



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

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Office of the University President

Memorandum Order No. **340-b**
Series of 2021

TO : **ALL CONCERNED**

THRU : **VICE PRESIDENTS AND CHANCELLORS**

SUBJECT : **REITERATION OF EXISTING RULES ON COMPENSATION OF THE BATANGAS STATE UNIVERSITY PERSONNEL**

DATE : **18 MAY 2021**


Pursuant to laws, rules, and regulations as hereunder provided, all offices involved in the recruitment and selection of personnel are hereby reminded of the following:

1. Subject to existing laws, rules, and regulations, compensation must follow the principle that there should be "*equal pay for substantially equal work and to base differences in pay upon substantive differences in duties and responsibilities, and qualification requirements of the positions*" (Section 2 of Republic Act (RA) No. 6758). Hence, compensation shall and should never be determined on the basis of color, religion, sex, gender identity or expression, ethnicity, age, physical conditions or other characteristics protected by law;
2. **For those with employer-employee relationship** (permanent, temporary and contractual), their ranks are based on their qualifications based on the merit and fitness rule under the Merit System for Faculty Members, Merit Promotion and Selection Plan, and Qualification Standards (QS) issued by the Civil Service Commission (CSC), as well as other relevant laws, rules, and regulations. Their salaries are governed by RA 11466 or the Salary Standardization Law of 2019;
3. **For job order personnel**, their positions are determined by the Guidelines on the Position Classification of Job Order Personnel under HR-Central Advisory No. 2, s. 2021. Consistent with Commission on Audit (COA) and Department of Budget and management (DBM) Joint Circular No. 2, s. 2020, individuals hired through Job Order shall be paid wages equivalent to the daily wage/salary of comparable positions in government and a premium of up to 20% of such wage/salary, subject to availability of funds;
4. **For lecturers**, their ranks and payment shall be based on Revised Policies and Guidelines on the Hiring of Lecturers which was approved by virtue of Board Resolution (BoR) Resolution No. 065, s. 2020. Particularly:

- 4.1. *For government employees who serve as lecturers in the Graduate School:* Based on the hourly rate of the salary grade of the position they are holding in their mother agency, or based on their rank as per NBC evaluation, whichever is higher;
- 4.2. *For government employees who serve as lecturers in the undergraduate school and College of Law, as well as employees of private businesses/companies who serve as lecturers in the undergraduate school and College of Law:* Based on the schedule of compensation under the guidelines, after appropriate determination following NBC evaluation. This also covers lecturers who are not connected to any company; and
- 4.3. *Retired Faculty Members/Teachers and Personnel as Lecturers:* Based on their last academic rank held, but for retired personnel, based on last salary rate or based on rank per NBC evaluation, whichever is higher



Attached are RA 11466, HR-Central Advisory No. 2, s. 2021, COA-DBM Joint Circular No 2, s. 2020, and on Revised Policies and Guidelines on the Hiring of Lecturers for ready reference.

The Human Resource Management Office (HRMO) is hereby directed to assure continuing observance of the foregoing policies.



Dr. TIRSO A. RONQUILLO
 University President

cc: *Office of the University and Board Secretary*
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S. No. 1219
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Republic of the Philippines
Congress of the Philippines
Metro Manila
Eighteenth Congress
First Regular Session

Begun and held in Metro Manila, on Monday, the twenty-second day of July, two thousand nineteen.

— ■ —
[REPUBLIC ACT NO. **11466**]

AN ACT MODIFYING THE SALARY SCHEDULE FOR CIVILIAN GOVERNMENT PERSONNEL AND AUTHORIZING THE GRANT OF ADDITIONAL BENEFITS, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. *Short Title.* — This Act shall be known as the “Salary Standardization Law of 2019”.

SEC. 2. *Statement of Policy.* — It is hereby declared the policy of the State to provide all government personnel a just and equitable compensation in accordance with the principle of equal pay for work of equal value. In pursuing this policy, the State shall ensure that:

(a) Differences in pay shall be based upon substantive differences in duties, responsibilities, accountabilities and qualification requirements of the positions.

(b) The compensation for all civilian government personnel shall be standardized and rationalized across all government agencies to create an enabling environment that will promote social justice, integrity, efficiency, productivity, accountability and excellence in the civil service.

(c) The compensation of all civilian personnel shall generally be competitive with those in the private sector doing comparable work in order to attract, retain and motivate a corps of competent and dedicated civil servants.

(d) A performance-based incentive scheme which integrates personnel and organizational performance shall be established to reward exemplary civil servants and well-performing organizations.

(e) The compensation scheme shall take into consideration the financial capability of the government and shall give due regard to the efficient allocation of funds for personnel services, which shall be maintained at a realistic level in proportion to the overall expenditure of government.

SEC. 3. *Coverage.* – This Act shall apply to all civilian government personnel in the Executive, Legislative and Judicial Branches, Constitutional Commissions and other Constitutional Offices, government-owned or -controlled corporations (GOCCs) not covered by Republic Act No. 10149, and local government units (LGUs). This shall cover government personnel whether regular, contractual or casual, appointive or elective; and on full-time or part-time basis.

SEC. 4. *Exclusions.* – The following shall be excluded from the coverage of this Act:

(a) Military and uniformed personnel;

(b) GOCCs under Republic Act No. 10149 which shall be covered by a Compensation and Position Classification System (CPCS) established by the Governance Commission for GOCCs (GCG) and approved by the President of the Philippines; and

(c) Individuals whose services are engaged through job orders, contracts of service, consultancy or service contracts with no employer-employee relationship.

SEC. 5. *Position Classification System.* – The following re-categorized groups of classes of positions prescribed and defined under Item (3) of Joint Resolution No. 4, series of 2009 shall be maintained, i.e.: (a) Sub-professional Category; (b) Professional Category; and (c) Executive Category. The Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS, for brevity) shall continually be reviewed and updated by the Department of Budget and Management (DBM) in consideration of substantial changes in and complexity of duties and responsibilities of positions, work methods, skills, competencies, and other relevant factors.

SEC. 6. *Compensation System.* – The Total Compensation Framework established under Item (4) of Joint Resolution No. 4, series of 2009, consisting of the following components, shall continue to be adopted:

- (a) Basic Salaries including Step Increments;
- (b) Standard Allowances and Benefits;
- (c) Specific-Purpose Allowances and Benefits; and
- (d) Incentives.

SEC. 7. *Salary Schedule, Including Step Increments.* – The modified Salary Schedule for Civilian Personnel, to be implemented in four (4) tranches, shall be as follows:

First Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	11,551	11,647	11,745	11,843	11,942	12,042	12,143	12,244
2	12,276	12,369	12,464	12,560	12,657	12,754	12,852	12,950
3	13,019	13,119	13,220	13,322	13,424	13,527	13,631	13,736
4	13,807	13,914	14,020	14,128	14,236	14,345	14,456	14,567
5	14,641	14,754	14,867	14,981	15,096	15,212	15,329	15,446
6	15,524	15,643	15,763	15,884	16,007	16,129	16,253	16,378
7	16,458	16,585	16,713	16,841	16,970	17,101	17,231	17,364
8	17,505	17,663	17,823	17,984	18,146	18,310	18,476	18,643

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
9	18,784	18,941	19,100	19,259	19,420	19,582	19,746	19,911
10	20,219	20,388	20,558	20,731	20,903	21,079	21,254	21,432
11	22,316	22,600	22,889	23,181	23,477	23,778	24,082	24,391
12	24,495	24,779	25,067	25,358	25,653	25,952	26,254	26,560
13	26,754	27,067	27,383	27,703	28,028	28,356	28,688	29,025
14	29,277	29,621	29,969	30,322	30,678	31,039	31,405	31,775
15	32,053	32,431	32,814	33,202	33,594	33,991	34,393	34,801
16	35,106	35,522	35,943	36,369	36,801	37,238	37,681	38,128
17	38,464	38,922	39,385	39,854	40,329	40,810	41,296	41,789
18	42,159	42,662	43,172	43,687	44,210	44,739	45,274	45,816
19	46,791	47,530	48,281	49,044	49,820	50,608	51,410	52,224
20	52,703	53,537	54,386	55,248	56,125	57,016	57,921	58,841
21	59,353	60,296	61,255	62,229	63,220	64,226	65,249	66,289
22	66,867	67,933	69,017	70,118	71,237	72,375	73,531	74,705
23	75,359	76,563	77,788	79,034	80,324	81,635	82,967	84,321
24	85,074	86,462	87,874	89,308	90,766	92,248	93,753	95,283
25	96,985	98,568	100,176	101,811	103,473	105,162	106,879	108,623
26	109,593	111,381	113,200	115,047	116,925	118,833	120,772	122,744
27	123,839	125,861	127,915	130,003	132,125	134,281	136,473	138,701
28	139,939	142,223	144,544	146,903	149,300	151,738	154,215	156,731
29	158,131	160,712	163,335	166,001	168,710	171,464	174,262	177,107
30	178,688	181,604	184,568	187,581	190,642	193,754	196,916	200,130
31	262,965	268,101	273,338	278,676	284,120	289,669	295,327	301,095
32	313,512	319,835	326,285	332,865	339,577	346,426	353,413	360,539
33	395,858	407,734						

