

ADMINISTRATIVE & EMPLOYMENT MANUAL

for ACADEMIC PERSONNEL
in HIGHER EDUCATION

2023 EDITION



*Inspired by Mission,
Driven by Excellence*

III. PROMOTION IN RANK

- A. Promotion in rank is the annual increase in rank which depends on the years of service and the evaluation of the academic personnel's performance by his/her Academic Dean, Director/Department Head, students and the Directors of University Research Center and LMCDAC.
- B. Promotion in rank means vertical movement in the salary guide.
 - 1. For academic personnel with full load, promotion in rank means vertical movement of one year.
 - 2. For academic personnel with less than full load, promotion in rank means pro-rated vertical movement of 1/2 year for a satisfactory performance rating.
- C. For permanent academic personnel, the required minimum performance evaluation rating to be qualified for promotion in rank is "satisfactory" (70%).
- D. For probationary and part-time including temporary academic personnel, the required minimum performance evaluation rating to be qualified for promotion in rank is "satisfactory" (75%).
- E. No academic personnel can be granted or promoted to the rank of Instructor without an aligned/allied master's degree (with official transcript of records).
- F. For the rank of Instructor, an aligned/allied master's degree is required. For the rank of Professor, an aligned/allied doctoral degree is required.
- G. An academic personnel will be retained in rank if the required minimum evaluation rating for promotion is not obtained.
- H. For academic personnel who teach in different levels, the promotion is for each level. For example, one who teaches in both college and basic education levels may be promoted in high school for satisfactory performance but retained in college for unsatisfactory performance.
- I. Academic personnel hired during the second semester must have served at least five (5) months to be eligible for

promotion in rank.

- J. Effective A.Y. 2023 – 2024, the levels of performance evaluation rating are as follows:
 - a. Very Satisfactory (90 to 100)
 - b. Satisfactory (80-89)
 - c. Fair (70-79)
 - d. Unsatisfactory (69 and below)
- K. Effective A.Y. 2023 – 2024, the outstanding award is given to personnel with exemplary performance over and beyond the expected tasks. The award is conferred by the Employee Awards Committee upon attainment of the standards and criteria set by the committee.

IV. ACCELERATION IN RANK AND SALARY ADJUSTMENT

- A. An academic personnel is accelerated by one year in the rank scale upon appointment to a Junior Administrative Position, by two years to a Middle Administrative Position and three years to Top Management Position but not surpassing the highest allowed rank corresponding to educational attainment. Acceleration shall not apply to re-appointments, designations in acting or OIC capacity, lateral movement (movement within the same administrative level), and lower position.
- B. An academic personnel is accelerated by one year in the rank scale for a Magnificat Award, (vertical movement) but not surpassing the highest allowed rank corresponding to educational attainment. For those on ceiling, a cash incentive is given instead of acceleration.

A Magnificat Award is given to academic personnel who obtained outstanding performance for five consecutive years (effective AY 2023 - 2024).
- C. An academic personnel is accelerated when he/she finishes an aligned or allied master's degree (with official transcript of records and diploma) or passes a government licensure

examination (with PRC/Bar official rating). The acceleration means movement to the corresponding column (horizontal acceleration) in the salary guide for higher education

- D. For academic personnel who earn an aligned or allied doctoral degree (with official transcript of records and diploma), the acceleration is three years or its equivalent (vertical movement in the rank scale) plus movement to the corresponding column (horizontal movement) in the salary guide for higher education.
- E. For academic personnel who earn a non- aligned or non-allied masteral degree (with official transcript of records and diploma), there is movement to the corresponding column (horizontal movement) for non-aligned masteral degree in the salary guide for higher education. The highest rank for non-aligned or non-allied masteral degree is Assistant Instructor 3.
- F. For academic personnel who earn a non- aligned or non-allied doctoral degree (with official transcript of records and diploma), there is no acceleration of three (3) steps (vertical movement in the rank scale) but there is movement to the corresponding column (horizontal movement) for non-aligned doctoral degree in the salary guide for higher education. The highest rank for non-aligned or non-allied doctoral degree is Associate Professor III, 2.
- G. Academic personnel who is on ceiling in their current rank and obtain the appropriate degree moves to the appropriate column in the salary guide and promoted to the next higher rank upon submission of the transcript of records and diploma provided they pass the performance evaluation standard in the previous school year.



