job; Licensed and registered Nurse; 4 years of relevant experience; 24 hours of relevant training
Head Nurse	Nurse VII	24	Master's degree in Nursing relevant to the job; Licensed and registered Nurse; 5 years of relevant experience; 32 hours of relevant training

PHYSICAL THERAPY GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Therapeutics Assistant	Physical Therapy Technician I	6	Completion of 2 years of studies in college
Senior Therapeutics Assistant	Physical Therapy Technician II	8	Completion of 2 years of studies in college; 1 year of relevant experience; 4 hours of relevant training
Junior Therapeutics Associate	Physical Therapist I	10	Bachelor's degree in Physical Therapy; Licensed and registered Physical Therapist
Senior Therapeutics Associate	Physical Therapist II	14	Bachelor's degree in Physical Therapy; Licensed and registered Physical Therapist; 1 year of relevant experience; 4 hours of relevant training
Supervising Therapeutics Specialist	Physical Therapist III	18	Bachelor's degree in Physical Therapy; Licensed and registered Physical Therapist; 2 years of relevant experience; 8 hours of relevant training
Managing Therapeutics Specialist	Physical Therapist IV	22	Bachelor's degree in Physical Therapy; Licensed and registered Physical Therapist; 3 years of relevant experience; 16 hours of relevant training

PRINTING AND PUBLICATION GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Special Publication Assistant	Publication Circulation Assistant	8	Completion of two years studies in college 1 year of relevant experience 4 hours of relevant training
Special Publication Associate	Publication Circulation Officer I	11	Bachelor's degree



Junior Publication Officer	Publication Circulation Officer II	15	Bachelor's degree 1 year of relevant experience 4 hours of relevant training
Senior Publication Officer	Publication Circulation Officer III	18	Bachelor's degree 2 years of relevant experience 8 hours of relevant training

PROJECT DEVELOPMENT AND EVALUATION GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Technology Transfer Officer I	N/A	16	Bachelor's degree in Engineering, Business Administration, Economics, Health or other courses relevant to the job 1 year of relevant experience 4 hours or more of Technology Transfer training or other relevant training
Technology Transfer Officer II	N/A	17	Bachelor's degree in Engineering, Business Administration, Economics, Health or other courses relevant to the job 1 year of relevant experience 10 hours or more of Technology Transfer training or other relevant training
Technology Transfer Officer III	N/A	18	Bachelor's degree in Engineering, Business Administration, Economics, Health or other courses relevant to the job; or Postgraduate Degree relevant to the job 2 years of relevant experience in compliance, research, preparation, implementation, and monitoring of research projects, negotiations or agreements 16 hours of Technology Transfer training and other relevant training
Technology Transfer Officer IV	N/A	21	Bachelor's degree in Engineering, Business Administration, Economics, Health or other courses relevant to the job; and Postgraduate Degree relevant to the job or 15 units completed 3 years of relevant experience in compliance, research, preparation, implementation, and monitoring of research projects, negotiations or agreements 24 hours of Technology Transfer training and other relevant training

PROJECT MANAGEMENT GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Project Staff	Project Planning & Development Officer C	11	Bachelor's degree relevant to the job

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at its 1766th Meeting on NOV 25 2021

APPROVAL

ROBERTO W. LARA

Secretary of the University
and of the Board of Regents

Junior Project Assistant	Project Planning & Development Officer B	13	Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training
Senior Project Assistant	Project Assistant IV	14	Bachelor's degree relevant to the job; 2 years relevant experience; 4 hours of relevant training
Junior Project Associate	Project Development Officer II	15	Bachelor's degree relevant to the job; 2 years relevant experience; 16 hours of relevant training
Senior Project Associate	Associate Project Officer I	16	Bachelor's degree relevant to the job; 3 years relevant experience; 4 hours of relevant training
Junior Project Officer	Associate Project Officer II	17	Bachelor's degree relevant to the job; 3 years relevant experience; 16 hours of relevant training
Senior Project Officer	Project Development Officer III	18	Bachelor's degree relevant to the job; 4 years relevant experience; 12 hours of relevant training
Junior Project Manager	Project Officer I	20	Bachelor's degree relevant to the job; 4 years in position/s involving management and supervision; 16 hours of relevant training
Senior Project Manager	Project Officer III	22	Master's degree relevant to the job; 5 years in position/s involving management and supervision; 32 hours of relevant training

