



Republic of the Philippines
TARLAC STATE UNIVERSITY

Romulo Boulevard, San Vicente, Tarlac City

Tel. No. (045) 606-8101, (045) 606-8200

Official Website: <http://www.tsu.edu.ph> E-mail Address: pres_office@tsu.edu.ph

**EXCERPTS FROM THE MINUTES OF THE 125TH REGULAR MEETING OF
THE BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY
HELD VIA ZOOM ON MARCH 21, 2022**


Resolution No. 26, s. 2022

**APPROVING THE PROPOSED ADJUSTMENTS IN THE
QUALIFICATION AND APPROPRIATE HOURLY RATES OF
LECTURER AND PART-TIME FACULTY MEMBERS, EFFECTIVE
APRIL 1, 2022 S FOLLOWS:**

PROPOSED NEW PRIME HOURLY TEACHING RATE (2022)

QUALIFICATION	ACADEMIC RANK/SG	MONTHLY	PHTR
BACHELOR'S DEGREE	INSTRUCTOR 1/12	27,608	258.74
BACHELOR'S DEGREE AND LICENSED	INSTRUCTOR 2/13	29,798	279.27
MASTER'S DEGREE	INSTRUCTOR 3/14	32,321	302.91
MASTER'S DEGREE AND LICENSED	ASST PROFESSOR 1/15	35,097	328.93
DOCTORAL DEGREE	ASST PROFESSOR 2/16	38,150	357.54

Certified Correct:


AURELIA S. VALENCIA
Board Secretary

CSW FORM

**PROPOSED NEW PER HOURLY TEACHING RATE OF LECTURERS/PART-TIMERS
EFFECTIVE FIRST SEMESTER OF THE AY 2022-2023**

A. Proponent Office: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

B. Action Requested: - FOR APPROVAL -

C. Rationale/Background Information

Currently, the University applies the prime hourly teaching rate of lecturers/part-timers based on qualifications through the Board of Regents Resolution No. 91, s. 2014. The rate was based on the 2012 Salary Schedule of DBM National Budget Circular No. 540 dated May 10, 2012 as follows:

Current Prime Hourly Teaching Rate (2012 Salary Schedule)				
Qualification	Academic Rank	SG	Monthly	PHTR
Bachelor's Degree	Instructor 1	12	19,940	186.88
Bachelor's Degree and Licensed	Instructor 2	13	21,436	200.90
Master's Degree	Instructor 2	13	21,436	200.90
Master's Degree and Licensed	Instructor 3	14	23,044	215.97
Doctoral Degree	Assistant Professor 1	15	24,887	233.24

With the implementation of the Third Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government pursuant to RA No. 11466 through National Budget Circular No. 588, dated January 3, 2022, the University proposes for the updating of the Per Hourly Teaching Rate (PHTR) of Lecturers and Part-timers in the undergraduate and graduate program based on their educational qualification presented below.

Proposed New Prime Hourly Teaching Rate (2022)					
Qualification	Academic Rank	SG	Monthly	PHTR	Difference
Bachelor's Degree	Instructor 1	12	27,608	258.74	71.86
Bachelor's Degree and Licensed	Instructor 2	13	29,798	279.27	78.37
Master's Degree	Instructor 3	14	32,321	302.91	102.01
Master's Degree and Licensed	Assistant Professor 1	15	35,097	328.93	112.96
Doctoral Degree	Assistant Professor 2	16	38,150	357.54	124.30

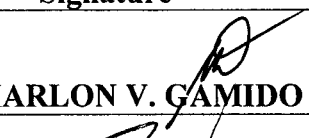

D. Supporting Documents/Legal Basis

1. BOR Resolution No. 91, s. 2014 – Old Rate
2. DBM National Budget Circular No. 540 and 588

E. Proposed Resolution for BOR Action

Resolution No. ____ Series 2022

**PROPOSED NEW PER HOURLY TEACHING RATE OF LECTURERS/PART-TIMERS
EFFECTIVE FIRST SEMESTER OF THE AY 2022-2023**

Office	Signature	Remarks
Vice President for Administration & Finance	 DR. MARLON V. GAMIDO	
Vice President for Academic Affairs	 DR. ERWIN P. LACANLALE	



