



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

23 March 2020

MEMORANDUM NO. 057
Series of 2020

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

SUBJECT : **Release of salaries of UPLB staff and ICS workers for
the duration of the enhanced community quarantine**

Pursuant to Memorandum No. NGY 20-51 issued by the Office of the Vice President for Administration on 23 March 2020, our salaries for the period 16-31 March 2020 have been released today. Our salaries for the period 1-15 April 2020 will be released on 7 April 2020.

Also credited to our accounts are the first tranches of the Annual Incentive Grant (AIG) for Fiscal Year 2020 in the amount of Six Thousand Eight Hundred Fifty Pesos (PhP6,850.00) and the Rice Allowance in the amount of Two Thousand Three Hundred Fifty Pesos (PhP2,350.00), respectively.

Workers under Individual Contract of Service (ICS) or non-UP contractual personnel shall be paid their corresponding salaries/wages even if they were not required for work based on Joint Circular No. 1, Series of 2020 issued by COA and DBM on 19 March 2020 based on the following schedule:

1. Salaries for the period 16-31 March 2020 shall be released on or before 31 March 2020, and
2. Salaries for the period 1-15 April 2020 shall be released or before 15 April 2020.

In connection with this the Vice Chancellors, Deans, Directors and Department Heads shall facilitate the preparation of the disbursement vouchers for the salaries/wages of their workers under ICS and ensure that these are paid within the schedule provided.

Please be guided accordingly.

FERNANDO C. SANCHEZ, JR.
Chancellor



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

23 March 2020

MEMORANDUM NO. NGY 20-51

TO : Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/ Heads
Accounting Directors/ Heads
Heads of Offices/Units, System Administration

SUBJECT : Updates on the Schedule of the Release of Salaries and Benefits

As the University continuously works on exploring and implementing measures to provide some financial relief to personnel and Non-UP Contractual workers and their families during this time of crisis due to COVID-19, may we provide you updates¹ on the schedule of release of salaries and benefits:

Release of Salaries	
For Permanent and UP Contractual Personnel	
For the period of 16-31 March 2020	on or before 23 March 2020
For the period of 01-15 April 2020	07 April 2020
For Non-UP Contractual Personnel (Project-based, JO, and COS)*	
For the period of 16-31 March 2020	on or before 31 March 2020
For the period of 01-15 April 2020	on or before 15 April 2020
<small>*Compensation is assured, consistent with Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular No. 1, s.2020 dated 19 March 2020 re: Interim Guidelines Governing COS and JO Workers in the Government for the Duration of the State of Calamity and Community Quarantine due to COVID-19.</small>	

Release of Benefits**	
Annual Incentive Grant (AIG) (First Tranche)	not earlier than 23 March 2020
Rice Allowance (First Tranche)	
<small>**For permanent and UP contractual personnel</small>	

In addition, a Risk Allowance, equivalent to hazard pay, shall be provided to employees who are physically reporting to work as part of the skeletal workforce, which include medical/health workers from the University Health Service and the Philippine General Hospital who are at the forefront of this crisis, and other staff members providing essential services to UP.

The University is also reviewing other possible measures, such as the early release of the Mid-Year Bonus (being coordinated with the Department of Budget and Management), and the grant of an emergency allowance for all qualified employees and workforce of UP (subject to the availability of funds).


NESTOR G. YUNQUE

Vice President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University

¹ As provided by UP President Danilo L. Concepcion in his letter to the UP Community re: Administrative Matters dated 23 March 2020