



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

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines  
+63 49 536 3468 | +63 999-221-1489 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

11 January 2023

**MEMORANDUM NO. 04**

Series of 2023

**TO: All Vice Chancellors, Deans, Directors and Unit Heads**

**SUBJECT: Grant of Gratuity Pay for FY 2022 to Contract of Service (COS)  
and Job Order (JO) Worker in Government**

The National Government, through Administrative Order No. 03 dated 23 December 2022, signed by President Marcos and the Department of Budget and Management (DBM) Budget Circular (BC) No. 2022-5 dated 28 December 2022, has authorized the *grant of Gratuity Pay to Contract of Service and Job Order Workers* in recognition of their hard work in implementing programs, projects and activities, and pivotal role in the delivery of government services amidst the ongoing COVID-19 pandemic and present socio-economic challenges.

**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 2022, 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 2022 shall be given Five Thousand Pesos (PhP5,000) each.

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:

<b>Length of Service</b>	<b>Amount</b>
3 months but less than 4 months	Not exceeding PhP4,000.00
2 months but less than 3 months	Not exceeding PhP3,000.00
Less than 2 months	Not exceeding PhP2,000.00

### 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 under any alternative work arrangements prescribed under COA-DBM JC No. 01, s.2022, may also be considered as actual service.

### 4. Procedure

The Offices/Units shall prepare a disbursement voucher/payroll with a Certification of COS/JOs eligible to gratuity pay, (*see attached format*) that each of the workers listed had valid and effective contract/s as of 15 December 2022 and rendered at least satisfactory service as of the same date. Disbursement vouchers together with the certification shall be submitted to the Accounting Office for processing of payment.

A copy of the signed certification will be submitted to HRDO for validation.

### 5. Source of Funds

#### 5.1 For COS and JO workers

The Gratuity Pay shall be charged against the UPLBs available Maintenance and Other Operating Expenses (MOOE) allotment from the same Program /Activities / Projects (P / A / Ps) from which the compensation of workers engaged is sourced, hence the need to indicate the fund code.

#### 5.2 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 2022 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. 03 and DBM Budget Circular No. 2022-5 and UP System Memo NGY 22-143.

**7. Date of Payment**

Payment shall be made not earlier than 16 January 2023 (Monday).

For information and guidance.



**ROLANDO T. BELLO**  
Officer-in-Charge and  
Vice-Chancellor for  
Administration

**CERTIFICATION**

This is to certify that the following workers had valid contracts which were effective as of 15 December 2022 and rendered at least satisfactory service during the period.

Office/  
Unit: \_\_\_\_\_

Fund Code: (per  
fund source) \_\_\_\_\_

Seq. No.	Name	Non-UP Contractual Title	Duration of the Contract	Amount of Gratuity Pay Entitled to	Bank/ATM Account No.
1					
2					
3					
4					
5					
<b>TOTAL</b>					

**Certified by:**

\_\_\_\_\_  
Head of Unit  
(Signature over Printed Name)

**OR**

\_\_\_\_\_  
Project Leader\*  
(Signature over Printed Name)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: \*For project-based personnel*

**Verified :**

**RICARDO AMIEL V. REVECHE**

Officer-in-Charge, HRDO

**Budget Clearance:**

- charged against the available (MOOE) allotment from the same (P/A/Ps) from which the compensation of workers engaged is sourced. (Section 6.1)
- for modification of allotment within the P/A/P subject to approval of UP President or DBM (Section 6.1.1.1)
- use of savings subject to approval of Malacanang (Section 6.1.1.2).
- For project-based personnel - charged against approved Line-item-Budget

**Budget Head/Director**

**JOHN REYMARK C. GARCIA**

Officer-in-Charge, BMO