



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  
0908-8954-872 and 0999-221-1489 | [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

22 December 2023

**MEMORANDUM NO. 45**

Series of 2023

**TO: All Vice Chancellors, Deans, Directors, Unit Heads , Project Leaders,  
Workers under Job Order/Contract of Service**

**SUBJECT: Guidelines for the Grant of Gratuity Pay for FY 2023 to Contract of  
Service (COS) and Job Order (JO) Workers in UPLB**

---

In reference to Memorandum No. ACR 23-79 regarding the Grant of Gratuity Pay for Fiscal Year 2023 to Contract of Service (COS) and Job Order (JO) Workers in the Government, this memorandum serves to provide detailed instructions for the preparation and submission of required documents.

**Instructions:**

**1. Disbursement Voucher/Payroll Preparation**

- Each office/unit is required to prepare the disbursement voucher/payroll for eligible JO/COS workers. Ensure that the disbursement voucher/payroll is organized per office and per same fund code for consistency.

**2. Gratuity Pay Certification of COS/JOs**

- Prepare the Gratuity Pay Certification for COS/JOs. This certification should include the necessary details and be accurate in reflecting the gratuity pay for each eligible worker and originally signed by the unit/office head or the project leader.

**3. Submission of Documents**

- Submit originally signed documents through the Accounting Office. The submission should include:
  - Disbursement voucher/payroll for eligible JO/COS per office per the same fund code.
  - Gratuity Pay Certification of COS/JOs.
  - Copy of the contract/s for FY2023 covering the recently rendered service of the past 4 months, along with the Gratuity Pay details.
  -

**4. Submission Deadline**

- All documents must be submitted not later than 03 January 2024.
- Soft copies of the submissions should be sent to HRDO through the following link: <http://tinyurl.com/UPLBGratuityPay2023>.

**5. References**

- Refer to the following for additional guidance:
  - Gratuity Pay Memo: <http://tinyurl.com/UPLBGratuity2023memo>
  - Gratuity Pay Template for Certification: <http://tinyurl.com/UPLBGratuity2023template>
- Only official UP mails may be used to access the provided links.

**6. Consolidation and Verification:**

- Submissions will be consolidated for verification and subsequent submission to the Office of the Vice President for Academic Affairs (OVPA) and the Accounting Office upon payment.

**7. Dissemination:**

- Kindly disseminate this information to your constituents to ensure compliance with the guidelines.

For strict compliance.



**ROLANDO T. BELLO**  
Vice Chancellor