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND TREASURER

Circular (VPFT) 02

A.Y. 2023-2024

TO: ALL ACADEMIC AND NON-ACADEMIC PERSONNEL

RE: INCREASE IN SALARIES AND BENEFITS FOR A.Y. 2023-2024

DATE: OCTOBER 26, 2023

1. The approved application of the University for increase in Tuition and Other Schools Fees was received last Sept. 14, 2023 for the College, Junior High School and Senior High School, and last October 10, 2023 for the Grade School. The increases requested were not 100% approved but the incremental proceeds can provide for reasonable increase in salaries and benefits.
2. RA 6728 mandate that 70% of the tuition fee incremental proceeds must be given to the teaching and non-teaching personnel in the form of increases in salaries and benefits. As presented by the Advisory Board to the Board of Trustees in its meeting last May 2023, distribution of the incremental proceeds higher than the mandated 70% was approved.
3. The following are the increases in salaries and benefits effective August 1, 2023:
 - a. 7.5% equitable across-the-board increase in basic salaries ;
 - b. Php500.00 increase in monthly rice allowance
 - c. 1-unit midyear pay for qualified tertiary level academic personnel.
4. For the end-of-October 2023 payroll, the salary adjustments for August to October are already added, including the adjustments due to promotion in ranks and steps from the performance evaluation for A.Y. 2022-2023.
5. Please be informed that the individual copies of the new salary guide and detailed computation of salary adjustments will be provided later since the Treasury and Accounting Office needs to prioritize computations and preparation of the 13th month pay, November and December payroll and the year-end tax adjustments. Attached are the soft copies of the new salary guides.

MRS. VENICA S. ACOSTA

Vice President for Finance and Treasurer

Approve

DR. JOHN OCTAVIOUS S. PALINA

University President

*Inspired by Mission.
Driven by Excellence*

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Name: _____

Rank: _____



SAINT MARY'S UNIVERSITY
MONTHLY SALARY GUIDE FOR COLLEGE ACADEMIC PERSONNEL
 ACADEMIC YEAR 2023-2024 (Effective August 1, 2023)

