



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

13 February 2023

**MEMORANDUM NO. CCDP 2023-033**

TO : The Dean, Directors, Heads of Units, and Offices

ATTENTION : Project Leaders

SUBJECT : Compliance to Non-engagement Policy of Job Order /Contract of Service Staff with Another UP Unit or Outside Agency and Limit to Engagements of the Project Staff

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All Job Order and Contract of Service staff of the Central Administration are prohibited to engage in another full-time employment within and outside the University. This is pursuant to the provision in the Contract of Service of the subject personnel which states:

"That it is understood that COS/JO worker whose nature of engagement with the University is on a full-time basis cannot seek concurrent full-time engagement or employment with another UP office/unit or elsewhere with or without employer-employee relationship. Work engagement in another office/unit may be allowed, provided that he/she performs these duties outside his /her official working hours, and his/her engagement in another office/unit has the concurrence of his/her unit head. Non-observance of this guideline may be a ground for immediate termination of his /her contract."

The Project-based staff on the other hand must be limited to 2-3 project engagements with the same duration to ensure the provision of quality and efficient service to the unit and to avoid unnecessary delays in their tasks/outputs.

This shall take effect on 1 March 2023.

For strict compliance.

  
**Carmencita D. Padilla, MD, MAHPS**  
Professor and Chancellor 