



04 December 2024

MEMORANDUM NO. CMLT 2024-350

TO : The Deans/Directors/Heads of Units/Offices

ATTENTION : Administrative Officers/Designated Staff

SUBJECT : Renewal of Contract of Service/Job Order Personnel of UP Manila for 2025

All colleges/offices/units may now prepare and process the requirements for the renewal of their respective Contract of Service (COS)/Job Order (JO) personnel for 2025 based on the following contract duration:

Fund Source	Contract Period
GF/RF/UPM Fund	1 January 2025 to a maximum of 6 months
Trust Fund	1 January 2025 to a maximum of 1 year

Note: The term of contract between the University and the employee shall be for a maximum period of one (1) year, renewable at the discretion of the head of the colleges/units/offices.

With the discontinuation of the University Information System (UIS), renewal of COS/JO personnel will revert to manual application until further notice. The following documents must be prepared and consolidated at the college/unit level before submission to the Human Resource Development Office (HRDO):

1. **Basic Paper***
2. **Contract of Service*** (*for the renewal period*)
3. **Copy of previous Contract of Service**
4. **Job Order Evaluation Tool***

*Downloadable at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

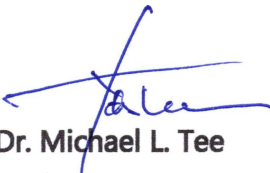
In preparing the Basic Paper and Contract of Service, please use the new salary rate issued by the Department of Budget and Management (DBM), effective 2024 (*see attached [2024 Monthly Rate](#)*).

Additionally, pursuant to [Memorandum No. ACR 24-152](#), the following should be complied with for original requests for Individual Contract of Service (ICS):

- The requesting unit/college must submit the **duly accomplished [OVPA Form No. 2024-01](#) to include the following:**
 - a. Position Description and Duties and Responsibilities;
 - b. Organizational and Personnel Chart, highlighting the vacant position; and
 - c. Justification for the hiring of Individual Contract of Service (ICS) personnel.
- If the request is subject to the approval of the Vice President for Administration, the HRDO shall be in-charge of submitting the request through the Document Tracking System (DRS).

All colleges/offices/units are requested to ensure accuracy of information prior to submission to the HRDO, including correct signatories. The deadline for submission of required documents for the renewal of COS/JO personnel is on **13 December 2024, 5:00 PM.**

For your information, guidance, and compliance.


Dr. Michael L. Tee
Professor and Chancellor

