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**HUMAN RESOURCE MANAGEMENT OFFICE**  
**Central Administration**

**HR-Central Advisory**  
**No. 8 Series of 2022**

**TO :** ALL CONTRACTUAL FACULTY MEMBERS,  
UNDERGRADUATE LECTURERS AND JOB  
ORDER PERSONNEL

**SUBJECT :** SALARY ADJUSTMENT FY2022

**DATE :** 11 MARCH 2022

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The Commission on Audit and the Department of Budget and Management issued Joint Circular No. 2, s. 2020 or the Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government which provides that individuals hired through JO shall be paid wages equivalent to the daily wage/salary of comparable positions in government.

Pursuant thereto, there shall be salary adjustment equivalent to the third tranche of 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" effective January 2022.

In line with this, the salaries of all contractual faculty, undergraduate lecturers, and job order personnel shall be adjusted accordingly. The Human Resource Management Office, in coordination with the Finance/Budget Division of each constituent campus, will immediately process the differential of salaries effective January 2022.

Attached is the copy of the joint circular and the applicable rates for the third tranche of RA No. 11466.

For information and guidance.

**Mrs. LOUWELYN L. ANDAL**  
Assistant Director, HRMO-Central



**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**

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**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.



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#### 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. 9184<sup>1</sup> 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;

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<sup>1</sup> Government Procurement Reform Act



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- 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 law<sup>2</sup>, 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 latter<sup>3</sup>.

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 applicable<sup>4</sup>, 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:

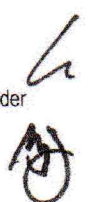
6.3.1 The services of a JO worker is either paid according to an agreed contract amount for the piece of work or on a daily wage basis.

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

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

<sup>3</sup> Section 53.7, Revised IRR of RA No. 9184, Highly Technical Consultants

<sup>4</sup> 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**

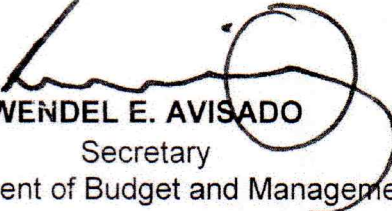
All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this Joint Circular are hereby repealed or modified accordingly.


**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



S. No. 1219  
H. No. 5712

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.



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	208,121	213,358	218,697	224,140	229,691	235,349	301,117	306,999
32	319,660	326,107	332,682	339,392	346,236	353,218	360,342	367,600
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	52,594	53,167	53,748
20	55,799	56,333	56,872	57,417	57,968	58,525	59,088	59,657
21	62,449	63,092	63,741	64,396	65,057	65,724	66,397	67,076
22	69,963	70,629	71,301	71,979	72,663	73,353	74,049	74,751
23	78,455	79,159	79,869	80,584	81,305	82,032	82,765	83,504
24	88,410	89,133	89,861	90,595	91,335	92,081	92,833	93,591
25	100,788	101,533	102,283	103,039	103,801	104,569	105,343	106,123
26	113,891	114,659	115,433	116,213	117,000	117,793	118,592	119,397
27	128,696	129,497	130,303	131,115	131,933	132,757	133,587	134,423
28	145,427	146,249	147,077	147,911	148,751	149,597	150,449	151,307
29	164,332	165,175	166,024	166,879	167,740	168,607	169,480	170,359
30	185,695	186,566	187,443	188,326	189,215	190,110	191,011	191,918
31	213,278	214,175	215,078	216,000	216,928	217,862	218,802	219,748
32	245,807	246,723	247,645	248,573	249,507	250,447	251,393	252,345
33	285,382	286,323						

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

(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*