PSYCHOLOGY/PSYCHOMETRICS GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Psychological/Psychometric Aide	Junior Psychometrician	5	Bachelor's degree in Psychology or Behavioral Science
Junior Psychological/Psychometric Assistant	Psychologist I	11	Bachelor's degree in Psychology or Behavioral Science; Licensed and registered Psychologist/Psychometrician
Senior Psychological/Psychometric Assistant	Medical Services Technician IV	13	Bachelor's degree in Psychology or Behavioral Science; Licensed and registered Psychologist/Psychometrician; 1 year of relevant experience
Junior Psychologist/Psychometrician	Psychologist II	15	Bachelor's degree in Psychology or Behavioral Science; Licensed and registered Psychologist/Psychometrician; 3 years of relevant experience
Senior Psychologist/Psychometrician	Psychologist III	18	Bachelor's degree in Psychology or Behavioral Science; Licensed and registered Psychologist/Psychometrician; 5 years of relevant experience

RESEARCH GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Research Aide	Laboratory Aide I(B)	2	Elementary school graduate
Senior Research Aide	Laboratory Aide II(A)	4	Elementary school graduate;

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ROBERT M. J. TARA
Secretary of the University

Junior Research Assistant	Research Assistant I(B)	8	1 year of relevant experience Completion of two years studies in College; 1 year of relevant experience; 4 hours of relevant training
Senior Research Assistant	Research Assistant II(A)	10	Completion of two years studies in College; 2 years of relevant experience; 8 hours of relevant training
Junior Research Associate	Science Research Specialist I	13	Bachelor's degree relevant to the job; 1 year of relevant experience
Senior Research Associate	University Research Associate II	14	Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training
Junior Research Analyst	University Researcher I	16	Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training
Senior Research Analyst	University Researcher II	18	Bachelor's degree relevant to the job; 3 years of relevant experience; 12 hours of relevant training
Supervising Researcher	Senior Research Specialist	19	Bachelor's degree relevant to the job; 4 years of relevant experience; 16 hours of relevant training
Junior Managing Researcher	University Researcher III	20	Bachelor's degree relevant to the job; 5 years of relevant experience; 18 hours of relevant training
Senior Managing Researcher	Head Technical Assistant	23	Master's degree relevant to the job; 5 years of relevant experience; 16 hours of relevant training
Chief Researcher	University Researcher V	24	Master's degree relevant to the job; 5 years of relevant experience; 24 hours of relevant training

SECURITY GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Security Aide	Security Guard I	3	High school graduate
Senior Security Aide	Security Guard II	5	High school graduate; 1 year of relevant experience
Junior Security Assistant	Security Guard III	8	High school graduate; 2 years of relevant experience
Senior Security Assistant	Security Officer I	11	Bachelor's degree related to the job
Junior Security Associate	Security Officer II	15	Bachelor's degree related to the job; 1 year of relevant experience; 4 hours of relevant training
Senior Security Associate	Security Officer III	18	Bachelor's degree related to the job; 2 years of relevant experience; 8 hours of relevant training
Supervising Security Officer	Security Officer IV	20	Bachelor's degree related to the job; 3 years of relevant experience; 12 hours of relevant training
Deputy Security Officer	Security Officer V	22	Bachelor's degree related to the job; 3 years of relevant experience; 16 hours of relevant training
Head Security Officer	Security Officer VI	24	Master's degree related to the job; 3 years of relevant experience; 16 hours of relevant training