Second Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	12,034	12,134	12,236	12,339	12,442	12,545	12,651	12,756
2	12,790	12,888	12,987	13,087	13,187	13,288	13,390	13,493
3	13,572	13,677	13,781	13,888	13,995	14,101	14,210	14,319
4	14,400	14,511	14,622	14,735	14,848	14,961	15,077	15,192
5	15,275	15,393	15,511	15,630	15,750	15,871	15,993	16,115
6	16,200	16,325	16,450	16,577	16,704	16,832	16,962	17,092
7	17,179	17,311	17,444	17,578	17,713	17,849	17,985	18,124
8	18,251	18,417	18,583	18,751	18,920	19,091	19,264	19,438
9	19,593	19,757	19,922	20,089	20,257	20,426	20,597	20,769
10	21,205	21,382	21,561	21,741	21,923	22,106	22,291	22,477
11	23,877	24,161	24,450	24,742	25,038	25,339	25,643	25,952
12	26,052	26,336	26,624	26,915	27,210	27,509	27,811	28,117
13	28,276	28,589	28,905	29,225	29,550	29,878	30,210	30,547
14	30,799	31,143	31,491	31,844	32,200	32,561	32,927	33,297
15	33,575	33,953	34,336	34,724	35,116	35,513	35,915	36,323
16	36,628	37,044	37,465	37,891	38,323	38,760	39,203	39,650
17	39,986	40,444	40,907	41,376	41,851	42,332	42,818	43,311
18	43,681	44,184	44,694	45,209	45,732	46,261	46,796	47,338
19	48,313	49,052	49,803	50,566	51,342	52,130	52,932	53,746
20	54,251	55,085	55,934	56,796	57,673	58,564	59,469	60,389
21	60,901	61,844	62,803	63,777	64,768	65,774	66,797	67,837
22	68,415	69,481	70,565	71,666	72,785	73,923	75,079	76,253
23	76,907	78,111	79,336	80,583	81,899	83,235	84,594	85,975
24	86,742	88,158	89,597	91,059	92,545	94,057	95,592	97,152
25	98,886	100,500	102,140	103,808	105,502	107,224	108,974	110,753

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
26	111,742	113,565	115,419	117,303	119,217	121,163	123,140	125,150
27	126,267	128,329	130,423	132,552	134,715	136,914	139,149	141,420
28	142,683	145,011	147,378	149,784	152,228	154,714	157,239	159,804
29	161,231	163,863	166,537	169,256	172,018	174,826	177,679	180,579
30	182,191	185,165	188,187	191,259	194,380	197,553	200,777	204,054
31	268,121	273,358	278,697	284,140	289,691	295,349	301,117	306,999
32	319,660	326,107	332,682	339,392	346,236	353,218	360,342	367,609
33	403,620	415,728						

Third Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	12,517	12,621	12,728	12,834	12,941	13,049	13,159	13,268
2	13,305	13,406	13,509	13,613	13,718	13,823	13,929	14,035
3	14,125	14,234	14,343	14,454	14,565	14,676	14,790	14,903
4	14,993	15,109	15,224	15,341	15,459	15,577	15,698	15,818
5	15,909	16,032	16,155	16,279	16,404	16,530	16,657	16,784
6	16,877	17,007	17,137	17,269	17,402	17,535	17,670	17,806
7	17,899	18,037	18,176	18,315	18,455	18,598	18,740	18,884
8	18,998	19,170	19,343	19,518	19,694	19,872	20,052	20,233
9	20,402	20,572	20,745	20,918	21,093	21,269	21,447	21,626
10	22,190	22,376	22,563	22,752	22,942	23,134	23,327	23,522
11	25,439	25,723	26,012	26,304	26,600	26,901	27,205	27,514
12	27,608	27,892	28,180	28,471	28,766	29,065	29,367	29,673
13	29,798	30,111	30,427	30,747	31,072	31,400	31,732	32,069
14	32,321	32,665	33,013	33,366	33,722	34,083	34,449	34,819

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
15	35,097	35,475	35,858	36,246	36,638	37,035	37,437	37,845
16	38,150	38,566	38,987	39,413	39,845	40,282	40,725	41,172
17	41,508	41,966	42,429	42,898	43,373	43,854	44,340	44,833
18	45,203	45,706	46,216	46,731	47,254	47,783	48,318	48,860
19	49,835	50,374	50,919	51,470	52,028	52,593	53,165	53,744
20	55,799	56,333	56,873	57,419	57,971	58,529	59,093	59,663
21	62,449	63,002	63,561	64,126	64,697	65,274	65,857	66,446
22	69,963	70,542	71,127	71,718	72,315	72,918	73,527	74,142
23	78,455	79,069	79,689	80,315	80,947	81,585	82,229	82,879
24	88,410	89,053	89,702	90,357	91,018	91,685	92,358	93,037
25	100,788	101,473	102,163	102,859	103,561	104,269	104,983	105,693
26	113,891	114,609	115,332	116,060	116,794	117,534	118,279	119,029
27	128,696	129,447	130,203	130,965	131,733	132,506	133,285	134,069
28	145,427	146,209	147,006	147,809	148,618	149,433	150,254	151,081
29	164,332	165,147	165,977	166,812	167,653	168,500	169,353	170,212
30	185,695	186,549	187,418	188,292	189,172	190,058	190,950	191,848
31	273,278	274,199	275,135	276,077	277,025	277,979	278,939	279,905
32	325,807	326,799	327,806	328,819	329,838	330,863	331,894	332,931
33	411,382	412,437						

Fourth Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	13,000	13,109	13,219	13,329	13,441	13,553	13,666	13,780
2	13,819	13,925	14,032	14,140	14,248	14,357	14,468	14,578
3	14,678	14,792	14,905	15,020	15,136	15,251	15,369	15,486
4	15,586	15,706	15,827	15,948	16,071	16,193	16,318	16,443
5	16,543	16,671	16,799	16,928	17,057	17,189	17,321	17,453

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6	17,553	17,688	17,824	17,962	18,100	18,238	18,379	18,520
7	18,620	18,763	18,907	19,053	19,198	19,346	19,494	19,644
8	19,744	19,923	20,104	20,285	20,468	20,653	20,840	21,029
9	21,211	21,388	21,567	21,747	21,929	22,112	22,297	22,483
10	23,176	23,370	23,565	23,762	23,961	24,161	24,363	24,567
11	27,000	27,284	27,573	27,865	28,161	28,462	28,766	29,075
12	29,165	29,449	29,737	30,028	30,323	30,622	30,924	31,230
13	31,320	31,633	31,949	32,269	32,594	32,922	33,254	33,591
14	33,843	34,187	34,535	34,888	35,244	35,605	35,971	36,341
15	36,619	36,997	37,380	37,768	38,160	38,557	38,959	39,367
16	39,672	40,088	40,509	40,935	41,367	41,804	42,247	42,694
17	43,030	43,488	43,951	44,420	44,895	45,376	45,862	46,355
18	46,725	47,228	47,738	48,253	48,776	49,305	49,840	50,382
19	51,357	52,096	52,847	53,610	54,386	55,174	55,976	56,790
20	57,347	58,181	59,030	59,892	60,769	61,660	62,565	63,485
21	63,997	64,940	65,899	66,873	67,864	68,870	69,893	70,933
22	71,511	72,577	73,661	74,762	75,881	77,019	78,175	79,349
23	80,003	81,207	82,432	83,683	85,049	86,437	87,847	89,281
24	90,078	91,548	93,043	94,562	96,105	97,674	99,268	100,888
25	102,690	104,366	106,069	107,800	109,560	111,348	113,166	115,012
26	116,040	117,933	119,858	121,814	123,803	125,823	127,876	129,964
27	131,124	133,264	135,440	137,650	139,897	142,180	144,501	146,859
28	148,171	150,589	153,047	155,545	158,083	160,664	163,286	165,951
29	167,432	170,166	172,943	175,766	178,634	181,550	184,513	187,525
30	189,199	192,286	195,425	198,615	201,856	205,151	208,499	211,902
31	278,434	283,872	289,416	295,069	300,833	306,708	312,699	318,806
32	331,954	338,649	345,478	352,445	359,553	366,804	374,202	381,748
33	419,144	431,718						

The rates in the above Salary Schedule represent monthly remuneration for regular or contractual personnel, whether appointive or elective, and on full-time employment. The remuneration for those on part-time basis shall be proportionate to the actual services rendered.

