



Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel. no. (632) 8814 1203 to 1205 | Email: upm-oc@up.edu.ph

16 June 2025

MEMORANDUM NO. CMLT-2025-280

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

ATTENTION : Administrative Officers/Executive Assistants/Designated Staff

SUBJECT : **Update on the renewal of Contract of Service (COS) personnel covering the period 01 July to 31 December 2025**

Pursuant to [OVPA-OVPPF Joint Memorandum No. 25-09](#), all colleges/offices/units are hereby advised to submit the requirements for the renewal period covering 01 July to 31 December 2025 using the Second Tranche of the Updated Salary Schedule for Civilian Government Personnel.

In addition, those with previously approved contracts covering the full calendar year (01 January to 31 December 2025) are likewise directed to adjust and prepare the requirements using the new salary rates. This directive shall be implemented across all colleges/offices/units regardless of funding source.

The following documents for renewal must be prepared and consolidated at the college/unit level prior to 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/forms>

Please ensure the accuracy of all information prior to submission to the HRDO, including correct signatories and the use of updated forms, in order to ensure efficiency and prevent repetitive routing of documents.

Furthermore, it is important to emphasize the provision outlined in Memorandum No. NGY 22-30, item 3.1, which states: "Offices/units must not allow their COS/JO workers to start reporting and/or rendering services until the contract has been finalized and signed ('no contract, no start of work')." In cases where an office/unit permits ICS personnel to report for duty without a valid and duly executed contract, the head of office/unit shall bear full responsibility for the payment of services rendered by said personnel.

The deadline for submission of the required documents to the HRDO is **23 June 2025 (Monday), 5:00 PM**.

For your information, guidance, and compliance.


Dr. Michael L. Tee
Professor and Chancellor

Digitally signed by
Adeiro-CanAl
Johanna Patricia De
Leon
Date: 2025.06.16
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2025 MONTHLY RATE			
Salary Grade	Basic Monthly Rate*	Monthly 20% Premium Rate	Monthly Rate with Premium
1	14,061.00	2,812.20	16,873.20
2	14,925.00	2,985.00	17,910.00
3	15,852.00	3,170.40	19,022.40
4	16,833.00	3,366.60	20,199.60
5	17,866.00	3,573.20	21,439.20
6	18,957.00	3,791.40	22,748.40
7	20,110.00	4,022.00	24,132.00
8	21,448.00	4,289.60	25,737.60
9	23,226.00	4,645.20	27,871.20
10	25,586.00	5,117.20	30,703.20
11	30,024.00	6,004.80	36,028.80
12	32,245.00	6,449.00	38,694.00
13	34,421.00	6,884.20	41,305.20
14	37,024.00	7,404.80	44,428.80
15	40,208.00	8,041.60	48,249.60
16	43,560.00	8,712.00	52,272.00
17	47,247.00	9,449.40	56,696.40
18	51,304.00	10,260.80	61,564.80
19	56,390.00	11,278.00	67,668.00
20	62,967.00	12,593.40	75,560.40
21	70,013.00	14,002.60	84,015.60
22	78,162.00	15,632.40	93,794.40
23	87,315.00	17,463.00	104,778.00
24	98,185.00	19,637.00	117,822.00
25	111,727.00	22,345.40	134,072.40
26	126,252.00	25,250.40	151,502.40
27	142,663.00	28,532.60	171,195.60
28	160,469.00	32,093.80	192,562.80
29	180,492.00	36,098.40	216,590.40
30	203,200.00	40,640.00	243,840.00

* DBM NBC No. 597 dated 20 January 2025