



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. TJH 17-13

Date : 10 May 2017

For : Vice Presidents
Chancellors
UP PGH Director
Heads of Units

Attention : Directors/ Heads of Accounting Offices

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

On 31 January 2017, President Rodrigo Roa Duterte issued Administrative Order No. 02: *Authorizing the Grant of Gratuity Pay to Job Order and Contract of Service Workers in Government*¹, in recognition of the latter's hard work and the fact that they do not enjoy benefits accorded to regular employees.

In accordance with AO No. 2, the Board of Regents (BOR) approved the proposed grant of gratuity pay at its 1327th meeting held on 27 April 2017 with the following guidelines:

1. Coverage

Workers whose services were engaged through Job Orders (JO), Contracts of Service (COS), and other similar schemes (such as projects), and whose contracts were still effective as of 15 December 2016, provided satisfactory service, are eligible to receive the gratuity pay.

2. Amount of One-Time Gratuity Pay

- 2.1 Those with a total or an aggregate of at least four (4) months of satisfactory service as of 15 December 2016 shall be given Two Thousand Pesos (PhP2,000) each.
- 2.2 Those with a total or an aggregate of less than four (4) months of satisfactory service as of 15 December 2016 shall be given One Thousand Pesos (PhP1,000) each.

3. Procedure

The Units shall prepare a disbursement voucher/payroll with a certification from the Head of Unit (*see attached format*) that the worker/s had valid contracts which were

¹ <http://www.gov.ph/downloads/2017/01jan/20170131-AO-2-RRD.pdf>

effective as of 15 December 2016 and rendered at least satisfactory service as of same date. These shall be submitted to their respective Accounting Offices for processing.

4. Source of Funds

4.1 For COS and JO workers:

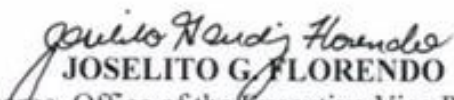
Disbursements will be charged to their respective available Maintenance and Other Operating Expenses (MOOE) allotment from which the compensation of engaged workers are sourced.

4.2 For project-based personnel:

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

5. Date of Payment

Payment shall be made starting 10 May 2017.


JOSELITO G. FLORENDO
Officer-in-Charge, Office of the Executive Vice President, and
Vice President for Planning and Finance