



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM ORDER NO. 02, s. 2014

**TO : MRS. SANDRA IRISH C. MARQUEZ - HRMO AND STAFF
ATTY. CANDICE GULLON – CHIEF ADMIN OFFICER &
STAFF DR. JULIET C. DANIELS – DIRECTOR OF
FINANCE & STAFF**
This University

FROM : SERAFIN L. NGOHAYON
University President

SUBJECT : Salary Grade/Rate of all Job Order/Contractual Personnel

DATE : January 6, 2014

1. In our effort to continuously improve productivity of our employees as we embrace the challenges of ASEAN 2015 and march towards the attainment of our vision of making IFSU an ACE – Academic Centers of Excellence, you are hereby enjoined to effect the latest monthly salary of Job Order/ Contractual Employees following the full implementation of the Salary Standardization Law III;
2. The following salary rates must apply as follows:
 - a. Administrative Aide I (SG 1/ S 1)
 - Security Guard = 9,000/month or 300 per day
 - Utility Workers = 9,000/ month or 409 per day of work
 - b. Administrative Aide III (SG 3/ S 1)
 - Office Clerks without eligibility = 10,401/ month or 473 per day
 - c. Administrative Aide IV (SG 4/ S 1)
 - Office clerks with eligibility = 11, 181/ month or 508 per day
 - d. Administrative Aide VI = 12, 921/month or 587 per day
 - For specialist or personnel with special skills/talent
 - e. Instructor I (SG 12/ S 1)
 - Instructors with regular workload = 19,940/ month or 906 per day
3. Length of Service/ Excess Load over regular load is to be compensated by using the appropriate step increment.
4. Job Order/ Contractual personnel are to be paid per day of work computed using actual day of rendering duties and functions as per their daily time records (DTRs);
5. Special skilled employees hired are to be given appropriate salary grades/ rates commensurate their skill levels;
6. Job order/ contractual employees hired to work on (special) projects are to be given appropriate rates determined by funding agencies or based on standard rates given to personnel working on projects as determined by laws or policies.
7. Overtime work can be granted upon request of the immediate supervisor. If approved, they are to be paid using the regular daily rate.
8. It must be understood that all benefits are already included in their increased salary rates and that the nature of their appointments disqualifies them from any other benefits given to permanent employees;
9. For compliance and commitment of all.

Copy Furnished: All ADCO Members (Vice Presidents, Campus Directors, Deans and Department Directors).