



University of the Philippines Manila
The Health Sciences Center

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OVCA10001180

07 November 2017

MEMORANDUM ORDER NO. CCDP-2017-128

TO : ALL CONCERNED

**THROUGH : Heads of Units/Offices
Deans and Directors**

SUBJECT : PAYMENT SCHEDULE OF SALARIES FOR PROJECT BASED STAFF

Please be informed that effective **January 2018**, the schedule of payments of salaries to project based staff will be every 27th day of the month (for 5th to 20th day) and 11th of the following month (for 21st day of the current month to 4th day of the following month/period).

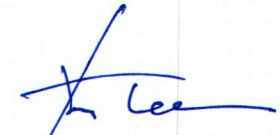
To facilitate one time and prompt processing of their salaries, submission to the Accounting Office of the following documents is required: **(Checklist attached)**

1. Certificate of Service (COS);
2. Contract of Service; and
3. Accomplishment Report
4. Disbursement Voucher (DV), UIS generated and prepared by Unit
5. Payroll Summary.

The deadline for submission of above documents should be the 22nd day of the month for the first half (5th to 20th); and 6th day of the following month for the second half (21st to 4th); or the previous working day if such dates fall on a Saturday/Sunday/or Holiday, **at 1:00 p.m.**

The Accounting Office will process one DV/Transfer Order (T.O.) for payment of project based salaries per college/unit/project every cut-off date. Documents submitted and received by Accounting Office beyond the cut-off date will be processed in the next processing period of salaries. The checklist of requirement submitted shall be certified complete by the originating office and stamped received by Accounting Office with date and time.

Please be guided accordingly.

for

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor *ASO*

CCDP/AAS/mlc

Leonora Paras
OVCA, UP Manila
116 NOV 2017 9:17

**CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SALARIES
FOR PROJECT BASED STAFF**

PARTICULARS	
Certificate of Service (COS)	
Contract of Service	
Accomplishment Report	
Disbursement Voucher (DV), UIS generated and prepared by Unit	
Payroll Summary	

Certified submitted complete:

Signature over printed name
Designation
College/Unit/Office

Received by:

Signature over printed name
Designation
Accounting Office