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**EXCERPTS FROM THE MINUTES OF THE 96th REGULAR MEETING OF
THE BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY
HELD AT THE TSU ALUMNI CENTER CONFERENCE ROOM
ON NOVEMBER 19, 2014**

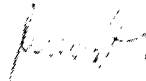
Resolution No. 91, s. 2014

APPROVING THE ADJUSTMENT OF THE HOURLY
RATES OF LECTURERS/PART TIMERS BASED ON THEIR
QUALIFICATIONS AS FOLLOWS:

BACHELOR'S DEGREE	- P186.88
BACHELOR'S DEGREE AND LICENSED	- P200.90
MASTER'S DEGREE	- P200.90
MASTER'S DEGREE AND LICENSED	- P215.97
DOCTORAL DEGREE	- P233.24

SUBJECT TO COMPLIANCE WITH DBM RULES AND
GOVERNMENT ACCOUNTING AND AUDITING RULES AND
REGULATIONS

Certified Correct:


AURELIA S. VALENCIA
Board Secretary V



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Boncodin Hall, General Solano Street, San Miguel, Manila



NATIONAL BUDGET CIRCULAR

No. 540

May 10, 2012

- TO** : **Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including State Universities and Colleges (SUCs); Government-Owned or -Controlled Corporations (GOCCs) and Government Financial Institutions (GFIs); and All Others Concerned**
- SUBJECT** : **Implementation of the Fourth Tranche Monthly Salary Schedule for Civilian Personnel and Base Pay Schedule for Military and Uniformed Personnel in the National Government**

1.0 Purpose

This Circular is issued to prescribe the guidelines, rules, and regulations to govern the implementation in the National Government of the fourth tranche of the modified Salary Schedule for civilian personnel and Base Pay Schedule for military and uniformed personnel, both provided under the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, and as mandated under Executive Order (E.O.) No. 76, issued on April 30, 2012.

2.0 Coverage

The following are covered by this Circular:

- 2.1 All positions for civilian personnel, whether regular, casual, or contractual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in the Executive, Legislative, and Judicial Branches, the Constitutional Commissions/Offices, SUCs, GOCCs, and GFIs covered by the Compensation and Position Classification System under Republic Act (R.A.) No. 6758, "Compensation and Position Classification Act of 1989," as amended; and
- 2.2 Military personnel under the Armed Forces of the Philippines, Department of National Defense (DND); and uniformed personnel under the Philippine National Police (PNP), Philippine Public Safety College (PPSC), Bureau of Fire Protection (BFP), and Bureau of Jail Management and Penology (BJMP) under the Department of the Interior and Local Government (DILG); Philippine Coast Guard (PCG); and National Mapping and Resource Information Authority (NAMRIA).

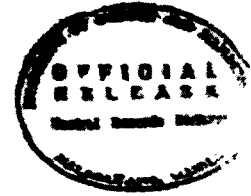
Annex "A"

**Fourth Tranche Monthly Salary Schedule for Civilian Personnel
of the National Government
Effective June 1, 2012
(InPesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	9,000	9,090	9,181	9,273	9,365	9,459	9,554	9,649
2	9,675	9,772	9,869	9,968	10,068	10,169	10,270	10,373
3	10,401	10,505	10,610	10,716	10,823	10,931	11,040	11,151
4	11,181	11,292	11,405	11,519	11,635	11,751	11,869	11,987
5	12,019	12,139	12,261	12,383	12,507	12,632	12,759	12,886
6	12,921	13,050	13,180	13,312	13,445	13,580	13,716	13,853
7	13,890	14,029	14,169	14,311	14,454	14,598	14,744	14,892
8	14,931	15,081	15,232	15,384	15,538	15,693	15,850	16,009
9	16,051	16,212	16,374	16,538	16,703	16,870	17,039	17,209
10	17,255	17,428	17,602	17,778	17,956	18,135	18,317	18,500
11	18,549	18,735	18,922	19,111	19,302	19,495	19,690	19,887
12	19,940	20,140	20,341	20,545	20,750	20,958	21,167	21,379
13	21,436	21,650	21,867	22,086	22,306	22,529	22,755	22,982
14	23,044	23,274	23,507	23,742	23,979	24,219	24,461	24,706
15	24,887	25,161	25,438	25,718	26,000	26,286	26,576	26,868
16	26,878	27,174	27,473	27,775	28,080	28,389	28,702	29,017
17	29,028	29,348	29,671	29,997	30,327	30,661	30,998	31,339
18	31,351	31,696	32,044	32,397	32,753	33,113	33,478	33,846
19	33,859	34,231	34,608	34,988	35,373	35,762	36,156	36,554
20	36,567	36,970	37,376	37,788	38,203	38,623	39,048	39,478
21	39,493	39,927	40,367	40,811	41,259	41,713	42,172	42,636
22	42,652	43,121	43,596	44,075	44,560	45,050	45,546	46,047
23	46,064	46,571	47,083	47,601	48,125	48,654	49,190	49,731
24	49,750	50,297	50,850	51,410	51,975	52,547	53,125	53,709
25	53,730	54,321	54,918	55,522	56,133	56,750	57,375	58,006
26	58,028	58,666	59,312	59,964	60,624	61,291	61,965	62,646
27	62,670	63,360	64,057	64,761	65,474	66,194	66,922	67,658
28	67,684	68,428	69,181	69,942	70,711	71,489	72,276	73,071
29	73,099	73,903	74,716	75,537	76,368	77,208	78,058	78,916
30	78,946	79,815	80,693	81,580	82,478	83,385	84,302	85,230
31	90,000	90,990	91,991	93,003	94,026	95,060	96,106	97,163
32	103,000	104,133	105,278	106,437	107,607	108,791	109,988	111,198
33	120,000							



