8.2.1. Does your university as a body pay all staff and faculty at least the living wage, defined as the local living wage or the local poverty indicator for a family of four?

Commitment to Providing Employees with at Least a Living Wage

Saint Mary's University (SMU) demonstrates its commitment to providing faculty and staff with compensation that meets and exceeds the local poverty benchmark through its institutional salary structure and established compensation policies.

Based on the Philippine Statistics Authority's (PSA) 2023 poverty threshold for Nueva Vizcaya of ₱28,778 per capita annually, a family of four requires approximately ₱115,112 annually, or ₱9,592.67 monthly, to meet its basic food and non-food needs. SMU's approved Monthly Salary Guide for Non-Academic Personnel for Academic Year 2024–2025 establishes a lowest monthly salary of ₱13,071 under Scale 2.1, Step 1. This is ₱3,478.33, or approximately 36.3%, higher than the monthly poverty threshold for a family of four.

SAINT MARY'S UNIVERSITY
MONTHLY SALARY GUIDE FOR NON-ACADEMIC PERSONNEL (SCALE 2)
Academic Year 2024-2025 (Effective August 1, 2024)

Document Code	EOMS-CHA-FO-021, Rev. 00
Effectivity Date	2024/12/08
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Name:
Step:

STEP	SCALE 2.1		SCALE 2.2		SCALE 2.3		SCALE 2.4	
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025
1	12,331	13,071	13,828	14,658	14,456	15,323	14,642	15,521
2	12,479	13,228	14,047	14,890	14,677	15,558	15,061	15,965
3	12,627	13,385	14,268	15,124	14,896	15,790	15,280	16,197
4	12,774	13,540	14,487	15,356	15,116	16,023	15,499	16,429
5	12,923	13,698	14,707	15,589	15,336	16,256	15,720	16,663
6	13,071	13,855	14,927	15,823	15,556	16,489	15,940	16,896
7	13,218	14,011	15,148	16,057	15,776	16,723	16,159	17,129
8	13,367	14,169	15,366	16,288	15,996	16,956	16,380	17,363
9	13,515	14,326	15,588	16,523	16,215	17,188	16,599	17,595
10	13,662	14,482	15,807	16,755	16,436	17,422	16,885	17,898
11	13,811	14,640	16,027	16,989	16,656	17,655	17,040	18,062
12	13,959	14,797	16,246	17,221	16,875	17,888	17,259	18,295
13	14,106	14,952	16,467	17,455	17,095	18,121	17,478	18,527
14	14,255	15,110	16,686	17,687	17,316	18,355	17,700	18,762
15	14,402	15,266	16,908	17,922	17,535	18,587	17,919	18,994
16	14,550	15,423	17,126	18,154	17,756	18,821	18,140	19,228
17	14,698	15,580	17,347	18,388	17,975	19,054	18,359	19,461
18	14,846	15,737	17,567	18,621	18,195	19,287	18,579	19,694
19	14,995	15,895	17,787	18,854	18,416	19,521	18,800	19,928
20	15,142	16,051	18,006	19,086	18,635	19,753	19,019	20,160
21	15,290	16,207	18,227	19,321	18,856	19,987	19,239	20,393
22	15,438	16,364	18,446	19,553	19,076	20,221	19,460	20,628
23	15,586	16,521	18,668	19,788	19,296	20,454	19,680	20,861
24	15,734	16,678	18,886	20,019	19,514	20,685	19,898	21,092
25	15,882	16,835	19,107	20,253	19,736	20,920	20,120	21,327
26	16,030	16,992	19,327	20,487	19,955	21,152	20,339	21,559
27	16,178	17,149	19,548	20,721	20,177	21,388	20,560	21,794
28	16,326	17,306	19,766	20,952	20,395	21,619	20,779	22,026
29	16,473	17,461	19,987	21,186	20,615	21,852	20,999	22,259
30	16,622	17,619	20,207	21,419	20,836	22,086	21,219	22,492
31	16,770	17,776	20,428	21,654	21,056	22,319	21,440	22,726
32	16,918	17,933	20,646	21,885	21,274	22,550	21,658	22,957
33	17,066	18,090	20,867	22,119	21,496	22,786	21,879	23,192
34	17,214	18,247	21,087	22,352	21,715	23,018	22,099	23,425
35	17,361	18,403	21,308	22,586	21,935	23,251	22,319	23,658
36	17,509	18,560	21,526	22,818	22,155	23,484	22,538	23,890
37	17,657	18,716	21,747	23,052	22,375	23,718	22,759	24,125
38	17,805	18,873	21,967	23,285	22,594	23,950	22,978	24,357
39	17,953	19,030	22,187	23,518	22,816	24,185	23,200	24,592
40	18,101	19,187	22,406	23,750	23,034	24,416	23,418	24,823