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Secretary of the University
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SKILLS AND MANUAL OPERATIONS GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Emergency Electrical Staff	Electrician II	6	High School Graduate or Completion of relevant vocational/trade course
Carpentry Aide	Carpenter II	5	Must be able to read and write/ Elementary School Graduate
Plumbing Aide	Plumber II	5	Must be able to read and write/ Elementary School Graduate

SPECIAL EVENTS GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Cultural Program Coordinator	Administrative Assistant II	8	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course 1 year of relevant experience 4 hours of relevant training

SPORTS DEVELOPMENT AND MANAGEMENT REGULATIONS GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Sports Coordinator	Sports and Games Regulations Officer I	10	Bachelor's degree

STUDENT RECORDS EVALUATOR GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Transcript Aide	Administrative Aide IV	4	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Junior Transcript Assistant	Administrative Aide VI	6	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course 1 year of relevant experience 4 hours of relevant training
Senior Transcript Assistant	Administrative Assistant II	8	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course 1 year of relevant experience 4 hours of relevant training
Student Record Examiner	Student Records Evaluator I	11	Bachelor's degree

SUPPLIES, PROPERTY MANAGEMENT AND PROCUREMENT GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Virtual Store Assistant / Store Assistant	Storekeeper III	9	Completion of 2 years studies in college 1 year of relevant experience 4 hours of relevant training
Assistant Travel Arranger	Administrative Assistant III	9	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course 1 year of relevant experience 4 hours of relevant training
Travel Arranger	Supply Officer II	14	Bachelor's degree

			1 year of relevant experience 4 hours of relevant training
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TECHNOLOGY/DEVELOPMENT MANAGEMENT GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Technology/Development Management Aide	Project Development Assistant	8	Bachelor's degree relevant to the job
Senior Technology/Development Management Aide	Project Development Officer I	11	Bachelor's degree relevant to the job; 1 year of relevant experience;
Junior Technology/Development Management Assistant	Project Planning & Development Officer B	13	Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training
Senior Technology/Development Management Assistant	Project Development Officer II	15	Bachelor's degree relevant to the job; 2 years of relevant experience;
Junior Technology/Development Management Associate	Planning Specialist	16	Bachelor's degree relevant to the job; 2 year of relevant experience; 16 hours of relevant training
Senior Technology/Development Management Associate	Development Management Officer III	18	Bachelor's degree relevant to the job; 3 years of relevant experience;
Junior Technology/Development Management Officer	Senior Development Management Officer	19	Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training
Senior Technology/Development Management Officer	Project Development Officer IV	20	Bachelor's degree relevant to the job; 3 years of relevant experience; 24 hours of relevant training
Supervising Technology Development/Management Officer	Development Management Officer IV	22	Bachelor's degree relevant to the job; 4 years of relevant experience; 8 hours of relevant training
Technology/Development Management Director	Project Development Officer V	24	Master's degree relevant to the job; 5 years in position/s involving management and supervision; 32 hours of relevant training

VETERINARY GROUP

Position Title	CS Equivalent Position	SG Equivalent	Minimum Qualifications
Junior Animal Health Associate	Veterinarian I	13	Doctor of Veterinary Medicine
Senior Animal Health Associate	Veterinarian II	16	Doctor of Veterinary Medicine; 1 year of relevant experience; 4 hours of relevant training
Junior Animal Health Associate	Veterinarian III	19	Doctor of Veterinary Medicine; 2 years of relevant experience; 8 hours of relevant training
Senior Animal Health Associate	Veterinarian IV	22	Doctor of Veterinary Medicine; 3 years of relevant experience; 16 hours of relevant training
Supervising Animal Health Specialist	Veterinarian V	24	Doctor of Veterinary Medicine; 4 years of relevant experience; 24 hours of relevant training

Action of the Board of Regents
at its 2566th Meeting on NOV 25 2021

APPROVAL

[Signature]

