



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

Office of the Vice-Chancellor for Administration

(Tel. Nos. (049) 536-3468; 536-2331; e-mail: ovca.uplb@up.edu.ph)

19 January 2021

MEMORANDUM NO. 05

Series of 2021

**T O: All Vice-Chancellors, Deans, Directors,
Department Chairs, Unit Heads and Project Leaders**

**SUBJECT: Grant of One-Time Gratuity Pay to Job Order (JO) and
Contract of Service (COS) Workers**

In compliance with the attached Memorandum No. TJH 21-01 dated 13 January 2021 regarding the grant of gratuity pay for FY 2020 to Contract of Service (COS) and Job Order (JO) workers, and other similar schemes (such as projects), offices/units shall prepare a disbursement voucher/payroll with a Certification from the head of Unit (see attached format) that each of the workers listed has a valid contract/s effective as of 15 December 2020 and has rendered at least satisfactory service as of same date. This shall be submitted to the Accounting Office for processing.

The same certification provided to the Accounting Office shall also be submitted to **Human Resources Development Office (HRDO)** for consolidation and submission to the Office of the Vice President for Administration.

Please be guided accordingly.

ROLANDO T. BELLO
Vice Chancellor

Encl.: a/s

MEMORANDUM NO. TJH 21- 01

Grant of One-Time Gratuity Pay to Job Order and Contract of Service Workers

CERTIFICATION

This is to certify that the following workers had valid contracts which were effective as of 15 December 2020 and rendered at least satisfactory service during the period.

Office/
Unit: _____

Seq. No.	Name	Non-UP Contractual Title	Duration of the Contract	Amount of Gratuity Pay Entitled to
1				
2				
3				
4				
5				
TOTAL				0

Certified by:

Head of Unit
(Signature over Printed Name)

OR

Project Leader
(Signature over Printed Name)

Date: _____

Date: _____

*Note: *For project-based personnel*



University of the Philippines
OFFICE OF THE PRESIDENT

13 January 2021

MEMORANDUM NO. TJH 21-01

For : Vice Presidents and Secretary of the University
Chancellors
UP PGH Director
Heads of Offices/Units
Project Leaders

Attention : Directors/ Heads of Accounting Offices
Directors/ Heads of Budget Offices
Directors/ Heads of HRDOs

Subject : Grant of Gratuity Pay for FY 2020 to Contract of Service
(COS) and Job Order (JO) Workers in the Government

On 28 December 2020, President Rodrigo Roa Duterte issued Administrative Order No. 38: *Authorizing the Grant of Gratuity Pay for Fiscal Year 2020 to Contract of Service and Job Order Workers in Government*¹, in recognition of their hard work and cooperation in the implementation of programs, projects and activities, including those which are part of the emergency COVID-19 response efforts of the government, and the fact that they do not enjoy benefits accorded to regular employees.

1. Coverage

Workers whose services are engaged through Contracts of Service (COS), Job Orders (JO), and other similar schemes (such as projects), and whose contracts were still effective as of 15 December 2020, provided they have rendered actual satisfactory performance of service, are eligible to receive the gratuity pay.

2. Amount of One-Time Gratuity Pay

2.1 Those who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of service as of 15 December 2020 shall be given Three Thousand Pesos (PhP3,000) each.

¹Administrative Order No. 38 signed 28 December 2020

- 2.2 Those who have rendered less than four (4) months of actual satisfactory performance of service shall also be granted the gratuity pay, on a pro-rated basis, as follows:

Length of Service	Amount
3 months or more but less than 4 months	Not exceeding PhP2,000.00
2 months or more but less than 3 months	Not exceeding PhP1,500.00
Less than 2 months	Not exceeding PhP1,000.00

3. Definition of Actual Service

For purposes of this grant, actual service shall refer to services rendered onsite, i.e. the COS and JO workers physically report for work at their designated workplace. However, subject to the discretion of the unit head and availability of funds, services rendered by the COS and JO workers offsite during the period of community quarantine, i.e. work from home arrangement may also be considered as actual service.

4. Procedure

The Offices/Units shall prepare a disbursement voucher/payroll with a Certification from the Head of Unit (*see attached format*) that each of the workers listed has valid contract/s effective as of 15 December 2020 and has rendered at least satisfactory service as of same date. These shall be submitted to their respective Accounting Offices for processing.

The Offices/Units shall also submit to the CU/UP-PGH/UP System HRDO the same Certification provided to the Accounting Office not later than 18 January 2021 (Monday). These submissions will be consolidated by the HRDOs for submission to OVPA on or before 22 January 2021 (Friday). The OVPA shall then consolidate the HRDO reports for submission to the Office of the Vice President for Planning and Finance (OVPPF).

5. Source of Funds

4.1 For COS and JO workers

Disbursements will be charged against the CU's savings from their respective available Maintenance and Other Operating Expenses (MOOE)

allotment from the same Program/Activities/Projects (P/A/Ps) (i.e. from Higher Education Services)—from which the compensation of workers engaged is sourced.

4.2 For project-based personnel

Project heads must seek approval of the funding agency first. If approved, disbursements will be charged against the project funds.

6. Due Diligence

Payment of the Gratuity Pay for FY 2020 shall be subject to usual government accounting and auditing rules and regulations. Any unauthorized or excess payment to any COS/JO worker shall be subject to refund. Hence, please observe due diligence in complying with the guidelines for the release of the Gratuity Pay per AO No. 38.

5. Date of Payment

Payment shall be made starting 22 January 2021 (Friday).



TEODORO J. HERBOSA, M.D.
Executive Vice President
By Authority of the President



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**SUBJECT: Grant of One-Time Gratuity Pay to Job Order (JO) and
Contract of Service (COS) Workers**

In compliance with the attached Memorandum No. TJH 21-01 dated 13 January 2021 regarding the grant of gratuity pay for FY 2020 to Contract of Service (COS) and Job Order (JO) workers, and other similar schemes (such as projects), units are advised to submit a certification from the Head of Unit (see attached format) that the workers/s had valid contracts which were effective as of 15 December 2020, provided they have rendered actual satisfactory performance of service. This shall be submitted **on or before 21 January 2021** to the **Accounting Office** for processing and to **Human Resources Development Office (HRDO)** for consolidation and submission to the Office of the Vice President for Planning and Finance (OVPPF).

In addition to the above certification, units whose JO/COS draw compensation from their own budget allocation should submit a DV charging the gratuity to their available MOOE. For project-based personnel, project heads must seek the approval of the funding agency before processing of disbursements charged to project funds.

Please be guided accordingly.


ROLANDO T. BELLO
Vice Chancellor

CERTIFICATION

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Office/Unit: _____

Seq. No.	Name	Position	Duration of the Contract
1			
2			
3			
4			
5			

Fund Code: _____

Certified by:

Head of Unit
(Signature over Printed Name)

Date: _____



University of the Philippines
OFFICE OF THE PRESIDENT

13 January 2021

MEMORANDUM NO. TJH 21-01

For : Vice Presidents and Secretary of the University
Chancellors
UP PGH Director
Heads of Offices/Units
Project Leaders

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Directors/ Heads of Budget Offices
Directors/ Heads of HRDOs

Subject : **Grant of Gratuity Pay for FY 2020 to Contract of Service (COS) and Job Order (JO) Workers in the Government**

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