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 an d wage orders, as well as those granted by Saint Mary's University of Bayombong.

Certified approved by the Board of Trustees during the October 30, 2024 meeting:

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

Dr. John Octavious S. Palina
University President

Furthermore, SMU's salary structure exceeds the applicable Department of Labor and Employment (DOLE) minimum wage benchmarks for Region II in 2024. At the daily minimum wage of ₱450, the equivalent monthly amount for a 26-working-day schedule is ₱11,700. Even following the increase to ₱480 per day effective October 17, 2024, equivalent to ₱12,480 monthly, SMU's lowest monthly salary of ₱13,071 remains higher by ₱591. This demonstrates that the University's established compensation rates are above both the local poverty threshold and the prevailing statutory minimum wage.

Republic of the Philippines
Department of Labor and Employment
NATIONAL WAGES AND PRODUCTIVITY COMMISSION
REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD REGION 02

WAGE ORDER NO. RTWPB 2-23

PROVIDING FOR A MINIMUM WAGE INCREASE IN REGION – II

WHEREAS, the Regional Tripartite Wages and Productivity Board - II is mandated under ***Republic Act No. 6727, otherwise known as The Wage Rationalization Act***, to periodically assess wage rates and conduct continuing studies in the determination of the minimum wage applicable in the region or industry;

WHEREAS, pursuant to *Section 3(A), Rule II of the Omnibus Rules on Minimum Wage Determination*, *(Omnibus Rules)* as amended, in the absence of any petition for a minimum wage adjustment filed, the Board may *motu proprio* initiate wage review;

WHEREAS, the current Wage Order No. **RTWPB 2-22** took effect on October 16, 2023;

WHEREAS, the Board, in its meeting on July 16, 2024, *motu proprio* decided to commence the minimum wage determination process and review the current minimum wage rates;

WHEREAS, after due notice to all stakeholders, the Board conducted the following wage consultations and public hearing to assess and determine the propriety of issuing a new wage order;

Date	Venue
WAGE CONSULTATIONS	
August 07, 2024	Nueva Vizcaya Pasalubong Center, Solano, Nueva Vizcaya
August 08, 2024	Provincial Gymnasium, Cabarroguis, Quirino
August 13, 2024	BOSS Center, Santiago City, Isabela
August 14, 2024	NEDA Conference Hall, Tuguegarao City, Cagayan
August 15, 2024	Provincial PNP Conference Hall, Basco, Batanes via Zoom
PUBLIC HEARING	
September 03,2024	Isabela Convention Center (ICON), San Fermin, Cauayan City, Isabela

WHEREAS, in setting the minimum wage, the Board has to consider the various criteria provided under *Republic Act No. 6727*, as well as the procedures laid down in the *Omnibus Rules*, as amended;

WHEREAS, existing socio-economic conditions in the region, as well as the positions of the affected sectors on the wage issue were considered.

NOW, THEREFORE, by virtue of the power and authority vested to RTWPB – II under *RA No. 6727,* this Wage Order is hereby issued.

