



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center
8th Floor, PGH Building, Taft Avenue, Manila

HUMAN RESOURCE DEVELOPMENT OFFICE
Central Administration

22 December 2023

HRDO ADVISORY NO. HR23-006

TO : Dean/Director/Head of Unit

ATTENTION : Administrative Officers

SUBJECT : **Submission of Certification of COS/JO Eligible to
Gratuity Pay for FY 2023**

In line with Memorandum No. ACR 23-79 providing guidelines in the payment of gratuity pay for FY 2023 of UP COS/JO, the deadline for online submission of the certification of COS/JO eligible to gratuity pay will be on **27 December 2023**. This is to give HR, Budget, and Accounting Offices enough time to process the pay.

The payment shall be made starting **8 January 2024**.

For your information and compliance.

Thank you.

For:

MICHAEL ANTONIO F. MENDOZA, DDM, MA
Director

Attachment: Copy of Certification

MEMORANDUM NO. ACR 23-79

Grant of Gratuity Pay to Job Order and Contract of Service Workers 2023

CERTIFICATION

This is to certify that the following workers had valid contracts which were effective as of 15 December 2023 and rendered at least satisfactory service during the period.

Office/Unit: _____

| Seq. No. | Name | Non-UP Contractual Title | Duration of the Contract | Amount of Gratuity Pay Entitled to |
|--------------|------|--------------------------|--------------------------|------------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| TOTAL | | | | |

Certified by:

Head of Unit
(Signature over Printed Name)

OR

Project Leader*
(Signature over Printed Name)

Date: _____

Date: _____

Note: *For project-based personnel

Verified :

HRDO Head/Director

Budget Clearance:

/ / charged against the available (MOOE) allotment from the same (P/A/Ps) from which the compensation of workers engaged is sourced. (Section 6.1)

/ / for modification of allotment within the P/A/P subject to approval of UP President or DBM (Section 6.1.1.1)

/ / use of savings subject to approval of Malacanang (Section 6.1.1.2).

/ / For project-based personnel - charged against approved Line-item-Budget

Budget Head/Director