



# OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines  
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17 February 2022

## MEMORANDUM NO. NGY 22 – 30

TO : Vice Presidents and Secretary of the University  
Chancellors  
Director, UP-PGH

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

SUBJECT : **Updates on the Process in Engaging Contract of Service (COS) / Job Order (JO) Workers**

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As part of the University's continuous efforts to improve processes, the online request for exemption from the moratorium in hiring COS/JO workers through the University Information System (UIS) has been developed by the UIS/HRIS Team<sup>1</sup>. This shall allow a more efficient and convenient submission, approval (including budget clearance), and tracking process.

In this regard, starting 21 February 2022, CUs, the UP-PGH, and UPSA offices/units engaging services of COS/JO workers must use the online request for Authority to Hire (ATH). The following guidelines shall apply:

### **1. Contracts for Engaging COS/JO Workers Covered in the Online Submission and Approval through UIS**

Offices/units are requested to start using the Authority to Hire (For ICS/Contract of Service) function of the UIS to prepare and submit requests for exemption from the moratorium in hiring contractuels for any type of contract: new/original, replacement, or renewal requests, or straight fees.

Subsequently, all offices/units involved in the approval process (e.g. HRDO, Budget Office, Office of the Vice Chancellors/Deputy Director for Administration, Office of the Chancellor/ Director of UP-PGH, Office of Vice President for Administration, Office of the President) are advised to monitor their worklists for receipt of such requests.

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<sup>1</sup> Presented and discussed at the Monthly HRDO Heads' Meetings for review/comments on 24 November 2021 and 16 February 2022



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Nature of Contract	Description	Approving Authority
Original	New request	President
Reclassification	Same contractee with different terms of the contract	VP for Administration
Renewal of contract	Same contractee and same terms of the contract	CU - Chancellor UPSA - HRDO Director
Renewal of lapsed authority to hire	Renewal of approval	CU - Chancellor UPSA - HRDO Director
Replacement	New contractee with same terms of contract	VP for Administration
Project-based appointment (internal or external funding)	New request or renewal of contract	CU - Chancellor UPSA - HRDO Director

Requests for Straight Fee or one-time payment for JO/ piecework (“pakyaw” services) shall no longer be submitted through UIS. However, a copy of the request must be provided to the respective CU/UP-PGH/ UP System HRDO for notation (recording and monitoring purposes).

The position titles and SG equivalent rates shall be based on the approved amended matrix on the [Contract of Services \(COS\) Positions in the University of the Philippines \(UP\)](#).

## 2. UP Authority to Hire UIS Responsibility

The UP Authority to Hire for ICS responsibility shall be used by the office/unit’s Administrative Officer (AO)/ staff in-charge to submit the online request for exemption from the moratorium to hire Contract of Service/ Job Order workers. Those who have not previously used the online ATH, hence, have no UP Authority to Hire responsibility yet should coordinate with their respective CU/UP-PGH HRDOs for the addition of the said responsibility in their UIS accounts.

The Notification of Approval can be generated and printed once all approvers have approved the request.

Only requests for exemption from the moratorium in hiring COS/JO workers submitted through UIS shall be processed at the System level starting 21 February 2022.



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### 3. Reminders on the Processing of Payment

To avoid delays in the release of payment of COS/JO workers, may we also reiterate the following reminders:

1. Offices/units must not allow their COS/JO workers to start reporting and/or rendering services until the contract has been finalized and signed ('no contract, no start of work'). Per review of the cases of delays in payment reported, incomplete requirements, primarily the contract, was identified as one of the main reasons for this issue. As such, offices/units must ensure that the contracts are processed prior to the start of the contract, as well as advise COS/JO workers regarding the prompt submission of other requirements from their end (e.g. TIN, bank account details).
2. The payment for services rendered by COS/JO workers must be processed and released within five (5) working days after the 15th or end of the month, subject to the submission of complete documents by the COS/JO workers and voucher preparation<sup>2</sup> of the office/unit.
3. UIS has a feature for COS/JO payment/payroll, which use is highly encouraged, as it allows more efficient and convenient processing and monitoring for offices/units and approvers. If the CU/ UP-PGH is yet to start with its implementation, concerns and queries may be coordinated with the UP Information Technology Development Center (UP-ITDC) Human Resource Information System (HRIS) Team.

The CUs/UP-PGH are highly encouraged to issue their respective memo to disseminate the updates and specific process/instructions to be implemented and other reminders as discussed with the HRDOs and Budget Offices, if there are any.

For your guidance and implementation.

**NESTOR G. YUNQUE**  
Vice-President for Administration

cc: Office of the President

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<sup>2</sup> Memorandum No. NGY 20-137 dated 17 September 2020, as reiterated in Memorandum No. NGY 21-148 (for UPSA) and Memorandum No. NGY 21-149 (for CUs and UP-PGH) dated 04 October 2021 re: Schedule of Release of Salary effective October 2021 until September 2022