Department/Unit Code	CHA-FO 018
Revision	0
Effectivity Date	2022/07/01
Page/s	1

RANK	Bachelor's Degree		With Board		Non- Aligned / Non- Allied MA		Two Non-Aligned MA; Non-Aligned MA w/ Board		Aligned MA		Two Aligned MA; M.D. Aligned MA w/ Board		Non-Aligned Doctorate; Juris Doctor w/ Bar		Aligned Doctorate; Master of Laws; DCL, DJS	
	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024
Assistant Instructor 1	18,285	19,656	19,546	21,012	20,807	22,368	21,059	22,638	22,698	24,400	23,329	25,079	24,905	26,773	27,175	29,213
Assistant Instructor 2	18,285	19,656	19,546	21,012	20,807	22,368	21,059	22,638	22,698	24,400	23,329	25,079	24,905	26,773	27,175	29,213
Assistant Instructor 3	18,285	19,656	19,546	21,012	20,807	22,368	21,059	22,638	22,698	24,400	23,329	25,079	24,905	26,773	27,175	29,213
Instructor 1,1	19,546	21,012	20,807	22,368	22,068	23,723	22,321	23,995	23,960	25,757	24,464	26,299	25,284	27,180	27,428	29,485
Instructor 1,2	19,798	21,283	21,059	22,638	22,321	23,995	22,573	24,266	24,338	26,163	24,842	26,705	25,662	27,587	27,932	30,027
Instructor 11,1	20,050	21,554	21,311	22,909	22,573	24,266	22,825	24,537	24,716	26,570	25,221	27,113	26,041	27,994	28,437	30,570
Instructor 11,2	20,302	21,825	21,564	23,181	22,825	24,537	23,076	24,807	25,094	26,976	25,599	27,519	26,419	28,400	28,940	31,111
Instructor 11,3	20,555	22,097	21,816	23,452	23,076	24,807	23,329	25,079	25,472	27,382	25,977	27,925	26,796	28,806	29,445	31,653
Senior Instructor 1	20,807	22,368	22,068	23,723	23,329	25,079	23,581	25,350	25,851	27,790	26,356	28,333	27,175	29,213	29,949	32,195
Senior Instructor 2	21,059	22,638	22,321	23,995	23,581	25,350	23,833	25,620	26,229	28,196	26,734	28,739	27,553	29,619	30,454	32,738
Senior Instructor 3	21,311	22,909	22,573	24,266	23,833	25,620	24,085	25,891	26,608	28,604	27,112	29,145	27,932	30,027	30,958	33,280
Assistant Professor 1,1			23,512	25,275	24,748	26,604	25,244	27,137	27,966	30,063	28,461	30,596	29,266	31,461	32,484	34,920
Assistant Professor 1,2			23,821	25,608	24,996	26,871	25,492	27,404	28,338	30,463	28,832	30,994	29,637	31,860	32,978	35,451
Assistant Professor 11,1			24,130	25,940	25,244	27,137	25,739	27,669	28,708	30,861	29,204	31,394	30,008	32,259	33,473	35,983
Assistant Professor 11,2			24,439	26,272	25,492	27,404	25,987	27,936	29,080	31,261	29,575	31,793	30,380	32,659	33,968	36,516
Assistant Professor 111,1			24,748	26,604	25,739	27,669	26,233	28,200	29,450	31,659	29,946	32,192	30,750	33,056	34,464	37,049
Assistant Professor 111,2			25,058	26,937	25,987	27,936	26,481	28,467	29,822	32,059	30,316	32,590	31,122	33,456	34,958	37,580
Associate Professor 1,1			25,367	27,270	26,358	28,335	26,976	28,999	30,194	32,459	30,689	32,991	31,494	33,856	35,206	37,846
Associate Professor 1,2			25,676	27,602	26,605	28,600	27,224	29,266	30,564	32,856	31,060	33,390	31,864	34,254	35,700	38,378
Associate Professor 11,1			25,987	27,936	26,853	28,867	27,471	29,531	30,937	33,257	31,430	33,787	32,236	34,654	36,196	38,911
Associate Professor 11,2			26,296	28,268	27,100	29,133	27,719	29,798	31,307	33,655	31,803	34,188	32,606	35,051	36,690	39,442
Associate Professor 111,1			26,605	28,600	27,347	29,398	27,966	30,063	31,678	34,054	32,173	34,586	32,978	35,451	37,186	39,975
Associate Professor 111,2			26,915	28,934	27,594	29,664	28,214	30,330	32,050	34,454	32,544	34,985	33,350	35,851	37,681	40,507
Professor 1													34,200	36,765	38,406	41,286
Professor 2													34,560	37,152	38,767	41,675
Professor 3													34,921	37,540	39,127	42,062
Professor 4													35,281	37,927	39,488	42,450
Professor 5													35,642	38,315	39,848	42,837
Professor 6													36,002	38,702	40,209	43,225
Professor 7													36,723	39,477	40,931	44,001
Professor 8													37,445	40,253	41,652	44,776
Professor 9													38,166	41,028	42,373	45,551
Professor 10													38,888	41,805	43,094	46,326
Professor 11													39,789	42,773	43,997	47,297
Professor 12													40,690	43,742	44,898	48,265
Professor 13													41,592	44,711	45,800	49,235
Professor 14													42,493	45,680	46,701	50,204
Professor 15													43,395	46,650	47,602	51,172
Professor 16													44,297	47,619	48,504	52,142
Professor 17													45,198	48,588	49,406	53,111
Professor 18													46,100	49,558	50,307	54,080
Professor 19													47,001	50,526	51,209	55,050
Professor 20													47,902	51,495	52,111	56,019
Professor 21													48,804	52,464	53,011	56,987
Professor 22													49,706	53,434	53,913	57,956
Professor 23													52,226	56,143	54,815	58,926
Professor 24													53,128	57,113	55,716	59,895
Professor 25													53,493	57,505	56,618	60,864
Professor 26															57,520	61,834
Professor 27															58,422	62,803

Certified approved by the Board of Trustees during the October 27, 2023 meeting:

- The rates for this salary guide are based on 24 units load.
- The salaries are 125% for Masteral courses and 150% for Doctorate and Juris Doctor courses.
- These rates include all applicable allowances and increases required by RA 6728 and their pertinent laws, guidelines and wage orders, as well as those granted by Saint Mary's University of Bayombong.

