	REFERENCE GUIDELINES	Document No.: RG-HR-02-03
	JOB CONTRACTING	Effective Date: May 1, 2021 Supersedes: RG-HR-02-02
		Page: 1 of 7

Prepared by:  Maria Elizabeth S. Yap	Reviewed by:  Raul Victor B. Tan	Approved by:  Reynaldo B. Veja
---	---	---

I. PURPOSE

This policy sets the guidelines for defining collateral services that may be contracted out from independent contractors.

II. SCOPE

These guidelines shall apply to all job positions which are legally contracted or farmed out to independent contractors. **The University implements this policy in compliance with the Philippine Labor Code which guarantees the rights of all employees including contracted personnel.**

III. DEFINITIONS

Contracting or Sub-contracting

This refers to an arrangement whereby a principal agrees to engage the services of a 3rd party or a contractor, the performance or completion of a specific job, work or service within a definite or predetermined period, regardless of whether such job, work or service is to be performed or completed within or outside the premises of the principal.

Independent Contractors

These are entities or proprietorships which are engaged by a principal to perform activities not directly related to the the University's primary or core business, not usually necessary, nor vital, using capital in the form of tools, equipment, machinery, and workers.

Job Contracting

This refers to the legitimate contracting of services to independent contractors for services which are collateral or not usually necessary or desirable in the usual trade or business of the University.

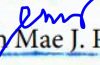
Collateral Service


These are services which are not directly related or which are not usually necessary or desirable in the usual trade or business of the University.

UNCONTROLLED
Regular positions

Crisanta F. Azcueta 10-Nov-2022
Signature over Printed Name/Date

These are positions which are directly related or usually necessary or desirable in the usual trade or business of the University

APPROVED
BY:  **Jonah Mae J. Pagcu** DATE: **April 30, 2021**

	REFERENCE GUIDELINES	Document No.: RG-HR-02-03
	JOB CONTRACTING	Effective Date: May 1, 2021 Supersedes: RG-HR-02-02
		Page: 2 of 7

IV. RESPONSIBILITY AND AUTHORITY

- | | |
|--------------------------|---|
| HR Director | Shall determine whether the job position irregular or collateral. |
| Head of Legal Department | Shall review the contract with the independent job contractor. |

V. DETAILS OF REFERENCE GUIDELINES

Only collateral services as defined above may be contracted out to independent contractors. The university guarantees to provide contracted employees the following:

- a. On-the- job protection against injury or sickness through safe and healthful working place and condition;
- b. Weekly rest day;
- c. One-hour Meal break; and
- d. Wages as agreed upon with the contractor, which the contractor ensures shall be in compliance with wage order issued by the National Wages and Productivity Commission (NPWC).

The University may contract a contractor to perform the following services, including but not limited to:


- a) Janitorial services
- b) Security services
- c) Construction of new facilities
- d) Maintenance services

The University shall not contract services or functions usually and normally performed by regular employees. These functions are primarily inherent to the primary business and trade of the University.

The University shall engage the services only of independent contractors which are registered and accredited by the Department of Labor and Employment

VI. REACTION PLAN

In case any of the guidelines herein stated are not followed, HRD shall conduct a reorientation of these guidelines to concerned party/ies.

	REFERENCE GUIDELINES	Document No.: RG-HR-02-03
		Effective Date: May 1, 2021
		Supersedes: RG-HR-02-02
	JOB CONTRACTING	Page: 3 of 7


VII. PERFORMANCE INDICATOR

All collateral services are contracted out to independent contractors. Those functions that are necessary and desirable to the operations of the University are regular positions.

VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel
N/A	N/A	n/A

IX. REFERENCE DOCUMENTS

	REFERENCE GUIDELINES	Document No.: RG-HR-02-03
		Effective Date: May 1, 2021
		Supersedes: RG-HR-02-02
	REVISION HISTORY	Page: 4 of 7

Section / Page	Rev. No.	Reason for Revision	Effective Date	By
ALL	00	Original Issue	June 2, 2012	RFR
Page 1-2	01	Inclusion of Responsibility and Authority in RG format	October 20, 2017	MVC
Page 1	02	Inclusion of the rights of contracted employees	May 01, 2021	MESY



REFERENCE GUIDELINES

Document No.: RG-HR-02-03
Effective Date: May 01, 2021
Supersedes: RG-HR-02-02
Page: 5 of 7

