

# Empowering the MPSU Workforce through Fair and Equitable Pay



MPSU ensures all staff and faculty are paid at least the local living wage, aligning with national mandates and surpassing the regional poverty threshold. The current salary structure implements the first tranche of salary increases mandated by Executive Order No. 64, which took effect on January 1, 2024, and applies to all civilian government personnel including university staff. MPSU implements the current salary structure as per the National Budget Circular (NBC) No. 594, series of 2024 issued by the Department of Budget and Management (DBM). The Institution sets the **monthly salary for permanent employees with Salary Grade 1 at ₱13,530.00 per month**. This figure surpasses the **2023 Philippine Statistics Authority-Cordillera Administrative Region (PSA-CAR) poverty threshold of ₱13,239.00 per month for a family**. PSA-CAR defined the poverty threshold as the amount that represents the minimum income required by a family of five members to meet their basic food and non-food needs.

Furthermore, the University compensates its Contract of Service (COS) or non-permanent personnel above the minimum wage rate which is **₱470.00** as set by the Department of Labor and Employment (DOLE)- National Wages and Productivity Commission, Regional Tripartite Wages and Productivity Board. The lowest daily rate for COS at MPSU stands at **₱566.64 per day**, which remains significantly higher than the **national daily poverty threshold of ₱435.00 per day** as per the latest available data by the Philippine Statistics Authority.

8 DECENT WORK AND ECONOMIC GROWTH







**OFFICE OF THE COLLEGE PRESIDENT**

**VISION**

An internationally recognized higher education institution for cultural continuity and innovations that transforms lives and fosters sustainable development

**MISSION**

MPSPC shall pursue responsive instruction and innovation to produce resilient and productive citizens who promote transformational governance and contribute to sustainable development while rooted in their cultural heritage.

**GOALS**

1. Attain quality and excellence in instruction, research, extension, and resources generation.
2. Promote relevance and responsiveness of the College's mandates and programs.
3. Foster inclusive education for cultural dynamism.
4. Enhance efficiency and cost-effectiveness of management in the delivery of quality services.
5. Sustain harmony within the College and with stakeholders.

**THRUSTS:**

Transformational curriculum and instruction for cultural vitality and international education.

Relevant production and sustainable resources generation.

Accessible and equitable learning resources and student services and development.

Noteworthy partnerships and extension services towards sustainable communities

Sustainable Development Goals integrated into programs, projects and activities

Functional leadership that cultivates personnel development amidst changing higher education landscapes

Organizational development towards efficient delivery of services

Responsive local and global linkages in harmony with the industrial revolution and transformational education

Modern research-based solutions and responsive, innovative technologies through active knowledge generation

**QUALITY POLICY**

MPSPC in its aim to fully enhance its programs and services commits to deliver high standards of satisfaction responsive to the needs of its clients and compliant to applicable statutory and regulatory requirements while continually improving its systems and processes.

**LINKAGES**



**NOTICE OF SALARY ADJUSTMENT**

13 August 2024

**MS. LEA P. ONGAN**  
MPSPC-Bontoc Campus  
Bontoc, Mountain Province

**MADAM:**

Pursuant to National Budget Circular No. 594 dated 12 August 2024, implementing Executive Order No. 64 dated 02 August 2024, your salary is hereby adjusted effective 01 January 2024, as follows:

- |                                                                                                                       |                            |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1. Adjusted monthly basic salary effective January 1, 2024, under the new salary schedule; SG <b>12</b> Step <b>1</b> | <u>Php 30,705.00</u>       |
| 2. Actual monthly basic salary as of December 31, 2023; SG <b>12</b> , Step <b>1</b>                                  | <u>Php 29,165.00</u>       |
| 3. Monthly salary adjustment effective January 1, 2024                                                                | <u><b>Php 1,540.00</b></u> |

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

**EDGAR G. CUE**  
SUC President III

Position Title: Instructor I  
Salary Grade: 12  
Item No./Unique Item No., FY 2024 Personal Services Itemization and/or Plantilla of Personnel: MTPSPCB-INST1-1-2022

MPSPC-OCF-F-001/04/August 18, 2023

Bontoc Campus | Tadian Campus | Paracelis Campus | Victor S. Dominguez Research, Extension and Development Center  
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**8** DECENT WORK AND ECONOMIC GROWTH



**2024**





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LINKAGES



NOTICE OF SALARY ADJUSTMENT

13 August 2024

**MR. BRET M. GATAYEN**  
MPSPC-Bontoc Campus  
Bontoc, Mountain Province

SIR:

Pursuant to National Budget Circular No. 594 dated 12 August 2024, implementing Executive Order No. 64 dated 02 August 2024, your salary is hereby adjusted effective 01 January 2024, as follows:

- |                                                                                                                        |                          |
|------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Adjusted monthly basic salary effective January 1, 2024, under the new salary schedule; SG <b>1</b> , Step <b>1</b> | <u>Php 13,530.00</u>     |
| 2. Actual monthly basic salary as of December 31, 2023; SG <b>1</b> , Step <b>1</b>                                    | <u>Php 13,000.00</u>     |
| 3. Monthly salary adjustment effective January 1, 2024                                                                 | <u><b>Php 530.00</b></u> |

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

**EDGAR G. CUE**  
SUC President III

Position Title: Administrative Aide I  
Salary Grade: 1  
Item No./Unique Item No., FY 2024 Personal Services Itemization and/or Plantilla of Personnel: MTPSPCB-ADA1-44-2004

MPSPC-OCP-F-001/04/August 18, 2023

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8 DECENT WORK AND ECONOMIC GROWTH



2024





Republic of the Philippines

Bontoc, Mountain Province 2616

Mountain Province State Polytechnic College



## SERVICE CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

Contract No. **GASS-0028**

This contract made and entered by and between:

**MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE**, an educational institution duly organized and existing under the laws of the Republic of the Philippines, with postal and office address at Bontoc, Mountain Province and represented by its President, **EDGAR G. CUE**, hereinafter referred to as the **FIRST PARTY**;

and

**JULIE W. KHAYOG** of legal age, Filipino citizen and with residence at Balaoa, Tadian, Mountain Province hereinafter referred to as "**SECOND PARTY**";

**-WITNESSETH-**

1. That the Contract Holder (Second Party) has signified his/her intention, to which the First Party has accepted, to provide the service needed by the latter;
2. That the Contract Holder (Second Party) hereby possesses the education, experience and skills required to perform the job as described herein;
3. That the Contract Holder (Second Party) shall be entitled for reimbursement of actual expenses in case of authorized and official travel subject to usual accounting and auditing rules;
4. That this Service Contract Number calls for the Contract Holder (Second Party) to be paid a rate of **P 566.64 (Five Hundred Sixty-Six Pesos & 64/100)** per day;  
amount in words
5. That in view hereof, the Second Party is hereby contracted as Administrative Aide III (Utility) position for the period **January 05, 2024 to March 31, 2024** and the Contract Holder to be paid based on the actual number of days rendered within the stipulated period covered;
6. That as Administrative Aide III (Utility) position the Second Party is expected to perform the following functions:
  - a. Maintain cleanliness, sanitation, orderliness and or beautification of assigned areas of responsibility particularly the following:
    - ✓ offices, rooms designated for classes, laboratory activities, meetings/conferences and other related teaching and learning activities including windows, glass panels, stairways, corridors, hallways and alleys;
    - ✓ sewer and drainage systems, gutters, trash bins, flower pots etc.
  - b. Plant /maintain existing plants and weed/trim/ cut grasses on open spaces;
  - c. Implement proper waste segregation and disposal;
  - d. Maintain water supply needed in assigned area;
  - e. Assist in physical preparations and post activity upkeep of venues for campus/college wide activities; and
  - f. Perform other tasks and functions related to utility/janitorial/ ground services that may be assigned from time to time by higher authorities.
7. That it is mutually understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service, and that the latter is not entitled to benefits enjoyed by the regular personnel of the First Party.





8. That the Contract Holder (Second Party) shall be held liable for breach of contract if in case he/she does not finish his/her contract without just and valid cause;
9. That it is understood that the holder of this Service Contract (Second Party) will be terminated at the end of the period stated herein and this same Contract may be renewed in favor of the current contract holder based on his/her performance and upon the recommendation of his/her immediate supervisor however, this Contract of Service may be renewed in favor of another qualified individual before the end of the term stipulated in this said contract but shall commence only upon expiration of the period indicated herein; and
10. That the holder of this Contract (Second Party) may be laid off any time before the expiration of the period when the services are no longer needed funds are no longer available or their performance is unsatisfactory.

IN WITNESS WHEREOF, both parties have hereunto set their hands this 4<sup>th</sup> day of January 2024, at Bontoc, Mountain Province.

College President (First Party)

Contract Holder (Second Party)

EDGAR G. CUE  
TIN: 168-061-074  
Issued on: January 2001  
Issued at: Bontoc, Mountain Province

JULIE W. KHAYOG  
TIN: 705-517-584  
Issued on: July 24, 2017  
Issued at: Bontoc, Mountain Province

Signed in the presence of:

JOSE B. WALICAO, JR.  
OIC - GSO Coordinator – Tadian Campus

GERALDINE L. MADJACO  
Campus Director, Tadian

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
Province of Mountain Province ) S. S.  
Municipality of Bontoc )  
X -----X

BEFORE ME, a Notary Public in Mountain Province this 4<sup>th</sup> day of January 2024, personally appeared the above parties, known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own voluntary act and deed.

JOSE M. CO  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024