Casual personnel shall be paid daily wage rate computed by dividing the corresponding monthly salary rate in the above schedule by twenty-two (22) working days.

SEC. 8. Mid-Year Bonus. – As part of the Incentives under the Total Compensation Framework, the Mid-Year Bonus equivalent to one (1) month basic salary as of May 15 of a given year, shall be granted to those who have rendered at least four (4) months of satisfactory service and are still in the service as of same date, to be given not earlier than May 15 of every year.

The existing Year-End Bonus equivalent to one (1) month basic salary and Cash Gift of Five thousand pesos (P5,000.00), which are categorized under the Standard Allowances and Benefits component of the Total Compensation Framework, shall be given in November of every year.

SEC. 9. Program on Awards and Incentives for Service Excellence (PRAISE). – The PRAISE instituted by the Civil Service Commission (CSC) pursuant to the provisions of Executive Order No. 292 (Administrative Code of 1987) stipulating the establishment of an employee suggestions and incentive awards system, shall be categorized under the Incentive component of the Total Compensation Framework. The guidelines on the monetary and/or non-monetary rewards for recognition of personnel under the PRAISE shall be issued by the CSC in consultation with the DBM.

SEC. 10. Compensation Adjustment for Personnel of Local Government Units. – The modified Salary Schedule and additional Incentives authorized herein may be granted to personnel of LGUs subject to compliance with the Personnel Services (PS) limitation in the LGU budget under Sections 325 and 331 of Republic Act No. 7160 and authorization from the Sanggunian as provided under Sections 447(a), 458(a) and 468(a) of Republic Act No. 7160.

In the implementation of the salary increases, LGUs shall likewise ensure compliance with the following:

(a) The salaries of LGU personnel that may be authorized shall correspond to the LGU's income classification and shall not exceed the percentage of the Salary Schedule in Section 7 hereof, as follows:

Percentage of the Salary Schedule		
	For Provinces/Cities	For Municipalities
Special Cities	100%	
1st Class	100%	90%
2nd Class	95%	85%
3rd Class	90%	80%
4th Class	85%	75%
5th Class	80%	70%
6th Class	75%	65%

(b) The basic pay of barangay personnel shall be in the form of honoraria consistent with Republic Act No. 7160, which shall not exceed the percentage of the Salary Schedule corresponding to the income classification of the LGU. They may be given Year-End Bonus based on the monthly honoraria as of October 31 of the year and Cash Gift of Five thousand pesos (P5,000.00).

However, the minimum Year-End Bonus of One thousand pesos (P1,000.00) for the Punong Barangay and Six hundred pesos (P600.00) for other mandatory barangay officials shall not be subject to the PS limitation.

(c) In case of partial implementation of the authorized compensation rates, the same shall be at uniform percentage across all positions for every LGU.

SEC. 11. *Implementation Schedule.* – For personnel of national government agencies (NGAs), the Salary Schedule in Section 7 hereof shall be implemented in four (4) tranches, with the first tranche beginning on January 1, 2020, the second tranche beginning on January 1, 2021, the third tranche beginning on January 1, 2022, and the fourth tranche beginning on January 1, 2023.

For personnel of GOCCs and LGUs, the implementation period shall not be less than four (4) years depending on their financial capabilities: *Provided*, That the initial implementation shall not be earlier than January 1, 2020.

SEC. 12. *Exempt Entities.* – Exempt entities refer to: (a) government agencies that are not covered by the CPCS authorized under Republic Act No. 6758, as amended; (b) GOCCs governed by the (CPCS) established by GCG under Republic Act No. 10149; and (c) those authorized by law and have actually adopted their own compensation and position classification system.

Exempt entities shall be governed by their respective compensation and position classification systems which shall be made effective upon the recommendation of the DBM or GCG, as the case may be, and approval by the President of the Philippines.

SEC. 13. *Applicability to Certain Officials.* – Pursuant to Section 6 of Article VII and Section 10 of Article VI of the Constitution, the salaries authorized herein for the President of the Philippines, Vice-President of the Philippines and Members of Congress shall take effect only after the expiration of the respective terms of the present incumbents.

SEC. 14. *Funding Sources.* – The funding sources for the amounts necessary to implement this Act shall be as follows:

(a) For NGAs, the amount needed for the salary adjustment in FY 2020 shall be charged against any available appropriations in the FY 2020 General Appropriations Act and any other available and valid appropriations. Thereafter, such amounts as are needed shall be included in the annual General Appropriations Act.

(b) For GOCCs, the amounts shall come from their respective corporate funds in the corporate operating budgets approved by the DBM. GOCCs which do not have sufficient funds shall only partially implement the rates of compensation authorized herein: *Provided*, That any partial implementation shall be at uniform proportion of such rates for all positions in each GOCC.

(c) For LGUs, the amounts shall be charged against their respective local government funds in accordance with the pertinent provisions of this Act and Republic Act No. 7160.

SEC. 15. *Implementing Guidelines.* – The DBM shall issue the guidelines necessary to implement specific provisions of this Act.

SEC. 16. *Separability Clause.* – If, for any reason, any section or provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SEC. 17. *Applicability of Presidential Decree No. 985 as Amended by Presidential Decree No. 1597 and Other Related Laws.* – All provisions of Presidential Decree No. 985, as amended by Presidential Decree No. 1597; Republic Act No. 6758; Joint Resolution No. 1, series of 1994; Joint Resolution No. 4, series of 2009; and Executive Order No. 201, series of 2016, which are not inconsistent with, expressly modified, revoked or repealed in this Act shall continue to be in full force and effect.

SEC. 18. *Repealing Clause.* – All laws, decrees, orders, rules or regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

SEC. 19. *Effectivity.* – This Act shall take effect on January 1, 2020.

Approved,



ALAN PETER S. CAYETANO
*Speaker of the House
of Representatives*



VICENTE C. SOTTO III
President of the Senate

This Act was passed by the Senate of the Philippines and the House of Representatives on December 16, 2019 and December 18, 2019, respectively.



JOSE LUIS G. MONTALES
*Secretary General
House of Representatives*

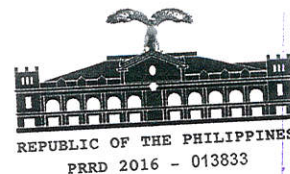


MYRA MARIE D. VILLARICA
Secretary of the Senate

Approved: JAN 08 2020




RODRIGO ROA DUTERTE
President of the Philippines





Republic of the Philippines
BATANGAS STATE UNIVERSITY

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**HUMAN RESOURCE MANAGEMENT OFFICE-
CENTRAL ADMINISTRATION**

HR-Central Advisory No. 2
Series of 2021

TO : ALL HEADS OF HRMO OF CONSTITUENT CAMPUSES

**THRU : THE CHANCELLORS AND VICE CHANCELLORS FOR
ADMINISTRATION AND FINANCE**

**SUBJECT : REITERATION OF THE GUIDELINES ON THE POSITION
CLASSIFICATION OF JOB ORDER PERSONNEL**

DATE : 23 FEBRUARY 2021

This is to reiterate the Memorandum issued by the Office of the Director for Administration Services on 1 September 2014.

While requests for **upgrading is no longer a policy of the University**, said Memorandum **should still be followed in the determination of appropriate position classification of JOs to be hired.**

Hence, in all requests for hiring of JOs, the immediate supervisor as well as the other signatories thereto, especially the Head of HRMOs, should assure that the duties and responsibilities of the requested position be equivalent to the job content/administrative function as stated in the 5th column of the attached matrix of the aforesaid Memorandum. **For positions/level not included in the matrix, the requesting unit must establish that the job:**

- a. requires significantly broader/higher level of knowledge and skill/competency;
- b. entails more complex decisions and problem solving; and
- c. demands broader, higher level communication skills (e.g. influence, facilitation and negotiation).