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT



NATIONAL BUDGET CIRCULAR

No. 588
January 3, 2022

TO : Heads of Departments, Agencies, and Other Offices of the National Government, including Commissions/Offices under the Constitutional Fiscal Autonomy Group (CFAG), State Universities and Colleges (SUCs), and Government-Owned or -Controlled Corporations (GOCCs); and All Others Concerned

SUBJECT : Implementation of the Third Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act (RA) No. 11466

1.0 Background

RA No. 11466¹, otherwise known as the "Salary Standardization Law of 2019," provides the modification of the Salary Schedule for Civilian Personnel and authorizes the grant of additional benefits.

Said Act also states that the modified Salary Schedule for Civilian Personnel shall be implemented in four (4) tranches, i.e., from FY 2020 to FY 2023.

2.0 Purpose

This Circular is issued to prescribe the guidelines, rules, and regulations for the implementation of the third tranche of the modified Salary Schedule for Civilian Personnel stipulated under RA No. 11466.

3.0 Coverage

This Circular covers all positions for civilian personnel, whether regular, casual, or contractual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in the Executive, Legislative, and Judicial Branches, the Constitutional Commissions and other Constitutional Offices, SUCs, and GOCCs not covered by RA No. 10149², which are under the jurisdiction of the Department of Budget and Management (DBM).

¹ An Act Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits, and for Other Purposes

² An Act to Promote Financial Viability and Fiscal Discipline in Government-Owned or -Controlled Corporations and to Strengthen the Role of the State in its Governance and Management to Make Them More Responsive to the Needs of Public Interest and for Other Purposes

ANNEX "A"