Mrs. Venica S. Acosta
 Vice President for Finance and Treasurer

Dr. John Octavious S. Palina
 University President



Saint Mary's University

MONTHLY SALARY GUIDE FOR NON-ACADEMIC PERSONNEL (SCALE 1)

Academic Year 2023-2024 (Effective August 1, 2023)

Name: _____
Step: _____

Department/Unit Code	CHA-FO-018
Revision	0
Effectivity Date	2022/07/01
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STEP	Bachelor's Degree		With Board		With Masteral		MA with Board	
	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024
1	14,465	15,550	15,349	16,500	15,940	17,136	16,529	17,769
2	14,758	15,865	15,645	16,818	16,235	17,453	16,826	18,088
3	15,054	16,183	15,940	17,136	16,529	17,769	17,120	18,404
4	15,940	17,136	16,235	17,453	16,826	18,088	17,415	18,721
5	16,235	17,453	16,529	17,769	17,120	18,404	17,710	19,038
6	16,529	17,769	16,826	18,088	17,415	18,721	18,006	19,356
7	16,826	18,088	17,120	18,404	17,710	19,038	18,301	19,674
8	17,120	18,404	17,415	18,721	18,006	19,356	18,597	19,992
9	17,415	18,721	17,710	19,038	18,301	19,674	18,890	20,307
10	17,710	19,038	18,006	19,356	18,597	19,992	19,187	20,626
11	18,006	19,356	18,301	19,674	18,890	20,307	19,481	20,942
12	18,301	19,674	18,597	19,992	19,187	20,626	19,778	21,261
13	18,597	19,992	18,890	20,307	19,481	20,942	20,072	21,577
14	18,890	20,307	19,187	20,626	19,778	21,261	20,367	21,895
15	19,187	20,626	19,481	20,942	20,072	21,577	20,662	22,212
16	19,481	20,942	19,778	21,261	20,367	21,895	20,958	22,530
17	19,778	21,261	20,072	21,577	20,662	22,212	21,252	22,846
18	20,072	21,577	20,367	21,895	20,958	22,530	21,549	23,165
19	20,367	21,895	20,662	22,212	21,252	22,846	21,842	23,480
20	20,662	22,212	20,958	22,530	21,549	23,165	22,139	23,799
21	20,958	22,530	21,252	22,846	21,842	23,480	22,433	24,115
22	21,252	22,846	21,549	23,165	22,139	23,799	22,729	24,434
23	21,549	23,165	21,842	23,480	22,433	24,115	23,023	24,750
24	21,842	23,480	22,139	23,799	22,729	24,434	23,319	25,068
25	22,139	23,799	22,433	24,115	23,023	24,750	23,613	25,384
26	22,433	24,115	22,729	24,434	23,319	25,068	23,910	25,703
27	22,729	24,434	23,023	24,750	23,613	25,384	24,204	26,019
28	23,023	24,750	23,319	25,068	23,910	25,703	24,500	26,338
29	23,319	25,068	23,613	25,384	24,204	26,019	24,794	26,654
30	23,613	25,384	23,910	25,703	24,500	26,338	25,090	26,972
31	23,910	25,703	24,204	26,019	24,794	26,654	25,385	27,289
32	24,204	26,019	24,500	26,338	25,090	26,972	25,681	27,607
33	24,500	26,338	24,794	26,654	25,385	27,289	25,974	27,922
34	24,794	26,654	25,090	26,972	25,681	27,607	26,271	28,241
35	25,090	26,972	25,385	27,289	25,974	27,922	26,565	28,557
36	25,385	27,289	25,681	27,607	26,271	28,241	26,862	28,877
37	25,681	27,607	25,974	27,922	26,565	28,557	27,155	29,192
38	25,974	27,922	26,271	28,241	26,862	28,877	27,451	29,510
39	26,271	28,241	26,565	28,557	27,155	29,192	27,746	29,827
40	26,565	28,557	26,862	28,877	27,451	29,510	28,042	30,145
41	26,862	28,877	27,155	29,192	27,746	29,827	28,336	30,461
42	27,155	29,192	27,451	29,510	28,042	30,145	28,632	30,779
43	27,451	29,510	27,746	29,827	28,336	30,461	28,926	31,095
44	27,746	29,827	28,042	30,145	28,632	30,779	29,223	31,415
45	28,042	30,145	28,336	30,461	28,926	31,095	29,517	31,731
46	28,336	30,461	28,632	30,779	29,223	31,415	29,813	32,049
47	28,632	30,779	28,926	31,095	29,517	31,731	30,107	32,365
48	28,926	31,095	29,223	31,415	29,813	32,049	30,403	32,683
49	29,223	31,415	29,517	31,731	30,107	32,365	30,698	33,000
50	29,517	31,731	29,813	32,049	30,403	32,683	30,994	33,319

1. The rates for this salary guide is based on 48 hours per week of work .
2. These rates include all applicable allowances and increases required by RA 6728 and other pertinent laws, guidelines and wage orders, as well as those granted by Saint Mary's University of Bayombong.