Attached is the matrix of 1 September 2014 Memorandum of the Office of the Director for Administration Services for reference.

For information and guidance.


Atty. NOEL ALBERTO S. OMANDAP
Assistant Director, HRMO-Central

Sub-Professional Level	Monthly Salary	Hourly Rate	Position Title	Job Content (Administrative Functions)	Education	Experience	Performance	Eligibility
1. Administrative Aide I (SG 1)	9,000.00	51.14	Utility Worker I Laborer I					
2. Administrative Aide II (SG 2)	9,675.00	54.97	Messenger					
3. Administrative Aide III (SG 3)	10,401.00	59.10	Clerk I Utility Worker II	Under close supervision, performs the following essential functions: <ol style="list-style-type: none"> Assists customers at front counter; appropriately greet customers; answers basic questions; locate records; fill out forms; make copies; and process payment (as needed). Answer telephone: appropriately greets customer, assess situation and completes transaction. Processes various basic documents, ensuring that all necessary forms are complete and 	Completion of two years of studies in college	Entry Level		Preferably CS Sub-professional first level

4. Administrative Aide IV (SG 4)	11,181.00	63.53	Clerk II Accounting Clerk I Cash Clerk I Budgeting Aide	<p>accurate.</p> <ol style="list-style-type: none"> 4. Uses computer and software applications to accurately enter data; 5. Log and files documents 6. Contact and interact other offices to obtain and provide basic information. 7. Performs other duties of a similar or related level as necessary or assigned. 	<p>Under minimal supervision, performs the following essential functions:</p> <ol style="list-style-type: none"> 1. Performs all essential functions of the Clerk I. 2. Uses computer and software applications to accurately search databases; conduct research, create documents; and send emails. 3. Assists customers 	Completion of two years studies in college	At least one (1) year in the position	Very Satisfactory	Preferably CS Sub-professional first level
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5. Administrative Aide V (SG 5)	12,019.00	68.29	Carpenter II Mason II Painter II Plumber II	(Currently not included in the Staffing Pattern of the University)	<p>with higher-level transactions: provides situation assessment; instructs customers on various processes and systems; directs customers to appropriate offices or unit.</p> <p>4. Demonstrate proficiency in relevant computer software applications.</p> <p>5. Performs other duties of a similar or related level as necessary or assigned.</p>	Completion of two years of studies in college	At least two (2) years in the position	Very Satisfactory	Preferably CS Sub-professional first level
6. Administrative Aide VI (SG 6)	12,921.00	73.41	Clerk III Accounting Clerk II Cash Clerk II Disbursing Officer I	<p>1. Performs all essential functions of Clerk II.</p> <p>2. Under general supervision, processes higher</p>					

7. Administrative Assistant I (SG 7)	13,890.00	78.92	Secretary I	<p>level-documents.</p> <ol style="list-style-type: none"> 3. Contacts outside organizations to obtain and provide higher level information. 4. Interacts with other offices to obtain and provide higher level information 5. Demonstrate proficiency in relevant computer software documents. 6. Performs other duties of a similar or related level as necessary or assigned. 	Completion of two years of studies in college	Entry Level			Preferably CS Sub-professional first level
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					<p>rough draft or verbal instructions; compose routine correspondence; copy, disseminate, and post documents and information as appropriate.</p> <p>2. Operate a variety of office equipment including a computer, copier, facsimile machine and utilize various computer applications and software packages.</p> <p>3. Compile, prepare and enter data into computer from various sources; Create and maintain computer based tracking information and reports including assigned databases, record and lists.</p> <p>4. Maintain accurate and up-to-date office files and records; prepare and monitor</p>					
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8. Administrative Assistant II (SG 8)	14,931.00	84.84	Clerk IV Cash Clerk III Bookkeeper Disbursing Officer II Budgeting Assistant	<p>various logs and files for current and accurate information including manual and computer logs of documents and other requests processed.</p> <p>5. Monitor inventories and supplies and materials and prepare procurement project management plan of the office concerned.</p> <p>6. Perform related duties as required.</p> <p>1. Performs all essential functions of Clerk III</p> <p>2. Assists customers with difficult and/or complex transactions. May assist customers with regulatory compliance issues.</p> <p>3. Utilizes research and analytical skills in the performance of duties.</p> <p>4. With minimal</p>	Completion of two years studies in college	At least three (3) years in the position	Very Satisfactory	Preferably CS Sub-professional first level
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9. Administrative Assistant III (SG 9)	16,051	91.20	Secretary II Senior Bookkeeper	<p>supervision, process complex documents</p> <ol style="list-style-type: none"> 5. Contacts outside organizations to obtain and provide complex information 6. Interacts with other offices to obtain and provide complex information. 7. Demonstrate high proficiency in relevant software applications. 8. Performs other duties of a similar or related level as necessary or assigned. <ol style="list-style-type: none"> 1. Performs all essential functions of Secretary I 2. Perform the full range of duties as assigned, work independently; apply well developed clerical and office support knowledge, and exercise 	Completion of two years of studies in college	At least one (1) year in the position and 4 hours of relevant training	Very Satisfactory	Preferably CS Sub-professional first level
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**COMMISSION ON AUDIT
DEPARTMENT OF BUDGET AND MANAGEMENT
JOINT CIRCULAR NO. 2, s. 2020
October 20, 2020**

TO : ALL HEADS OF CONSTITUTIONAL BODIES, NATIONAL GOVERNMENT AGENCIES (NGAs), GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs) WITH ORIGINAL CHARTERS and STATE UNIVERSITIES AND COLLEGES (SUCs)

SUBJECT : Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government

1.0 Background

Civil Service Commission (CSC)-Commission on Audit (COA)-DBM JC No. 1, s. 2017 was issued to provide the rules and regulations regarding the engagement of the services of COS and JO workers in the government.

Item 11.1 thereof provided a transitional period which allowed agencies concerned to renew the individual contracts of their existing COS/JO workers up to December 31, 2018.

In view of this, CSC-COA-DBM JC No. 1, s. 2018 was issued to further extend the transition period allowing agencies to engage the services of new COS/JO workers and renew the existing contracts of COS/JO workers until December 31, 2020.

In light of the challenges brought about by the COVID-19 pandemic affecting the operations of government agencies, there is a need to update the existing policies on the engagement of COS and JO workers to ensure the smooth, effective, and efficient delivery of services to the public.

2.0 Policy Statement

Government agencies are authorized to enter into service contracts with other government agencies, private firms, non-government agencies or individuals for services related or incidental to their respective functions and operations, whether on a part-time or full-time basis.

3.0 Purpose

This Joint Circular is issued to prescribe the updated rules and regulations governing COS and JO workers in the government.



4.0 Coverage

This Joint Circular covers all NGAs, GOCCs with original charters, SUCs, and constitutional bodies, which avail of the services of COS or JO workers.

5.0 Definition of Terms

- 5.1 **Contract of Service** refers to the engagement of the services of an individual, private firm, other government agency, non-governmental agency or international organization as consultant, learning service provider or technical expert to undertake special project or job within a specific period.
- 5.2 **Contractor or Service provider** refers to an individual, a government agency or a private or a non-government entity that is duly-registered and recognized by authorized government agencies to provide consultancy services in their respective field of expertise.
- 5.3 **Institutional contract** refers to the agreement between the government agency and contractor or service provider duly-registered and recognized by authorized government agencies to provide services such as janitorial, security, consultancy, and other support services.
- 5.4 **Job Order** refers to piece work (*pakyaw*) or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/ man-made disasters/occurrences, and other manual/trades and crafts services such as carpentry, plumbing, electrical, and the like. These jobs are of short duration and for a specific piece of work.
- 5.5 **Support services** may include janitorial, security, driving, data encoding, equipment and grounds maintenance, and other services that support the day to day operations of the agency.

6.0 Contract of Service

6.1 Institutional Contract of Service

As a general rule, government agencies may avail of outsourced services through institutional COS, subject to the following conditions:

- 6.1.1 Institutional COS covers lump sum work or services to perform janitorial, security, consultancy, and other support functions, subject to the provisions of Republic Act (RA) No. 9184¹ and its Implementing Rules and Regulations, and pertinent budgeting, accounting, and auditing rules and regulations.

