



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES

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11 January 2023

**MEMORANDUM NO. NGY 23 – 06**

TO : Chancellors  
Director, UP-PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration  
HRDO Directors/Heads  
Accounting Office Directors/Heads  
Budget Office Directors/Heads

SUBJECT : **Schedule of Release of Salary for Employees  
Effective February 2023**

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We previously released memoranda on the change in the schedule of release of salary for employees from weekly to bimonthly, initially effective from [October 2021 to September 2022](#)<sup>1</sup>, then extended until [December 2022](#)<sup>2</sup>. The temporary change in the schedule was aligned with the Period of State of Calamity as proclaimed and extended until 31 December 2022 by Malacanang. To date, there is no issuance from Malacanang on whether there is further extension of the Period of State of Calamity.

In this regard, please be advised that the schedule of release of salary for regular employees shall be reverted to the previous practice of weekly release effective February 2023. As a transition, we will still release the salary of employees bimonthly for January 2023.

For guidance and implementation.

**NESTOR G. YUNQUE**

Vice-President for Administration

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

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<sup>1</sup> Memorandum No. NGY 21-148 dated 04 October 2021: Schedule of Release of Salary effective October 2021 until September 2022 (UPSA)

Memorandum No. NGY 21-149 dated 04 October 2021: Schedule of Release of Salary effective October 2021 until September 2022 (CUs/UP-PGH)

<sup>2</sup> Memorandum No. NGY 22-108 dated 21 September 2022: Schedule of Release of Salary of Employees until 31 December 2022