ROBERTO M. J. LARA
Secretary of the University
and of the Board of Regents

Annex B. New Daily Wage ICS/JO Rates with 20% Premium based on 3 rd Tranche of SSL V.				
SG (A)	MONTHLY RATE COMPARABLE POSITION IN THE GOVERNMENT BASED 3RD TRANCHE DBM NBC 588 (B)	DAILY WAGE (C)	DAILY ADDITIONAL 20% PREMIUM (D)	TOTAL (E)
1	12,517.00	568.95	113.79	682.74
2	13,305.00	604.77	120.95	725.72
3	14,125.00	642.05	128.41	770.46
4	14,993.00	681.50	136.30	817.80
5	15,909.00	723.14	144.63	867.77
6	16,877.00	767.14	153.43	920.57
7	17,899.00	813.59	162.72	976.31
8	18,998.00	863.55	172.71	1,036.26
9	20,402.00	927.36	185.47	1,112.83
10	22,190.00	1,008.64	201.73	1,210.37
11	25,439.00	1,156.32	231.26	1,387.58
12	27,608.00	1,254.91	250.98	1,505.89
13	29,798.00	1,354.45	270.89	1,625.34
14	32,321.00	1,469.14	293.83	1,762.97
15	35,097.00	1,595.32	319.06	1,914.38
16	38,150.00	1,734.09	346.82	2,080.91
17	41,508.00	1,886.73	377.35	2,264.08
18	45,203.00	2,054.68	410.94	2,465.62
19	49,835.00	2,265.23	453.05	2,718.28
20	55,799.00	2,536.32	507.26	3,043.58
21	62,449.00	2,838.59	567.72	3,406.31
22	69,963.00	3,180.14	636.03	3,816.17
23	78,455.00	3,566.14	713.23	4,279.37
24	88,410.00	4,018.64	803.73	4,822.37
25	100,788.00	4,581.27	916.25	5,497.52
26	113,891.00	5,176.86	1,035.37	6,212.23
27	128,696.00	5,849.82	1,169.96	7,019.78
28	145,427.00	6,610.32	1,322.06	7,932.38
Where:				
(C) Daily Wage = Monthly Rate (B)/22 days				
(D) Daily Additional 20% Premium = (Monthly Rate (B) x .20)/22 days				
(E) Total = Daily Wage (C) + Daily Additional 20% Premium (D)				
All rates are in Philippine Peso (PhP).				



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
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17 February 2022

MEMORANDUM NO. NGY 22 – 30

TO : Vice Presidents and Secretary of the University
Chancellors
Director, UP-PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads
Budget Office Directors/Heads
Heads of System Offices/Units

SUBJECT : **Updates on the Process in Engaging Contract of Service (COS) / Job Order (JO) Workers**

As part of the University's continuous efforts to improve processes, the online request for exemption from the moratorium in hiring COS/JO workers through the University Information System (UIS) has been developed by the UIS/HRIS Team¹. This shall allow a more efficient and convenient submission, approval (including budget clearance), and tracking process.

In this regard, starting 21 February 2022, CUs, the UP-PGH, and UPSA offices/units engaging services of COS/JO workers must use the online request for Authority to Hire (ATH). The following guidelines shall apply:

1. Contracts for Engaging COS/JO Workers Covered in the Online Submission and Approval through UIS

Offices/units are requested to start using the Authority to Hire (For ICS/Contract of Service) function of the UIS to prepare and submit requests for exemption from the moratorium in hiring contractuales for any type of contract: new/original, replacement, or renewal requests, or straight fees.

Subsequently, all offices/units involved in the approval process (e.g. HRDO, Budget Office, Office of the Vice Chancellors/Deputy Director for Administration, Office of the Chancellor/ Director of UP-PGH, Office of Vice President for Administration, Office of the President) are advised to monitor their worklists for receipt of such requests.