The contractor or service provider should meet the following requirements:

- a) Duly registered with the Department of Labor and Employment;
- b) Duly registered with the Bureau of Internal Revenue;

¹ Government Procurement Reform Act



X-----X

- c) For sole proprietorship, duly registered with the Department of Trade and Industry;
- d) For corporations and partnerships, duly registered with the Securities and Exchange Commission; and
- e) Must be an active employer registered with the following agencies:
 - 1) Social Security System,
 - 2) Home Development Mutual Fund (Pag-IBIG Fund), and
 - 3) Philippine Health Insurance Corporation.

6.1.2 Workers hired through institutional COS shall remain to be employees of the contractor or service provider.

6.1.3 The discipline of workers under institutional COS shall be the responsibility of the contractor or service provider. The head of the procuring entity may report to the contractor or service provider any misconduct or wrongdoing of the said worker/s.

6.1.4 The contractor or service provider shall be responsible for providing the workers with compensation and benefits compliant with existing labor law², including the necessary social security and other benefits mandated by law, in addition to the direct compensation as payment for their services.

6.2 Individual Contract of Service

Government agencies may enter into COS with individuals as consultants/contractors, subject to the following guidelines:

6.2.1 The term of contract between the agency and the individual contractor shall be for a maximum period of one (1) year, renewable at the option of the Head of the procuring entity, but in no case shall exceed the term of the latter³.

6.2.2 Engaging the services of an individual contractor shall be subject to pertinent provisions of RA No. 9184 and its implementing guidelines, as applicable⁴, and the existing budgeting, accounting, and auditing rules and regulations.

6.3 Job Order

Government agencies may hire JO workers subject to the following conditions:

6.3.1 The services of a JO worker is either paid according to an agreed contract amount for the piece of work or on a daily wage basis.

6.3.2 Contracting the services of JO workers shall be subject to pertinent budgeting, accounting, and auditing rules and regulations.

² Title II (Wages), Book 3 (Conditions of Employment) of PD 442 or the Labor Code of the Philippines

³ Section 53.7, Revised IRR of RA No. 9184, Highly Technical Consultants

⁴ GPPB Resolution No. 09-2012 and GPPB Policy Opinion 2012-11-21 (Applicability of RA 9184 and its Revised IRR in the Engagement of Individuals under Job Order or Contract of Service)



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7.0 Limitations

- 7.1 Hiring under COS shall be limited to consultants, learning service providers, and/or other technical experts to undertake special project or job within a specific period. The project or job is not part of the regular functions of the agency, or the expertise is not available in the agency, or it is impractical or more expensive for the government agency to directly undertake the service provided by the individual or institutional contractor.
- 7.2 Hiring of JO workers shall be limited to emergency or intermittent work, such as clearing of debris on the roads, canals, waterways, etc. after natural/ man-made disasters/occurrences; other trades and crafts, and manual tasks such as carpentry, plumbing, painting, electrical, and the like which are not part of the regular functions of the agency.
- 7.3 COS and JO workers should not, in any case, be made to perform functions which are part of the job description of the agency's existing regular employees.
- 7.4 COS and JO workers should not be designated to positions exercising control or supervision over regular and career employees.
- 7.5 The services of the COS and JO workers are not covered by Civil Service laws, rules, and regulations, thus, not creditable as government service. They do not enjoy the benefits being received by government employees, such as leave, Personnel Economic Relief Allowance, Representation and Transportation Allowances, and other bonuses and incentives.

8.0 Payment of Services under Individual COS

Individuals hired through COS shall be paid the prevailing market rates, subject to the provisions of RA 9184 and its Implementing Rules and Regulations.

The payment of services shall be charged against the Maintenance and Other Operating Expenses (MOOE) in the approved agency budget.

9.0 Payment of Services under JO

Individuals hired through JO shall be paid wages equivalent to the daily wage/salary of comparable positions in government and a premium of up to 20% of such wage/salary, subject to the availability of funds.

The premium payment may be paid monthly, in lump sum or in tranches (i.e. mid-year and year-end payments) as may be stated in the agreement or contract with the agency.

The payment of services shall be charged against the MOOE in the approved agency budget.

10.0 Monitoring

The COA shall monitor the compliance of agencies with the provisions of this Joint Circular.



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11.0 Transitory Provisions

- 11.1 Agencies may engage the services of new COS/JO workers through individual contract and renew the individual contracts of their existing COS/JO workers until December 31, 2022. Thereafter, the engagement of COS/JO workers shall be in accordance with the provisions of this Joint Circular.
- 11.2 The institutional contract to be entered into by government agencies with a contractor or service provider shall include a provision which will state that the existing qualified COS/JO workers engaged by the agencies may be considered in the hiring by the contractor or service provider.
- 11.3 The existing qualified COS/JO workers shall be considered for appointment by the government agencies to their vacant positions subject to existing civil service laws, rules, and regulations, as well as the CSC-approved Merit Selection Plan of the agency.
- 11.4 Government agencies shall review their functions, systems and procedures, organizational structure, and staffing pattern to assess the needs and gaps, if any, and determine the appropriate human resource complement for their programs/ activities/projects.

The creation of permanent positions may be considered for regular functions, while the hiring of casual or contractual personnel may be considered for projects and activities that are temporary in nature, subject to evaluation of the DBM/Governance Commission for GOCCs, as well as existing budgeting and accounting rules and regulations.

- 11.5 Services of individuals engaged through COS basis, excluding persons or entities engaged through RA No. 9184, and JO shall be paid wages equivalent to the daily wage/salary of comparable positions in government.

Subject to the availability of funds, the COS and JO workers may also be granted a premium of up to 20% of their respective wage/salary.

The premium payment may be paid monthly, in lump sum or in tranches (i.e. mid-year and year-end payments) as may be stated in the agreement or contract with the agency. The payment of services shall be charged against the MOOE in the approved agency budget.

12.0 Sanctions

Heads of agencies and/or responsible officers found to violate the provisions of these rules and regulations may be charged before the proper administrative bodies (Office of the Ombudsman, Office of the President or CSC) for violation of the existing Civil Service Laws and rules of serious nature or conduct prejudicial to the best interest of the service.

13.0 Resolution of Issues

Issues and concerns that may arise in the implementation of these rules and regulations shall be resolved by the COA and the DBM, as appropriate.

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14.0 Repeal

All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this Joint Circular are hereby repealed or modified accordingly.

15.0 Effectivity

This Joint Circular shall take effect after 15 days from its publication in a newspaper of general circulation.


MICHAEL G. AGUINALDO
Chairperson
Commission on Audit




WENDEL E. AVISADO
Secretary
Department of Budget and Management





Republic of the Philippines
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EXCERPT FROM THE MINUTES OF THE FIRST (1st) QUARTER REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD VIA ZOOM MEETING ON 24 JULY 2020, 10:00AM

PRESENT:

Dr. LILIAN A. DE LAS LLAGAS CHED Commissioner	-	Chairperson
Dr. TIRSO A. RONQUILLO University President	-	Vice-Chairperson
Mr. JOHN BRYAN A. DIAMANTE Representative of Sen. Emmanuel Joel J. Atienza	-	Member
Cong. RANEO E. ABU Representative of Cong. Mark O. Go	-	Member
Dir. LUIS G. BANUA Director, NEDA – Region IV-A	-	Member
Dir. ALEXANDER R. MADRIGAL Director, DOST – Region IV-A	-	Member
Mr. FAUSTINO RICARO G. CAEDO Private Citizen Representative	-	Member
Engr. LADISLAO L. ANDAL Private Sector Representative	-	Member
Engr. AMANDO A. PLATA Alumni Regent	-	Member
Dr. JESSE NELSON P. LLANA Faculty Regent	-	Member
Mr. ARVIN LLOYD J. ATIENZA Student Regent	-	Member
Prof. ENRICO M. DALANGIN Board and University Secretary	-	Head Secretariat

OTHERS PRESENT:

Dr. AMELIA A. BIGLETE	-	Director, CHED Regional Office IV-A
Ms. BLAISDELLE C. REGACHO	-	Executive Assistant, Comm. De Las Llagas
Prof. ROGELIO A. ANTENOR	-	VPAA
Atty. LUZVIMINDA C. ROSALES	-	VPAF
Ms. LOUWELYN L. ANDAL	-	Technical Staff

Res. No. 65, S. 2020

WHEREAS, COVID-19 greatly affects the education landscape of the universities not only over the CALABARZON Region but also of the entire country;

WHEREAS, the transition to the “new normal” shall still consider flexible learning and other alternative modes of delivery of education in view of the efforts of government to prevent, control and mitigate the spread of COVID-19 in HEIs;

WHEREAS, the present situation becomes an opportunity for the University to explore the advantages of

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ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents



Republic of the Philippines
BATANGAS STATE UNIVERSITY

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EXCERPT FROM THE MINUTES OF THE FIRST (1st) QUARTER REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD VIA ZOOM MEETING ON 24 JULY 2020, 10:00AM

utilizing alternative modes of delivery of education such as the conduct of online classes;

WHEREAS, there is a need to formulate guidelines on the hiring of online lecturers and other rules relative thereto;

WHEREAS, the Revised Policies and Guidelines on the Hiring of Lecturers was presented to the Academic Council of the University and after thorough discussion and deliberation, it was approved through Resolution No. 0514-03, s. 2020;

WHEREAS, the matter was presented to the Academic Committee and after thorough discussion and deliberation, it was endorsed for the approval of the board through Resolution No. 6, s. 2020.

