



# UNIVERSITY OF THE PHILIPPINES MANILA


## Office of the Vice Chancellor for Research

G/F National Institutes of Health Bldg., UP Manila, 623 Pedro Gil St. Ermita, Manila 1000 Philippines  
Tel Nos: (632) 5264266; (632) 5264349 Telefax No: (632) 5250395 Website: <http://nih.upm.edu.ph>

June 26, 2017

TO : ALL CONCERNED

THROUGH : Deans/Directors/Department Chairs/Project Leaders

FROM :  EVA MARIA CUTIONGCO – DE LA PAZ, MD, FPPS  
Vice Chancellor for Research, UPM and  
Executive Director, NIH

SUBJECT : **Payment Schedule of Salaries and Honoraria for Project-Based Staff**

---

Effective July 2017, project-based personnel are required to open personal accounts with the **Development Bank of the Philippines** to facilitate timely release of their salaries, honoraria, and payment for professional services.

In consonance with **Memorandum Order CCDP-2017-023 “Payment Schedule of Salaries for Job Order (J.O.) Staff”**, we are also implementing the same schedule of payments of salaries, honoraria, and payment of professional services for project-based personnel. The requirements for processing are as follows:

1. Certificate of Service (COS) and/or Accomplishment Report accepted by the Project Leader/Principal Investigator/Funding Agency/Sponsor,
2. Certified True Copy of the duly approved Project Contract Form,
3. Certified True Copy of the latest approved Line-Item Budget, and
4. Photocopy of the DBP ATM for newly-opened accounts.

For your compliance and cooperation.