

UNIVERSITY OF THE PHILIPPINES

Diliman
VOIP Trunkline: 981-8500
TELEFAX: (632) 928-28-28

Quezon City
Local: 2579; 2580

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

11 December 2020

MEMORANDUM NO. AAP 2020-019

TO : **Deans, Directors and Heads of Units**

SUBJECT : **Guidelines for the Release of COVID-19 Cash Assistance of ₱5,000 for NUPs, JOs, and ₱2,500 for Professors Emeriti, Lecturers, Teaching Assistants/ Fellows**

In line with the cash assistance to be granted to regular personnel for economic hardship caused by the COVID-19 pandemic (OP Memo No. TJH 20-39), and because we recognize the service of non-regular workers of the University despite the continuing difficulties brought not just by the pandemic but typhoons as well, the Chancellor approved the release of a Cash Assistance in the amount of ₱5,000 each to the Contract of Service (COS) and Job Order (JO) workers, and, ₱2,500 each to Lecturers, Professors Emeriti, Teaching Associates/Fellows.

1. COVERAGE

- 1.1. All non-UP contractual: Contract of Service (COS) and Job Order workers (rendering full-time service) who are in active service as of 1 December 2020.
- 1.2. Lecturers/TAs/TFs with teaching load in the first semester AY 2020-2021.
- 1.3. Professor Emeritus with teaching and research load.
- 1.4. Project-based personnel may also be granted the cash assistance, if funds are provided in the budget of the projects, and if they have complied with the service requirement stated in Section 1.1.

2. SOURCE OF FUNDS AND DATE OF PAYMENT

The payment of the cash assistance shall be made not earlier than 18 December 2020 subject to the submission of Disbursement Vouchers and Budget Utilization Requests (BUR) with wet signatures, copy of COS/appointment and **certification that they are in active service as of December 1, 2020 from respective units** to the Diliman Budget Office (DBO), or to the Diliman Accounting Office (DAO) for those personnel drawing salaries from funds being controlled by DAO. The funds for this purpose will be drawn from various available funds of Diliman.

For your information and guidance.

Thank you.


ADELINE A. PACIA
Vice Chancellor for Administration