



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

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01 July 2026

MEMORANDUM NO. CMLT-2026-235

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

ATTENTION : Administrative Officers/Designated Staff

SUBJECT : **Renewal of Contract of Service (COS) personnel and checklist of requirements**

Pursuant to [Memorandum No. ACR 26-100](#) issued by the Office of the Vice President for Administration (OVPA), which prescribes the revised Contract of Service (COS) template, all colleges/offices/units are enjoined to submit the requirements for the renewal of their respective COS personnel for the period **01 July to 31 December 2026**, starting 01 July 2026 (Wednesday), and not later than **15 July 2026 (Wednesday)** at 5:00 PM.

The following documents must be prepared and consolidated at the college/unit level prior to submission to the Human Resource Development Office (HRDO):

1. [Basic Paper](#) (in replacement of Annex A - Authority to Hire for funding certification)
2. Contract of Service ([monthly](#) or [daily rate](#) contract template)
3. Annex B - Terms of Reference / Scope of Work
4. Annex C - Certification of Agreed Schedule, Work Arrangement, and Submission of Deliverables
5. Annex D - Data Privacy and Confidentiality Undertaking
6. Copy of previous Contract of Service
7. [Job Order Evaluation Tool](#)

The deans, directors, and heads of units/offices shall determine whether a COS engagement is on a monthly or daily rate basis and shall be guided by the following criteria:

Monthly

Research-based outputs, project-based deliverables, and when the expected outputs of an employee can be completed, measured, and accepted on a milestone or monthly deliverable basis*.

Daily

Administrative frontline services (i.e outgoing and receiving documents, payment transactions, etc.), messengerial functions, network support services, student support services, laboratory services, units supporting essential on-site teaching learning activities or clinical operations, staff designated by deans to support essential teaching functions, maintenance, and utility workers (i.e electrician, carpenter, plumber, gardener, etc.).

The signatories to the contract are as follows:

For offices/units: The head of the office/unit and the Administrative Officer (AO)/designated staff shall sign as witnesses, while the Vice Chancellor having jurisdiction over the office/unit shall be the final signatory. In cases where the office/unit has a limited number of staff and no other authorized personnel is available to serve as a witness, the Director of the Human Resource Development Office (HRDO) may be designated.

For colleges: The department chair and the AO shall sign as witnesses, while the dean shall be the final signatory.

The following important reminders shall be observed:

- COS engagements intended to take effect on 01 July 2026 may indicate such date as the effectivity date, provided that the engagement has been duly approved and the contract, together with all required annexes, is completed, signed, and notarized on or before 15 July 2026.
- Use the third tranche salary schedule (SSL 2026) issued by the Department of Budget and Management (DBM).
- Ensure that all information (signatories, contract duration, etc.) is accurate before submitting to the HRDO to avoid delays or repeated routing of documents.

For your information, guidance, and compliance.

Dr. Michael L. Tee
Professor and Chancellor

cf: HRDO

2026 MONTHLY RATE

Salary Grade	Basic Monthly Rate*	Monthly 20% Premium Rate	Monthly Rate with Premium	Daily Rate w/ Premium
1	14,634.00	2,926.80	17,560.80	798.22
2	15,522.00	3,104.40	18,626.40	846.65
3	16,486.00	3,297.20	19,783.20	899.24
4	17,506.00	3,501.20	21,007.20	954.87
5	18,581.00	3,716.20	22,297.20	1,013.51
6	19,716.00	3,943.20	23,659.20	1,075.42
7	20,914.00	4,182.80	25,096.80	1,140.76
8	22,423.00	4,484.60	26,907.60	1,223.07
9	24,329.00	4,865.80	29,194.80	1,327.04
10	26,917.00	5,383.40	32,300.40	1,468.20
11	31,705.00	6,341.00	38,046.00	1,729.36
12	33,947.00	6,789.40	40,736.40	1,851.65
13	36,125.00	7,225.00	43,350.00	1,970.45
14	38,764.00	7,752.80	46,516.80	2,114.40
15	42,178.00	8,435.60	50,613.60	2,300.62
16	45,694.00	9,138.80	54,832.80	2,492.40
17	49,562.00	9,912.40	59,474.40	2,703.38
18	53,818.00	10,763.60	64,581.60	2,935.53
19	59,153.00	11,830.60	70,983.60	3,226.53
20	66,052.00	13,210.40	79,262.40	3,602.84
21	73,303.00	14,660.60	87,963.60	3,998.35
22	81,796.00	16,359.20	98,155.20	4,461.60
23	91,306.00	18,261.20	109,567.20	4,980.33
24	102,603.00	20,520.60	123,123.60	5,596.53
25	116,643.00	23,328.60	139,971.60	6,362.35
26	131,807.00	26,361.40	158,168.40	7,189.47
27	148,940.00	29,788.00	178,728.00	8,124.00
28	167,129.00	33,425.80	200,554.80	9,116.13
29	187,531.00	37,506.20	225,037.20	10,228.96
30	210,718.00	42,143.60	252,861.60	11,493.71

2026 DAILY RATE

Salary Grade	Basic Monthly Rate	Daily Rate	Daily 20% Premium Rate	Total Daily Compensation
1	14,634.00	665.18	133.04	798.22
2	15,522.00	705.55	141.10	846.65
3	16,486.00	749.36	149.88	899.24
4	17,506.00	795.73	159.14	954.87
5	18,581.00	844.59	168.92	1,013.51
6	19,716.00	896.18	179.24	1,075.42
7	20,914.00	950.64	190.12	1,140.76
8	22,423.00	1,019.23	203.84	1,223.07
9	24,329.00	1,105.86	221.18	1,327.04
10	26,917.00	1,223.50	244.70	1,468.20
11	31,705.00	1,441.14	288.22	1,729.36
12	33,947.00	1,543.05	308.60	1,851.65
13	36,125.00	1,642.05	328.40	1,970.45
14	38,764.00	1,762.00	352.40	2,114.40
15	42,178.00	1,917.18	383.44	2,300.62
16	45,694.00	2,077.00	415.40	2,492.40
17	49,562.00	2,252.82	450.56	2,703.38
18	53,818.00	2,446.27	489.26	2,935.53
19	59,153.00	2,688.77	537.76	3,226.53
20	66,052.00	3,002.36	600.48	3,602.84
21	73,303.00	3,331.95	666.40	3,998.35
22	81,796.00	3,718.00	743.60	4,461.60
23	91,306.00	4,150.27	830.06	4,980.33
24	102,603.00	4,663.77	932.76	5,596.53
25	116,643.00	5,301.95	1060.40	6,362.35
26	131,807.00	5,991.23	1198.24	7,189.47
27	148,940.00	6,770.00	1354.00	8,124.00
28	167,129.00	7,596.77	1519.36	9,116.13
29	187,531.00	8,524.14	1704.82	10,228.96
30	210,718.00	9,578.09	1915.62	11,493.71