¹ Presented and discussed at the Monthly HRDO Heads' Meetings for review/comments on 24 November 2021 and 16 February 2022



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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Nature of Contract	Description	Approving Authority
Original	New request	President
Reclassification	Same contractee with different terms of the contract	VP for Administration
Renewal of contract	Same contractee and same terms of the contract	CU - Chancellor UPSA - HRDO Director
Renewal of lapsed authority to hire	Renewal of approval	CU - Chancellor UPSA - HRDO Director
Replacement	New contractee with same terms of contract	VP for Administration
Project-based appointment (Internal or external funding)	New request or renewal of contract	CU - Chancellor UPSA - HRDO Director

Requests for Straight Fee or one-time payment for JO/ piecework ("pakyaw" services) shall no longer be submitted through UIS. However, a copy of the request must be provided to the respective CU/UP-PGH/ UP System HRDO for notation (recording and monitoring purposes).

The position titles and SG equivalent rates shall be based on the approved amended matrix on the Contract of Services (COS) Positions in the University of the Philippines (UP).

2. UP Authority to Hire UIS Responsibility

The UP Authority to Hire for ICS responsibility shall be used by the office/unit's Administrative Officer (AO)/ staff in-charge to submit the online request for exemption from the moratorium to hire Contract of Service/ Job Order workers. Those who have not previously used the online ATH, hence, have no UP Authority to Hire responsibility yet should coordinate with their respective CU/UP-PGH HRDOs for the addition of the said responsibility in their UIS accounts.

The Notification of Approval can be generated and printed once all approvers have approved the request.

Only requests for exemption from the moratorium in hiring COS/JO workers submitted through UIS shall be processed at the System level starting 21 February 2022.



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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3. Reminders on the Processing of Payment

To avoid delays in the release of payment of COS/JO workers, may we also reiterate the following reminders:

1. Offices/units must not allow their COS/JO workers to start reporting and/or rendering services until the contract has been finalized and signed ('no contract, no start of work'). Per review of the cases of delays in payment reported, incomplete requirements, primarily the contract, was identified as one of the main reasons for this issue. As such, offices/units must ensure that the contracts are processed prior to the start of the contract, as well as advise COS/JO workers regarding the prompt submission of other requirements from their end (e.g. TIN, bank account details).
2. The payment for services rendered by COS/JO workers must be processed and released within five (5) working days after the 15th or end of the month, subject to the submission of complete documents by the COS/JO workers and voucher preparation² of the office/unit.
3. UIS has a feature for COS/JO payment/payroll, which use is highly encouraged, as it allows more efficient and convenient processing and monitoring for offices/units and approvers. If the CU/ UP-PGH is yet to start with its implementation, concerns and queries may be coordinated with the UP Information Technology Development Center (UP-ITDC) Human Resource Information System (HRIS) Team.

The CUs/UP-PGH are highly encouraged to issue their respective memo to disseminate the updates and specific process/instructions to be implemented and other reminders as discussed with the HRDOs and Budget Offices, if there are any.

For your guidance and implementation.

NESTOR G. YUNQUE
Vice-President for Administration

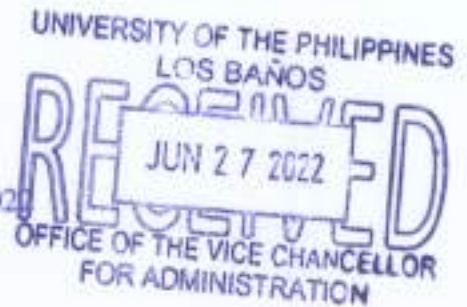
cc: Office of the President

² Memorandum No. NGY 20-137 dated 17 September 2020, as reiterated in Memorandum No. NGY 21-148 (for UPSA) and Memorandum No. NGY 21-149 (for CUs and UP-PGH) dated 04 October 2021 re: Schedule of Release of Salary effective October 2021 until September 2022



