



UNIVERSITY OF THE PHILIPPINES

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Office of the Vice President for Academic Affairs

20 March 2020

Memorandum No. OVPAA 2020-40

For: Chancellors

C I U T

From: Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

Re: PAYMENT OF SALARIES OF LECTURERS AND TEACHING ASSISTANTS/TEACHING FELLOWS UP TO 15 APRIL 2020

As discussed in the Viber Group of the Presidential Advisory Committee, the UP's Constituent Units (CUs) are enjoined to process and release the salaries of lecturers and teaching Assistants (TAs)/teaching Fellows (TFs) up to 15 April 2020 in light of the lockdown of Luzon and provinces in other regions.

In the case of lecturers who are usually paid at the end of the semester, please pay half of the amount due them for the semester since we are halfway through the second semester of SY2019-2020. Process the payments even without the required certifications. Required documents will be submitted after 15 April 2020.

In the case of the TAs and TFs for whom 50% of the salary is paid for by the System and 50% by the CU, please continue to process and release their salaries up to 15 April 2020. By now the funds for most TAs and TFs have been downloaded to the CUs. In the event the documents of a few of them have not yet reached the System for approval and fund transfer, the Chancellors are requested to cover the 50% share of the System for reimbursement after 15 April 2020.

For your guidance. Keep safe.