DISTRIBUTION LIST

COPY HOLDERS	#		Document Custodian	Signature / Date
Continuous Quality Improvement Office	1	<input type="checkbox"/>	Jonah Mae J. Pagcu	
Office of the President	2	<input type="checkbox"/>	Rose Marie P. Lantin	
Office of the Executive Vice President for Academics Affairs	3	<input type="checkbox"/>	Mathew Dela Cruz	
Office of the Executive Vice President for Finance and CFO	4	<input type="checkbox"/>	Ellen G. Reglos	
Office of the EVP-COO	5	<input type="checkbox"/>	Jeresa Mae C. Ochave	
Office of the AVP for Administration	6	<input type="checkbox"/>	Jeresa Mae C. Ochave	
Office of the Prefect of Discipline	7	<input type="checkbox"/>	Merly D. Cereno	
Office of the Registrar	8	<input type="checkbox"/>	Nelia B. dela Cruz	
Campus Development & Maintenance Office - Intramuros	9	<input type="checkbox"/>	Rodel R. Ambuyoc	
Campus Development & Maintenance Office - Makati	10	<input type="checkbox"/>	Camilo C. Pagulayan	
Center for Continuing Education and Special Competencies	11	<input type="checkbox"/>	Rochelle Fabellon - Nnadiri	
Center for Guidance and Counseling	12	<input type="checkbox"/>	Mary Jane D. Lagapa	
Center for Teaching and Learning	13	<input type="checkbox"/>	Jeffrey C. Dizon	
Corporate Communications Office	14	<input type="checkbox"/>	Bert Dominic G. Quito	
Development Office for Information Technology	15	<input type="checkbox"/>	Abegail D. Manzon	
English Language Center	16	<input type="checkbox"/>	Isabel T. Ofilas	
Faculty Development Office	17	<input type="checkbox"/>	Erick F. Vea	
Health Services Department	18	<input type="checkbox"/>	Jhoanna T. Narciso	




REFERENCE GUIDELINES

Document No.: RG-HR-02-03
Effective Date: May 01, 2021
Supersedes: RG-HR-02-02
Page: 6 of 7

DISTRIBUTION LIST

Human Resources Department	19	<input type="checkbox"/>	Crisanta F. Azcueta	
Institutional Laboratory Management Office - Intramuros	20	<input type="checkbox"/>	Merlina V. Morales	
Institutional Laboratory Management Office - Makati	21	<input type="checkbox"/>	Mharichini Christine L. Farnacio	
Legal Affairs Department	22	<input type="checkbox"/>	Jeresa Mae C. Ochave	
Library	23	<input type="checkbox"/>	Caroline C. Alcaide	
International Linkages for Research and Development	24	<input type="checkbox"/>	Rhea P. Carnate	
Makati Administration Office	25	<input type="checkbox"/>	Maria Fe L. Gregorio	
Office for Social Orientation and Community Involvement Program	26	<input type="checkbox"/>	Jan Albert Q. Ramos	
Office for Student Affairs	27	<input type="checkbox"/>	Grace D. Macaballug	
Office of Admission	28	<input type="checkbox"/>	Annabell M. Lee	
Center for Scholarship And Financial Assistance	29	<input type="checkbox"/>	Eden G. Brasileno	
International Career and Exchange Programs	30	<input type="checkbox"/>	Raymond T. Dela Cruz	
Office of Directed Research for Innovation and Value Enhancement	31	<input type="checkbox"/>	Maria Elaine P. Tan	
Purchasing Department	32	<input type="checkbox"/>	Anna Rose M. Dionisio	
Student Advising Office	33	<input type="checkbox"/>	Jude Anthony M. Marcelo	
Treasury Department	34	<input type="checkbox"/>	Olga R. Perez	

	REFERENCE GUIDELINES	Document No.: RG-HR-02-03
	DISTRIBUTION LIST	Effective Date: May 01, 2021 Supersedes: RG-HR-02-02
		Page: 7 of 7

Department of Arts and Letters	35	<input type="checkbox"/>	Isabel T. Ofilas	
Department of Mathematics	36	<input type="checkbox"/>	Angela Nicole R. Factor	
Department of Physical Education and Athletics	37	<input type="checkbox"/>	Pia Karla Francisco - Sumaoy	
Department of Physics	38	<input type="checkbox"/>	Eden C. Jacob	
E.T Yuchengco School of Business and Management	39	<input type="checkbox"/>	Maricris Felizco - Nadala	
School of Architecture, Industrial Design and Built Environment	40	<input type="checkbox"/>	Marican I. Velasco	
School of Chemical, Biological, and Materials Engineering & Sciences	41	<input type="checkbox"/>	Ma. Josefa L. Umali	
School of Civil, Environmental, and Geological Engineering	42	<input type="checkbox"/>	Mary Grace F. Alico	
School of Electrical, Electronics, and Computer Engineering	43	<input type="checkbox"/>	Rowena A. Ramido	
School of Graduate Studies	44	<input type="checkbox"/>	Rosie Ann C. Pascual	
School of Industrial Engineering and Engineering Management	45	<input type="checkbox"/>	Myra Contreras - Nazariga	
School of Information Technology	46	<input type="checkbox"/>	Sally I. Zara	
School of Social Sciences and Education	47	<input type="checkbox"/>	Ma. Victoria M. Mirabueno	
School of Mechanical and Manufacturing Engineering	48	<input type="checkbox"/>	Maricel A. Dadiz	
School of Media Studies	49	<input type="checkbox"/>	Ruby Merza - Sagun	