



UNIVERSITY OF THE PHILIPPINES MANILA
Office of the Vice Chancellor for Research

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9 May 2018



RGAO10006112

TO : ALL CONCERNED

THROUGH : Deans/Directors/Department Chairs/Project Leaders

FROM : *Amy de la Paz*
EVA MARIA C. CUTIONGCO-DE LA PAZ, MD, FPSS
Vice Chancellor for Research, UPM and
Executive Director, NIH

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

In relation to the **Memorandum Order No. CCDP- 017-128 “Payment Schedule of Salaries for Project-Based Staff”**, we would like to reiterate the timely submissions of requirements for processing of salaries and honorarium for project-based staff.

To prevent delays in the release of salaries and honoraria of project-based staff, the following requirements should be submitted to the Research Grants Administration Office (RGAO) on the 16th day of the month for the first half (1st to 15th); and 1st day of the following month for the second half (16th to 30th); or the previous working day if such dates fall on a Saturday/Sunday/or Holiday.):

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

Please be guided accordingly.