Certified approved by the Board of Trustees during the October 27, 2023 meeting:

Mrs. Venica S. Acosta
Vice President for Finance and

Dr. John Octavious S. Ramala
University President



Saint Mary's University

MONTHLY SALARY GUIDE FOR BASIC EDUCATION ACADEMIC PERSONNEL

Academic Year 2023-2024 (Effective August 1, 2023)

Name: _____
Step: _____

Department/Unit Code	CHA-FO-018
Revision	0
Effectivity Date	2022/07/01
Page/s	1

STEP	Bachelor's Degree		Bachelor's Degree With LET		With LET and Masterate		Doctoral	
	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024
1	16,393	17,622	17,654	18,978	18,916	20,335	20,807	22,368
2	16,393	17,622	17,654	18,978	18,916	20,335	20,807	22,368
3	16,393	17,622	17,654	18,978	18,916	20,335	20,807	22,368
4	16,709	17,962	18,285	19,656	19,546	21,012	21,437	23,045
5	17,024	18,301	18,600	19,995	19,861	21,351	21,753	23,384
6	17,339	18,639	18,916	20,335	20,177	21,690	22,068	23,723
7	17,654	18,978	19,231	20,673	20,492	22,029	22,383	24,062
8	17,969	19,317	19,546	21,012	20,807	22,368	22,698	24,400
9	18,285	19,656	19,861	21,351	21,122	22,706	23,014	24,740
10	18,600	19,995	20,177	21,690	21,437	23,045	23,329	25,079
11	18,738	20,143	20,300	21,823	21,550	23,166	23,423	25,180
12	19,051	20,480	20,612	22,158	21,862	23,502	23,735	25,515
13	19,364	20,816	20,924	22,493	22,173	23,836	24,047	25,851
14	19,676	21,152	21,237	22,830	22,486	24,172	24,360	26,187
15	19,987	21,486	21,550	23,166	22,798	24,508	24,672	26,522
16	20,300	21,823	21,862	23,502	23,111	24,844	24,984	26,858
17	20,612	22,158	22,173	23,836	23,423	25,180	25,297	27,194
18	20,924	22,493	22,486	24,172	23,735	25,515	25,609	27,530
19	21,237	22,830	22,798	24,508	24,047	25,851	25,922	27,866
20	21,550	23,166	23,111	24,844	24,360	26,187	26,233	28,200
21	21,656	23,280	23,203	24,943	24,439	26,272	26,296	28,268
22	21,965	23,612	23,512	25,275	24,748	26,604	26,605	28,600
23	22,274	23,945	23,821	25,608	25,059	26,938	26,915	28,934
24	22,584	24,278	24,130	25,940	25,367	27,270	27,224	29,266
25	22,892	24,609	24,439	26,272	25,677	27,603	27,534	29,599
26	23,203	24,943	24,748	26,604	25,987	27,936	27,842	29,930
27	23,512	25,275	25,059	26,938	26,296	28,268	28,152	30,263
28	23,821	25,608	25,367	27,270	26,605	28,600	28,461	30,596
29	24,130	25,940	25,677	27,603	26,915	28,934	28,771	30,929
30	24,439	26,272	25,987	27,936	27,224	29,266	29,080	31,261
31	24,748	26,604	26,296	28,268	27,534	29,599	29,389	31,593
32	25,059	26,938	26,605	28,600	27,842	29,930	29,698	31,925
33	25,367	27,270	26,915	28,934	28,152	30,263	30,008	32,259
34	25,677	27,603	27,224	29,266	28,461	30,596	30,316	32,590
35	25,987	27,936	27,534	29,599	28,771	30,929	30,628	32,925
36	26,296	28,268	27,842	29,930	29,080	31,261	30,937	33,257
37	26,605	28,600	28,152	30,263	29,389	31,593	31,246	33,589
38	26,915	28,934	28,461	30,596	29,698	31,925	31,555	33,922
39	27,224	29,266	28,771	30,929	30,008	32,259	31,864	34,254
40	27,534	29,599	29,080	31,261	30,316	32,590	32,173	34,586
41	27,842	29,930	29,389	31,593	30,628	32,925	32,484	34,920
42	28,152	30,263	29,698	31,925	30,937	33,257	32,792	35,251
43	28,461	30,596	30,008	32,259	31,246	33,589	33,102	35,585

1. The rates for this salary guide are based on 21 academic hours per week load.
2. These rates include all applicable allowances and increases required by RA 6728 and other pertinent laws, guidelines and wage orders, as well as those granted by Saint Mary's University of Bayombong.