NOW, THEREFORE:

BE IT RESOLVED, AS IT IS HEREBY RESOLVED that the Board of Regents after thorough discussion and deliberation, approved the Revised Policies and Guidelines on the Hiring of Lecturers.

Attached and made as an integral part of this resolution is the copy of the Revised Policies and Guidelines on the Hiring of Lecturers.

APPROVED.

Certified Correct:


ENRICO M. DALANGIN
Secretary

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Secretary of the University and of the Board of Regents



REVISED POLICIES AND GUIDELINES ON THE HIRING OF LECTURERS

I. RATIONALE

The further extension of the Enhanced Community Quarantine (ECQ) over the CALABARZON Region due to COVID-19 greatly affects the education landscape not only of the University but of the entire country. While it is anticipated that the ECQ shall be lifted on May 2020, the transition to the “new normal” shall still consider flexible learning and other alternative modes of delivery of education in view of the efforts of government to prevent, control and mitigate the spread of COVID-19 in HEIs.

Although one looks the situation negatively, the present situation becomes an opportunity for the University to explore the advantages of utilizing alternative modes of delivery of education such as the conduct of online classes. The said advantages include (1) attracting highly qualified lecturers who cannot accept teaching engagement with the University due to distance restrictions; (2) assuring the quality of instruction delivery thereby contributing to the attainment of the University’s statutory mandate, mission and vision; (3) complying with the orders of the national government to prevent, control and mitigate the spread of COVID-19 in HEIs and (4) accomplishing the goal of establishing a holistic, quality, and inclusive learning environment in the 21st century per Pillar 2 (Access) of the University’s 10-year Strategic Plan. This will likewise expand the University’s selection options among the qualified candidates with the end view of BatStateU’s internationalization initiatives.

With due consideration of the lessons left by the pandemic and the advantages mentioned above, there is a need to revise existing Policies and Guidelines for Lecturers. This revision is likewise called for in order to cover other delivery modes of distance education.

II. LEGAL BASES

1. CHED Advisory No. 6 dated 13 April 2020 which allows HEIs to continue exercise their judgment in the deployment of available flexible learning and other alternative modes of delivery in lieu of in-campus learning. The advisory further advised HEIs, after the lifting of community quarantine, to adopt measures to safeguard the health and safety of their returning students, faculty and staff.
2. CSC MC No. 07, s. 2020, dated 11 March 2020 providing for Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922. Item 4.0 (a) of the MC mandates agencies to formulate their

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Secretary of the University and of the Board of Regents

internal rules and regulations governing the implementation of the alternative work arrangements

3. CSC Announcements No. 12 and 13 series of 2020 which allow alternative work arrangements during the COVID-19 pandemic. This manifests the encouragement of a flexible working arrangement to answer existing and future special circumstances and emergency situations;
4. CSC Memorandum Circular No. 1, s. 1997 Re: Revised Qualification Standards which merely provides for the minimum and basic requirements of positions but does not preclude agencies from establishing higher standards for their positions without any need of approval by the Commission but subject only to submission for records purposes. While this does not cover COS, since vacant item positions in the government can have higher qualifications, with more reason that non-item positions can have additional qualifications;
5. CSC-COA-DBM Joint Circular No. 1, s. 2017 allows agencies to hire individuals under COS. There is nothing in the Circular which precludes agencies to impose additional qualifications/requirements for the party to where the former enters into a contract.

III. GENERAL POLICY STATEMENTS

1. In compliance with existing accounting and auditing rules and regulations, the University shall still hire lecturers under “Contract of Service”.
2. The University is committed to provide lecturers terms and conditions of services that are equitable and fair.
3. This revised policies and guidelines have been developed to implement fair and reasonable procedures relating to hiring the services of lecturers. It is designed to ensure that the University fulfills its obligations balanced with providing the opportunity to recruit and retain suitably qualified and experienced lecturers.

IV. COVERAGE

These Guidelines shall cover the hiring of lecturers both in the undergraduate and graduate schools, including the College of Law. Further, insofar as may be applicable, these Guidelines shall likewise apply to the engagement of Adjunct Faculty as approved under Board Resolution No. 58, s. 2020, in which case, these guidelines shall be applied in suppletory character to the guidelines governing Adjunct Faculty.

V. DEFINITION OF TERMS

1. **Blended Learning.** - an approach to education that combines online educational materials and opportunities for interaction online with face-to-face learning. It requires the physical presence of both teacher and student, with some elements of

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student control over time, place, path, or pace. Here, face-to-face classroom practices are combined with computer-mediated activities regarding content and delivery.

2. **Contract of Service.** - a contract entered into by and between the Batangas State University and a Lecturer for the latter's services as a lecturer. Services under this contract are not considered as government service consistent with existing Civil Service Commission (CSC) rules and regulations
3. **Extensive training.** – refers to various trainings/workshops/learning and development interventions on different online courses/modalities for at least 120 hours undertaken within the last five (5) years reckoned from the date of application for teaching engagement.
4. **Face-to-face learning.** - an instructional method where course content and learning material are taught in person to a group of students. This allows for a physical interaction between students and lecturers.
5. **Highly qualified lecturers.** - refer to lecturers who meet the qualifications as provided under Section VI (1) of these guidelines.
6. **Lecturer.** - a faculty hired by the University and paid on an hourly basis to carry out teaching and teaching related duties through the teaching modalities as herein provided for a limited number of hours and weeks for a term of one academic semester.
7. **Lawyer.** - holder of Bachelor of Laws and Letters (LIB) or Doctor of Jurisprudence (JD) who has successfully passed the Bar Examinations administered by the Supreme Court of the Philippines
8. **Online learning.** – refers to the delivery of instruction through online Learning Management System and other learning platforms.
9. **Relevant experience-** is an appropriate knowledge/skill acquired from present and previous employment which has significant closeness and functional relationship with qualification requirements of the position to be filled up.¹ This term is divided into:
 - a. **More relevant experience.** - refers to experience which is in all square functionally the same with the qualification requirements of the position to be filled up; and
 - b. **Less relevant experience.** - refers to experience that may also be applied for the position to be filled up.

¹ CSC MC No. 23, s. 1991.

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VI. RECRUITMENT

1. **Categories of Lecturers.** The following are the categories of lecturers to be engaged by the University:
 - a. Those who are engaged to deliver instruction through face-to-face learning;
 - b. Those who are engaged to deliver instruction through blended learning;
 - c. Those who are engaged to deliver instruction through online learning; and
 - d. Highly qualified lecturers who may deliver instruction in any of the three (3) teaching modalities.
2. **Recruitment Process.** In searching for qualified candidates, the prevailing administrative process on hiring and recruitment shall be followed. However, the application, interview and teaching demonstration shall be done face to face unless the situation makes it impractical for the conduct of these activities on the said modes. In such a case, the said activities shall be done online.
3. **Qualifications of Lecturers.** In general, all lecturers must meet the minimum requirements for the position such as being a holder of a Bachelor's Degree/Master's Degree.

However highly qualified lecturers shall be exempted from taking pre-employment examination and teaching demonstration. For one to be considered as highly qualified, he/she must possess the following qualifications:

- a. has previous teaching experience;
 - b. at least PhD holder with expertise/specialization/allied areas or highly technical or supervisory/executive industry experience;
 - c. preferably, has published researches in ISI or reputable publication; and
 - d. possesses necessary ICT competencies such as proficiency in using online Learning Management System and other learning platforms and in developing modules for online teaching.
4. **Posting/Publication of Vacant Positions.** The existing modes of posting/publishing the vacant positions shall still be applied.
 5. **Additional Considerations in the Assessment of Candidates.** Should the teaching modality to be used by the candidate be that of distance education and/or blended learning, in the rating system for interview, the FSB shall take into consideration the ICT competency of such candidate.