**Third Tranche Monthly Salary Schedule for Civilian Personnel
of the National Government
Effective January 1, 2022
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	12,517	12,621	12,728	12,834	12,941	13,049	13,159	13,268
2	13,305	13,406	13,509	13,613	13,718	13,823	13,929	14,035
3	14,125	14,234	14,343	14,454	14,565	14,676	14,790	14,903
4	14,993	15,109	15,224	15,341	15,459	15,577	15,698	15,818
5	15,909	16,032	16,155	16,279	16,404	16,530	16,657	16,784
6	16,877	17,007	17,137	17,269	17,402	17,535	17,670	17,806
7	17,899	18,037	18,176	18,315	18,455	18,598	18,740	18,884
8	18,998	19,170	19,343	19,518	19,694	19,872	20,052	20,233
9	20,402	20,572	20,745	20,918	21,093	21,269	21,447	21,626
10	22,190	22,376	22,563	22,752	22,942	23,134	23,327	23,522
11	25,439	25,723	26,012	26,304	26,600	26,901	27,205	27,514
12	27,608	27,892	28,180	28,471	28,766	29,065	29,367	29,673
13	29,798	30,111	30,427	30,747	31,072	31,400	31,732	32,069
14	32,321	32,665	33,013	33,366	33,722	34,083	34,449	34,819
15	35,097	35,475	35,858	36,246	36,638	37,035	37,437	37,845
16	38,150	38,566	38,987	39,413	39,845	40,282	40,725	41,172
17	41,508	41,966	42,429	42,898	43,373	43,854	44,340	44,833
18	45,203	45,706	46,216	46,731	47,254	47,783	48,318	48,860
19	49,835	50,574	51,325	52,088	52,864	53,652	54,454	55,268
20	55,799	56,633	57,482	58,344	59,221	60,112	61,017	61,937
21	62,449	63,392	64,351	65,325	66,316	67,322	68,345	69,385
22	69,963	71,029	72,113	73,214	74,333	75,471	76,627	77,801
23	78,455	79,659	80,884	82,133	83,474	84,836	86,220	87,628
24	88,410	89,853	91,320	92,810	94,325	95,865	97,430	99,020
25	100,788	102,433	104,105	105,804	107,531	109,286	111,070	112,883
26	113,891	115,749	117,639	119,558	121,510	123,493	125,508	127,557
27	128,696	130,797	132,931	135,101	137,306	139,547	141,825	144,140
28	145,427	147,800	150,213	152,664	155,155	157,689	160,262	162,877
29	164,332	167,015	169,740	172,511	175,326	178,188	181,096	184,052
30	185,695	188,726	191,806	194,937	198,118	201,352	204,638	207,978
31	273,278	278,615	284,057	289,605	295,262	301,028	306,908	312,902
32	325,807	332,378	339,080	345,918	352,894	360,011	367,272	374,678
33	411,382	423,723						

Manual on Position Classification and Compensation

7.11 Role of Agencies in the Implementation of NBC No. 461

7.11.1. Role of SUCs, HEIs and TEIs

The heads of SUCs, HEIs and TEIs shall submit the Personal Services Itemization and Plantilla of Personnel (PSIPOP).

reflecting the modifications in rank/sub-rank and the corresponding salary adjustments of faculty members concerned together with the CCE Computer Print-out and pertinent evaluation documents.

7.11.2. Role of DBM

The DBM Regional Offices (ROs) shall verify and post-audit the PSIPOP. The DBM ROs shall then prepare the Notice of Organization, Staffing and Compensation Action (NOSCA) reflecting the changes in the rank/sub-rank and salaries of faculty members concerned in the respective institution.

7.12 Evaluation Cycle

As a matter of policy, the evaluation may be undertaken every odd year for SUCs. In the case of HEIs and TEIs, the evaluation may be undertaken every even year.

7.13 Additional Compensation for Faculty

7.13.1 Honoraria for Teaching Overload

Faculty members are entitled to honoraria for services rendered in excess of the regular teaching load. Honoraria shall be based on the Prime Hourly Teaching Rate (PHTR) which shall be computed as follows:

7.13.1.1 For undergraduate program

$$\text{PHTR} = \frac{\text{AR}}{\text{W}} \times \text{T} = \frac{\text{AR}}{1600} \times 1.25 = 0.000781 \text{ AR}$$

Where:

AR = annual salary rate of each faculty proposed to be paid honoraria

Classification and Compensation Scheme for Faculty Positions

W = Total teaching hours (40hrs/week multiplied by 40 weeks or 1600 hrs.)

T = 1.25 or 125% of the faculty's remuneration for services in excess of 6 hours of actual teaching per day but not more than 2 hours

7.13.1.2 For graduate program

7.13.1.2.1 For faculty members with Bachelor's degrees and with special vocational preparation

$$\text{PHTR} = \frac{\text{AR}}{1,296} \times 1.5 = 0.0012 \text{ AR}$$

7.13.1.2.2 For faculty members with Master's degrees

$$\text{PHTR} = 0.0014 \text{ AR}$$

7.13.1.2.3 For faculty members with Doctorate Degrees

$$\text{PHTR} = 0.0015 \text{ AR}$$

7.13.1.3 Reduced Teaching Load for Faculty Assigned with Workload Other than Teaching

In the determination of the load of a faculty who is given assignments other than teaching, the following allowable percentage weights are adopted:

- 25% of the official time of faculty members concerned shall be credited to actual teaching load; and
- 75% of the official time of faculty members concerned shall be allotted for workload other than teaching in connection with research and extension functions, or as a Dean/Department Head or Director.



