



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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

21 September 2022

MEMORANDUM NO. NGY 22 – 108

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 : **Schedule of Release of Salary of Employees until
31 December 2022**

In view of the issuance of [Proclamation No. 57, s.2022](#)¹, which further extends the Period of a State of Calamity in the country due to COVID-19, the effectivity of the guidelines on the bi-monthly schedule of release of salary of employees² shall be extended accordingly until 31 December 2022.

For guidance and implementation.

NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President

¹ Proclamation No. 57: Further Extending the Period of a State of Calamity throughout the Philippines due to COVID-19 Declared under Proclamation No. 929, s.2020, and as Extended under Proclamation No. 1021, s.2020, and Proclamation No. 1218, s.2020.-

² [Memo No. NGY 21-148 \(UPSA\)](#) and [Memo No. NGY 21-149 \(CUs, UP-PGH\)](#) dated 04 October 2021: Schedule of Release of Salary effective October 2021 until September 2022

Guidelines on the processing of Payment for COS/JO are contained in [Memo No. NGY 22-30 dated 17 February 2022: Updates on the Process in Engaging COS/JO Workers.](#)