In the assessment summary, considering that highly qualified lecturers are exempted from conducting teaching demonstration and from taking pre-employment examination, they shall automatically be given the maximum allowable points in those criteria.

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VII. SELECTION

1. **Selection Process.** In the selection process, the existing criteria of the FSB shall be applied taking into consideration the provisions of items 3 and 5 of Section VI.
2. **Selection by the University President.** The University President, on the basis of the evaluation of the FSB, has the discretion to select among the qualified candidates who shall fill the vacant position.

VIII. PLACEMENT

1. **Orientation and On-boarding Process.** Orientation and on-boarding as well as discussion of the terms and conditions of the Contract may be done by the HRMO online or on-site depending on the prevailing circumstances. For this purpose, the HRMO may use orientation videos or arrange a scheduled online orientation. As to those whose services were renewed, orientation shall be necessary should there be new procedure, process, policy or guidelines directly concerning their engagement.

For on-boarding purposes, the HRMO shall provide the hired lecturer of the checklist of requirements as well as the documents he/she must prepare. Included also in the checklist are the requirements of the College and documents discussing the teaching arrangement in the College. For this purpose, the College Deans concerned shall furnish HRMO of all documents they specifically require for inclusion in the checklist.

2. **General Conditions of the Contract.** Terms and conditions of services are generally stipulated in the “Contract of Service”. The lecturer must sign the contract and return it, together with other documents required, to the HRMO before the deadline so specified. Said contract is subject to the following general conditions:
 - a. Receipt of satisfactory medical clearance as fit to work;
 - b. Clearance from employer, if any;
 - c. Authority to teach from their employer, if employed in a full time basis in a company/agency and written declaration of work schedule as required by Section IX (10) of these guidelines;
 - d. Production of original documentary evidence of qualifications relevant to the contract of service;
 - e. Maintenance of relevant professional registration, other professional qualification or license as may be required to practice or to teach or to otherwise lawfully and/or competently to undertake the duties of the post;
 - f. Continuing competence and capacity to perform the full duties of the post. For this purpose, reference may be made in the ratings per the Classroom Observation Form, Teaching Effectiveness Form, Individual Performance

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Commitment and Review Form and all other records which establish the competence and capacity of the lecturer; and

g. Compliance with relevant University's Policies and Procedures

The above conditions may be dispensed with in the case of highly qualified "foreign" lecturers

3. **Submission of Requirements.** Should circumstances warrant, documents required to be submitted by the hired lecturer may be scanned and sent to the HRMO e-mail, as an advance copy. The original copy, however, must be sent to the HRMO through registered mail/private courier.

IX. TERMS OF ENGAGEMENT

1. **Mode of Teaching.** From the teaching modality options given by the University, the lecturer must identify the most appropriate mode of teaching which he/she must adopt for the whole semester, subject to the approval of the College Dean. Any change or modification of the approved teaching modality must likewise be approved by the College Dean.

Notwithstanding, only highly qualified lecturers are allowed to conduct their teaching and teaching related duties purely online, subject to the approval of the University.

2. **Place of Work.** A lecturer is hired to render service on the college/campus specified in the contract. However, the University reserves the right to direct a lecturer to render service in another college/campus in the exigency of service.

3. **Commencement, Duration and Termination**

- a. The 'contract of service' shall specify the date of commencement and termination of the contract. The commencement of service will be from the date on which the lecturer commences teaching under the contract.
- b. In no circumstance shall the duration of the contract of service exceed the length of the academic semester at the University except in cases when the University deems it appropriate to extend the collegiate calendar due to special circumstances and/or emergency situations. As a general rule, the contract of service is made for a semester for which the lecturer has been engaged, Provided, however, that in certain circumstances, such as where the lecturer has been hired to undertake certain teaching duties arising from the temporary absence of a full time/permanent faculty, the contract may be for a shorter period
- c. **Termination by the University.** The University reserves the right to unilaterally terminate the contract on the grounds of misconduct, poor performance, inefficiency and other analogous cases and other urgent cause upon written notice to the lecturer. The University may cancel classes with reasonable notice,

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at any time should circumstances warrant (e.g. low enrolment, other good and urgent cause). In such cases, payment to lecturers shall only be up to the time of termination as provided in this section.

- d. **Termination by the Lecturer.** A lecturer may terminate the contract, *Provided* that a notice of at least one month shall be given to the University President/Dean so that the University has sufficient time to obtain the services of a suitable replacement. In all cases, stipulation in the contract will apply.

If the lecturer terminates the contract without the approval of the University or without the required one-month prior notice, he/she shall be liable for damages for breach of contract, with all claims and benefits accruing forfeited in favor of the University. The amount of damages shall be equivalent to the unexpired portion of the contract. This, however, is without prejudice to other forms of damages as allowed under existing laws, rules and regulations.

4. Contractual Duties

- a. A lecturer will work under the direction of the Dean or the Department Chair and must conform to the requirements, such as preparation of syllabus and action plan to be followed for the duration of the course/service and submit a copy of the same prior the commencement of the course or service.
- b. The duties of lecturer shall include but not limited to:
 - b.1. Teaching the subjects specified in and in accordance with the ‘faculty schedule’ issued by the College concerned (This may be amended from time to time by the college following consultation and reasonable notice of any change)
 - b.2. Preparation of lessons and any necessary teaching aids
 - b.3. Marking of student papers/assignments/laboratory works/examinations
 - b.4. Preparation and supervision of periodic examinations
 - b.5. Keeping and maintenance of class records
 - b.6. Attending departmental and other relevant meetings, academic related activities. This may be attended online or physically depending of the circumstances;
 - b.7. Attending trainings that are organized from time to time when so required;
 - b.8. Completion of all administrative requirements/reports linked to the above
 - b.9. Any other duties in connection with the hourly paid lecturing service which may reasonably be required by the University.

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5. Teaching Schedule/Hours of Work

- a. A lecturer will be given by the Dean a 'faculty schedule' and other associated duties specifying the weekly hours. Teaching hours shall not exceed thirty (30) hours per week.
- b. Any hours worked beyond the maximum teaching hours as provided in the preceding sub-section will not be paid, except where written approval is sought from the Dean prior to the extension of hours/classes.

4. Evaluation of Academic Rank

- a. **Rules on NBC 461.** Lecturers covered by these guidelines shall be evaluated based on the criteria as provided for under the National Budget Circular No. 461, s. 1998 to determine their appropriate ranks. Such ranking, however, should not be construed as an *indicium* of employer-employee relationship but is intended only to determine the just and appropriate rank for the lecturers for purposes of consideration of their qualifications.
- b. **Rules on Government Employees as Lecturers.** Government Employees, regardless of status (except job orders), who shall serve as a lecturer in the University must have to present a written consent from their respective agencies allowing them to engage service to the University and written declaration of work schedule as required by Section IX (10) of these guidelines.

As to the applicable hourly rates, the same shall be based on the hourly rate of the salary grade of the position they are holding in their mother agency, or based on their rank per NBC evaluation, whichever is higher. *Provided*, that this rule is applicable only to the lecturers of the Graduate School. In case of undergraduate and the College of Law, the same shall be governed by specific rates as provided in **Annex A** hereof subject, however, to any adjustment as may be approved by the Board of Regents (BOR).

- c. **Rules on Employees of Private Businesses/Companies as Lecturers.** Employees as herein contemplated who shall serve as a lecturer in the University must have to present a written consent from their respective employers allowing them to engage service to the University and written declaration of work schedule as required by Section IX (10) of these guidelines.

As to the applicable hourly rates, the same shall be based on his/her corresponding academic rank which rate shall be governed by **Annex A** hereof subject, however, to any adjustment as may be approved by the BOR.

