



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE
UNIVERSITY OF THE PHILIPPINES MANILA

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OVCAF MEMORANDUM NO. VCAF 2024-003

TO : Deans/Directors/Heads of Units

THROUGH : Administrative Officers

SUBJECT : Renewal of Contract of Service/Job Order Workers for July to December 2024

Pursuant to [Memorandum ACR-24-90](#) from the Office of the Vice President for Administration of the University of the Philippines System, the payment schemes for our Contract of Service (COS) and Job Order (JO) workers shall be standardized. In view of this, all UP Manila College/Offices are enjoined to use the updated Contract of Service to reflect the changes stated in the policy starting this renewal period.

As such, please expect a slight delay in the renewal of our COS and JO workers while we finalize these contracts, all of which shall be effective for 6 months (July to December 2024).

We highly appreciate your patience and understanding.

For your information and compliance.

Thank you.


JOHANNA PATRICIA A. CAÑAL, MD, MHA, MSc
Vice Chancellor for Administration and Finance

