



24 February 2017

**MEMORANDUM ORDER NO. CCDP-2017-023**

**TO : ALL CONCERNED**

**THROUGH : Heads of Units and Offices of UPM Central Administration (CAD)**

**SUBJECT : PAYMENT SCHEDULE OF SALARIES FOR JOB ORDER (J.O.) STAFF**

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Please be informed that effective March 2017, the schedule of payments of salaries to J.O. staff will be every 22<sup>nd</sup> of the month (for 1 to 15) and 7<sup>th</sup> of the following month (for 16 to 31).

To facilitate one time and prompt processing of their salaries, submission to the Accounting Office of the following documents is required:

1. Daily Time Records (DTR)/Certificate of Service (COS);
2. Contract of Service; and
3. Accomplishment Report.


The cut-off date for submission of above documents should be the 17<sup>th</sup> day of the month for the first half (1 to 15); and 2<sup>nd</sup> day of the following month for the second half (16 to 31); or the following working day if such dates fall on a Saturday/Sunday/or Holiday.

The Accounting Office will process one Disbursement Voucher (D.V.)/Transfer Order (T.O.) for payment of J.O. salaries every cut-off date. Documents submitted and received by Accounting Office beyond the cut-off date will be processed in the next processing period of salaries.

The Colleges should also observe the cut-off dates for their submission of DVs for J.O. salaries to Accounting Office for processing. Further, the Colleges should refrain from submitting individual DVs per J.O., instead, a collated one time DV per college every cut-off date should be forwarded to Accounting Office for processing of payments.

This supersedes previously issued Memorandum Order NO. CCDP-2015-103 dated 24 September 2015.

Please be guided accordingly.

*for:*  *OIC*  
**CARMENCITA D. PADILLA, MD, MAHPS**  
Chancellor