University of the Philippines
OFFICE OF THE PRESIDENT

24 June 2022



MEMORANDUM NO. PDLCL 22 – 18

TO : Vice Presidents and Secretary of the University
Chancellors
Director, UP-PGH

ATTENTION: Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads
Accounting Office Directors/Heads
Budget Office Directors/Heads
System Offices Directors/Heads

SUBJECT: **Implementation of the Adjustment of Rates under the
Approved Proposal to Amend the Civil Service
Equivalent Positions for Contract of Service (COS)
Starting 01 July 2022**

The Board of Regents (BOR) approved the [Proposal to Amend the Civil Service Equivalent Positions for Contracts of Services \(COS\)](#) at its 1366th Meeting. The amendment aims to enhance the existing compensation scheme¹ of workers for listed civil service (CS)-equivalent positions who are hired by the University under COS or Job Orders (JO) aligned with the guidelines issued by the Commission on Audit (COA) and Department of Budget and Management (DBM).

As approved by the BOR, there will be 'automatic adjustment of compensation for the listed positions whenever there is salary adjustment (i.e. under the salary standardization law) in the equivalent CS position'. Accordingly, adjustments of basic compensation of COS/JOS shall be implemented parallel to adjustments in basic compensation of regular employees under the Salary Standardization Law (SSL).

In accordance with the BOR approval, the following shall apply with regard to the compensation of COS/JO workers hired for CS-equivalent positions starting 01 July 2022:

1. The basic compensation rates shall be based on the rates for the given fiscal year under the SSL.

For COS or JOs covering the period 01 July 2022 to 31 December 2022, the rates under the [Third Tranche Monthly Salary Schedule](#)² of SSL V shall apply.

¹ Per 1344th BOR Meeting held on 29 April 2019; Fixed at 2019 rates

² Schedule ("Annex A") lifted from DBM NBC No. 588 dated 03 January 2022

2. Under prevailing guidelines jointly issued by COA and DBM³, COS/JO workers may be provided 'a premium of up to 20% of the wage/salary is subject to the availability of funds' on top of the applicable rate of CS-equivalent positions. Provision of this premium and the percentage thereof, which shall in no case exceed 20%, shall be at the discretion of the Chancellors (for CUs), Director (for UP-PGH), or President/Vice Presidents/University Secretary (for UPSA), based on availability of funds in their respective units.
3. In determining the provision and rate of premium, the current rates and the subsequent adjustments must be reviewed together with the HRDOs and Budget Offices.

The preparation and submission of online requests for exemption from hiring COS/JO workers⁴ shall be aligned accordingly. The rate and premium (if any) of previously approved requests for contracts starting 01 July 2022 shall likewise be adjusted accordingly.

4. Nothing in this Memorandum shall be construed to diminish the compensation rates of COS/JO workers with existing contracts.

The concerned units shall review all existing COS/JOs that are effective beyond 01 July 2022. Where such COS/JOs stipulate compensation rates lower than what is provided for in this Memorandum, the concerned units shall accordingly adjust the rates, provided that the adjusted rates shall not take effect earlier than 1 July 2022.

5. These guidelines may also be adopted for COS/JO workers who are externally-funded.
6. Queries and concerns on the implementation of these guidelines must be managed and/or resolved at the level of the Chancellor (for CUs)/Director (UP-PGH). If necessary, however, queries and concerns may be elevated to the System level (i.e. through OVPA, OVPD, and OVPPF).
7. The Chancellors and UP-PGH Director are requested to review and discuss their respective implementation details with their HRDO, Accounting Office, and Budget Office and/or issue their internal guidelines, if necessary, as soon as possible to avoid delays in the processing of contracts, especially for those renewed on a semi-annual basis, and payments.

For guidance and implementation.

NOTED:



ROLANDO T. BELLO
Vice-Chancellor for Administration


DANILO L. CONCEPCION
President 

³ Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2020 dated 20 October 2020: Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government

⁴ For the guidelines and process, you may refer to: [Memo No. NGY 22-30](#)