Certified approved by the Board of Trustees during the October 27, 2023 meeting:

Mrs. Venica S. Acosta
Vice President for Finance

Dr. John Octavious S. Palma
University President



Saint Mary's University

MONTHLY SALARY GUIDE FOR NON-ACADEMIC PERSONNEL (SCALE 2)

Academic Year 2023-2024 (Effective August 1, 2023)

Name: _____
Step: _____

Department/Unit Code	CHA-FO 018
Revision	0
Effectivity Date	2022/07/01
Page/s	1

STEP	SCALE 2.1		SCALE 2.2		SCALE 2.3		SCALE 2.4	
	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024
1	11,471	12,331	12,863	13,828	13,447	14,456	13,620	14,642
2	11,608	12,479	13,067	14,047	13,653	14,677	14,010	15,061
3	11,746	12,627	13,273	14,268	13,857	14,896	14,214	15,280
4	11,883	12,774	13,476	14,487	14,061	15,116	14,418	15,499
5	12,021	12,923	13,681	14,707	14,266	15,336	14,623	15,720
6	12,159	13,071	13,886	14,927	14,471	15,556	14,828	15,940
7	12,296	13,218	14,091	15,148	14,675	15,776	15,032	16,159
8	12,434	13,367	14,294	15,366	14,880	15,996	15,237	16,380
9	12,572	13,515	14,500	15,588	15,084	16,215	15,441	16,599
10	12,709	13,662	14,704	15,807	15,289	16,436	15,707	16,885
11	12,847	13,811	14,909	16,027	15,494	16,656	15,851	17,040
12	12,985	13,959	15,113	16,246	15,698	16,875	16,055	17,259
13	13,122	14,106	15,318	16,467	15,902	17,095	16,259	17,478
14	13,260	14,255	15,522	16,686	16,108	17,316	16,465	17,700
15	13,397	14,402	15,728	16,908	16,312	17,535	16,669	17,919
16	13,535	14,550	15,931	17,126	16,517	17,756	16,874	18,140
17	13,673	14,698	16,137	17,347	16,721	17,975	17,078	18,359
18	13,810	14,846	16,341	17,567	16,926	18,195	17,283	18,579
19	13,949	14,995	16,546	17,787	17,131	18,416	17,488	18,800
20	14,086	15,142	16,750	18,006	17,335	18,635	17,692	19,019
21	14,223	15,290	16,955	18,227	17,540	18,856	17,897	19,239
22	14,361	15,438	17,159	18,446	17,745	19,076	18,102	19,460
23	14,499	15,586	17,366	18,668	17,950	19,296	18,307	19,680
24	14,636	15,734	17,568	18,886	18,153	19,514	18,510	19,898
25	14,774	15,882	17,774	19,107	18,359	19,736	18,716	20,120
26	14,912	16,030	17,979	19,327	18,563	19,955	18,920	20,339
27	15,049	16,178	18,184	19,548	18,769	20,177	19,126	20,560
28	15,187	16,326	18,387	19,766	18,972	20,395	19,329	20,779
29	15,324	16,473	18,593	19,987	19,177	20,615	19,534	20,999
30	15,462	16,622	18,797	20,207	19,382	20,836	19,739	21,219
31	15,600	16,770	19,003	20,428	19,587	21,056	19,944	21,440
32	15,738	16,918	19,206	20,646	19,790	21,274	20,147	21,658
33	15,875	17,066	19,411	20,867	19,996	21,496	20,353	21,879
34	16,013	17,214	19,616	21,087	20,200	21,715	20,557	22,099
35	16,150	17,361	19,821	21,308	20,405	21,935	20,762	22,319
36	16,287	17,509	20,024	21,526	20,609	22,155	20,966	22,538
37	16,425	17,657	20,230	21,747	20,814	22,375	21,171	22,759
38	16,563	17,805	20,434	21,967	21,018	22,594	21,375	22,978
39	16,700	17,953	20,639	22,187	21,224	22,816	21,581	23,200
40	16,838	18,101	20,843	22,406	21,427	23,034	21,784	23,418

1. The rates for this salary guide is based on 48 hours per week of work.
2. These rates include all applicable allowances and increases required by RA 6728 and other pertinent laws, guidelines and wage orders, as well as those granted by Saint Mary's University of Bayombong.

Certified approved by the Board of Trustees during the October 27, 2023 meeting:

Mrs. Venica S. Acosta
Vice President for Finance and Treasurer

Dr. John Octavious S. Pajina
University President