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OFFICE OF THE PRESIDENT

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TSU Memorandum Order

No. 45 s. 2023

June 21, 2023

TO : ALL COLLEGES AND OFFICES

SUBJECT: ENGAGEMENT OF SERVICES OF LECTURERS FOR UNDERGRADUATE AND GRADUATE PROGRAMS THROUGH CONTRACT OF SERVICE (COS)

Pursuant to DBM-COA Joint Circular No. 2, s. 2020, the engagement of the services of Lecturers will be formally through Individual Contract of Service (COS) subject to the following internal provisions:

1. The hiring of new Lecturers (Part-Time and Full-Time) and Visiting Professors shall still pass through the usual screening process of the Faculty Selection Board (FSB). The hiring of retired faculty members as Visiting Professors shall not pass through FSB.
2. The hiring and renewal of Visiting Professors as Part-Time Lecturers shall be through invitation by the Dean certifying that their services are needed and that no other faculty member within the University can handle the subject in consideration of their educational qualification, expertise in the field of specialization, as well as their health condition.
3. The term of contract between the University and the Lecturers and Visiting Professors shall be for a maximum of one (1) semester for the undergraduate programs and one (1) trimester for the graduate programs, renewable for another semester/trimester upon the recommendation of the College Dean and approval of the Vice President for Academic Affairs.
4. The renewal of the existing lecturers and visiting professors shall no longer pass through the FSB but shall be subjected to the performance evaluation by the students and the Program Chair/Dean.
5. The College Dean shall accomplish Notification Slip for the renewal of Lecturers and Visiting Professors to be submitted to the HRDMO. For the renewal of Visiting Professors, the Dean shall attach their concurred invitation letter approved by the Vice President for Academic Affairs.
6. Upon completion of their employment requirements, the hired Lecturers and Visiting Professors shall sign their Contract of Service prepared by the HRDMO. The COS replaces the Commitment Form and shall be the basis for Special Orders.
7. This memorandum shall take effect on the First Semester of AY. 2023-2024.

For the compliance and guidance of everyone concerned.

DR. ARNOLD E. VELASCO
President



CONTRACT OF SERVICE

NAME	DESIGNATION	RATE	PERIOD OF ENGAGEMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
JUAN C. DELA CRUZ	Full-Time Lecturer (Contract of Service)	P279.27 per (hr. service)	January 23, 2023	May 27, 2023	Regular/SB	College of Arts and Social Sciences	JUAN C. DELA CRUZ

The said Contract of Service shall automatically cease upon its expiration as stipulated above unless renewed. However, services made up of the duties/functions enumerated below can be terminated prior to the expiration of this Contract of Service for lack of funds or when his services are no longer needed or for any other acceptable reason that will put the University and/or its stakeholders to disadvantaged situations. The above-named hereby attest that he is not related within the third degree of consanguinity or affinity to the hiring authority, that he has not been previously dismissed from the government service by reason of an administrative offense; that he has not already reached the compulsory retirement age of sixty-five (65). Furthermore, the service hereunder is not considered or will never be accredited as government service.

CONFORME:

CERTIFIED SERVICES NEEDED:

APPROVED BY:

JUAN C. DELA CRUZ
Hiree

MR. CRISOSTO M. IBARRA
Dean, CASS

MS. MARIA CLARA A. DELOS SANTOS
VP, Academic Affairs

The hiree shall perform the following:

1. To teach subjects assigned by the Department chairperson;
2. To provide classroom management, assessments, and interventions for effective student learning;
3. To contribute to the development, planning and implementation of a high-quality curriculum;
4. To provide academic consultation and support to students when necessary;
5. To post grades and submit grade sheets on time; and
6. To participate in the meetings and activities of the college/department;

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the specific duties to be performed by the hiree Mr. Juan C. Dela Cruz as specified in this Contract of Service are not those pertaining to any regular plantilla position, and/or require special or technical skills not available in the agency.

MARLON C. DELA CRUZ, RGC, CPHR
Director, HRDMO

RENEWAL

Note: 30 days advance written notice shall be applied prior to termination of contract.

Full-Time Lecturer (21 units and above), Part-Time Lecturer (below 21 Units).

Form No: TSU-HRD-SF-81	Revision No: 04	Effectivity Date: March 18, 2021	Page 1 of 1
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