



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

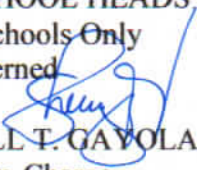
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February 5, 2018

MEMORANDUM NO. 26 S, 2018

TO : Chief Education Supervisors, CID & SGOD
ALL SCHOOL HEADS
Public Schools Only
All Concerned

FROM:  SHERYLL T. GAVOLA
Officer-In-Charge
Office the Schools Division Superintendent

SUBJECT: **STANDARDIZATION OF SALARY OF PERSONNEL UNDER JOB ORDER STATUS**



Relative to the above subject, the field are hereby requested to implement standardized salary scheme of personnel under Job Order status to as follows:

Position	Daily Rate
1. Utility Workers	Php 431.00/day
2. Security Guards	Php 431.00/day
3. Clerks	Php 495.00/day

The above action aims to achieve uniformity of salary of employees and to prevent employment salary discrimination.

They are required to render a total of forty (40) hours of service within a week as prescribed by the CSC office working hours except in cases that their service is highly needed.

Immediate and wide dissemination of this Memorandum is desired.