- d. **Retired Faculty Members/Teachers and Personnel as Lecturers.** For retired faculty members/teachers who shall serve as a lecturer in the University, the applicable hourly rate shall be based on their last academic rank held. As to retired personnel, their hourly rate shall be based on their last salary rate or based on their rank per NBC evaluation, whichever is higher

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5. **Rates of Pay/Remuneration.** In addition to the rules on rates mentioned in item 4, the following rules shall apply:
- a. Rates of pay for lecturer shall be those determined by the Department of Budget and Management (DBM), based on the faculty rank assignment, after having been evaluated using NBC 461. The rate of pay is stipulated in the contract. The University may provide premiums if so allowed by existing laws, rules and regulations.
 - b. Rates of pay for teaching duty shall be deemed to cover any duties in connection with their lecturing service which are undertaken outside lecturing periods. (e.g. preparation of lessons, keeping and maintenance of class records, preparation of teaching aids, examinations, etc.)
 - c. The University adopts a “No Work No Pay” Rule as stipulated in the contract. No class days due to typhoon, rallies, natural calamities and other unforeseen event will be considered as a special (non-working) day and generally lecturer will not be required and permitted to work unless otherwise is expressly ordered by the University, in which case, proper payment shall be made.
 - d. Lecturer will be entitled to regular pay rate for teaching duty on a day he/she conducted make up classes duly approved by the Dean.
 - e. **Schedule of Rates.** Specific rates of lecturers covered by these guidelines shall be governed by the schedule of rates provided for under **Annex A**.

Provided, that such rate shall be subject to change in accordance with the prevailing accounting and auditing rules and as may be prescribed by subsequent laws, rules and regulations.

6. Method of Payment

- a. Lecturer will receive payment on a semi-monthly basis following the submission of certified Daily Time Record (DTR) to the HRMO on the specified deadlines for each period. Payment will be based on the actual hours worked as reflected in the DTR. For lecturers engaged to teach through distance learning, the log-in and log-out time in the LMS shall be the basis on the computation of hours of work;
- b. Any claims made that are not covered by a contract and certified DTR will not be paid.

7. Absence/Sickness

- a. If it is not possible for the lecturer to undertake teaching due to illness or for any other reason, the Dean or Department Chair must be notified on the morning of the first day of absence.
- b. A lecturer engaged under face-to-face or blended learning modality who is absent due to sickness covered by a medical certificate may not resume duty until he/she has received a final medical certificate from his/her doctor indicating fitness to resume work.

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- c. **Suspension or Cancellation of Classes.** In the event that the University suspends or cancels a class, the lecturer will be given notice through the Dean. Make up class, if necessary, will be undertaken at a mutually acceptable time with prior approval from the Dean. The lecturer will be entitled to a regular hourly rate during such period.

8. Grievance Procedure

- a. Lecturer who has grievance should, in the first instance, raise it directly with the person concerned in a professional manner. If the grievance is related to the service, the lecturer should put it in writing to the Dean for the purpose of seeking redress. If the grievance concerns the Dean then it must be put in writing to the Director, Administrative Services.
- b. Lecturers are required to disclose immediately upon conviction, the fact that he/she has been convicted of any criminal offense during the period of “contract of service”.
- c. Lecturer may seek answers to questions regarding the administration of University policies and regulations informally through the Dean. If a problem or question is not resolved informally to the lecturer’s satisfaction, he/she may put in writing the query addressed to University President with attention to the Director, Administrative Services.

9. **Performance Review.** All lecturers shall be subject to a systematic approach to performance review. Performance review may also be undertaken to assess and collect feedback about their performance.

10. **Declaration of Work Schedule.** If the lecturer is employed/professionally elsewhere (regardless of employment status), he/she must submit to the University a written declaration of his/her work schedule.

11. Intellectual Property

- a. All inventions, designs and written materials, which are undertaken during normal working time and/or with the resources by the University, belong to the University.
- b. The copyright of any work, design or invention patented, edited or otherwise brought into existence by the lecturer solely as a result of his own work, conducted outside contracted working hours, without the use of University facilities/resources, shall belong to the lecturer.
- c. The University’s rules related to intellectual property rights, not otherwise in conflict herein, shall be governed by the University’s IPR Manual.

12. Renewal/Non-renewal of Contract

- a. All ‘Contract of Service’ will be with a term and the lecturer should assume that the contract will end on the final date stated. Letter of intent must be

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submitted to HRMO by Lecturer desiring to continue his/her services in the subsequent term/semester at least thirty (30) days prior to the start of the semester. Non-submission within the prescribed period shall be a presumption of a lecturer's intent not to renew his/her engagement.

- b. Decisions pertaining to the renewal or otherwise of contracts in the subsequent term/semester will be made at the earliest practical opportunity but not later than the start of a term or semester.

13. Confidentiality

- a. Lecturer shall not, for personal benefit or gain, divulge to any person, firm, company or other organization whatsoever any confidential information belonging to the University or relating to its affairs or dealings which may come to the lecturer's knowledge during the performance of duties. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure.
- b. The Lecturer recognizes that by the performance of his duties, he/she may come into contact with personal information/data either of the University or any of its personnel/stakeholders. Thus, by entering into a contract with the University, he/she must ensure that any and all such information must be kept securely against unauthorized disclosure to any person, either orally or in writing.

The Lecturer must also assure that he/she shall only access, handle and use such Personal Data only as needed in order to perform its obligations under his contractual duty or in order to comply with Republic Act No. 10173 (Data Privacy Act as of 2012) and its Implementing Rules and Regulations, and other applicable laws or court orders;

X. MONITORING

1. The Department Chairpersons and the College Deans shall monitor the delivery of learning based on the required Course Content, Class Administration, Assessment Method, and Grading System as reflected in the approved syllabus.
2. **Submission of materials.** In addition to the requirements under Section VIII (2), the lecturer must submit the following materials within two (2) weeks after being notified of the course/s to be taught for evaluation:
 - a. Syllabus
 - b. Instructional modules and infographics;
 - c. Soft copies of lectures; and
 - d. Simulation of experimental activity.
3. **Engagement with the department.** The lecturer should report to the Department Chair, College Dean and Vice President for Academic Affairs whenever required to. Such reporting must be made personally/face-to-face unless the circumstances make it impossible for such manner of reporting. In such cases, reporting may done via video conferencing if so allowed.

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XI. MANDATORY EVALUATION AND REVIEW

By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

XII. EFFECTIVITY

These guidelines shall take effect upon approval of the Board of Regents.

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ANNEX A

**RATES OF OVERLOAD PAY FOR TEMPORARY, PERMANENT AND
RETIRED BATSTATEU FACULTY MEMBERS AND
THE PAY RATE FOR LAWYERS TEACHING IN THE COLLEGE OF LAW**
Effective August 2020

Academic Rank	Undergraduate*	Graduate School*		Remarks	
		With Master's	With Doctorate		
Instructor I	183.65	329.21	352.73		
Instructor II	200.59	359.57	385.26		
Instructor III	219.51	393.48	421.59		
Assistant Professor I	240.31	430.79	461.56		
Assistant Professor II	263.21	471.82	505.53		
Assistant Professor III	288.39	516.96	553.88		
Assistant Professor IV	316.09	566.62	607.09		
Associate Professor I	350.82	628.87	673.79		
Associate Professor II	395.15	708.33	758.92		
Associate Professor III	445.01	797.70	854.68		
Associate Professor IV	501.34	898.69	962.88		
Associate Professor V	565.01	1,012.82	1,085.17		
Professor I	637.85	1,143.39	1,225.07		The Rate of Lawyers teaching in the College of Law shall be equivalent to the rate of honorarium of professors in the Graduate School.
Professor II	727.15	1,303.48	1,396.58		
Professor III	821.68	1,472.93	1,578.14		
Professor IV	928.50	1,664.40	1,783.28		
Professor V	1,049.21	1,880.78	2,015.12		
Professor VI	1,185.60	2,125.28	2,277.09		

*Maximum 6 hours in the undergraduate and 6 hours in the Graduate School

LECTURER RANKS WITH THEIR CORRESPONDING PAY RATES

Rank	Rate*	Remarks
Lecturer I	167.01	
Lecturer II	182.41	
Lecturer III	199.62	
Lecturer IV	218.54	
Lecturer V	239.36	
Lecturer VI	262.25	
Lecturer VII	287.45	
Senior Lecturer I	319.03	Rate of Professionals with maximum of 9 hours teaching load per week
Senior Lecturer II	359.34	
Senior Lecturer III	404.68	
Senior Lecturer IV	455.91	
Senior Lecturer V	513.81	
Professorial Lecturer I	580.05	Rate of Lawyers and Medical Doctors whose expertise are needed and are identified in the PSGs
Professorial Lecturer II	661.26	
Professorial Lecturer III	747.23	
Professorial Lecturer IV	844.36	
Professorial Lecturer V	954.13	
Professorial Lecturer VI	1,078.17	

*Based on SSL V First Tranche, implemented through DBM National Budget Circular No. 579 dated January 24, 2020

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