Section 1. Amount of Increase. Upon effectivity of this Wage Order, minimum wage earners in the private sector in the Region shall receive a P30.00 basic increase per day;

Section 2. New Minimum Wage Rates. The new daily minimum wage rates in Region - II shall be as follows:

Sectors/Industry	Current Minimum Wage Rates	New Wage Increase	New Minimum Wage Rates
Non-Agriculture	450.00	30.00	480.00
Agriculture	430.00	30.00	460.00

Section 3. Basis of Minimum Wage Rates. The minimum wage rates prescribed under this Order shall be for the normal working hours which shall not exceed eight (8) hours of work a day.

Section 4. Covered. The wage increase prescribed herein shall apply to all minimum wage earners in the private sector within the region, regardless of their position, designation or status and irrespective of the method by which their wages are paid.

Section 5. Penal Provision. Any person, corporation, trust, firm, partnership, association or entity which refuses or fails to pay the prescribed increase shall be dealt with pursuant to the provisions of *Section 12 of RA No. 6727, as amended by RA No. 8188.*

Section 6. Effectivity. This Wage Order shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

APPROVED. This 11th day of September, 2024.

Done in Tuguegarao City, Cagayan, Philippines.

(Sgd.) JESUS B. VILLAMOR
Workers' Sector

(Sgd.) GARY KA HONG U. CHONG
Employers' Sector

(Sgd.) JOHNNY M. ALVARO
Workers' Sector

(Sgd.) GERALD C. TACTAY
Employers' Sector

(Sgd.) DIONISIO C. LEDRES JR.
Vice Chairperson
National Economic & Development Authority

(Sgd.) MA. SOFIA G. NARAG
Vice Chairperson
Department of Trade & Industry

(Sgd.) JESUS ELPIDIO B. ATAL, JR.
Chairperson
Department of Labor and Employment

(For NWPC Secretariat)

Date of Publication: 1st day of October 2024
Date of Effectivity: 17th day of October 2024

The University's salary guide further reflects an organized and institutionalized approach to compensation. It provides 40 salary steps across four salary classifications (Scales 2.1 to 2.4), with corresponding salary increases based on the employee's classification and step. The guide, effective August 1, 2024, was approved by the Board of Trustees during its October 30, 2024 meeting. It also provides that the prescribed rates incorporate applicable allowances and increases required under RA 6728, pertinent laws, guidelines, and wage orders.

Beyond establishing salary rates, SMU upholds its responsibility to provide fair compensation and employment benefits to its personnel. Its compensation arrangements, employee benefits, and welfare programs complement its salary structure in promoting employees' economic security and well-being.

Chapter Eight

REMUNERATION AND BENEFITS

I. RULES PERTAINING TO SALARIES

A. Decisions on increases in salaries and increases/new benefits for the personnel of Saint Mary's University are subject to the approval of the Board of Trustees of Saint Mary's University.

B. All personnel are issued copies of the latest salary guide. Salaries of personnel are paid using a monthly salary rate, except for substitute teachers who are paid using a salary rate per hour of teaching. If the substitute teacher assumes the class until the end of the semester for a minimum of one (1) month, the salary is computed as a regular load. The salaries are given on the 15th and last day of each month. Should the payday fall on a non-working day, the salaries are paid on the last working day prior to the non-working day.

C. Personnel salary rates and scale are based on the ranks or steps and educational qualifications as determined by the HRDO and approved by the PSRTC.

D. In case of exceptional and special qualifications or work assignment, the University President, in consultation with the Advisory Board and Extended Advisory Board, has the right to determine the appropriate remuneration.

E. The salary of a regular or permanent Academic Personnel is the total of the basic load of 24 units and the administrative allowance or the additional units attached to an office or position, if any. For full-time Academic Personnel without administrative load, their salary is based on the basic load of 24 units and any teaching overload and/or special assignments.

F. In no case shall there be a diminution in the basic salary for 24 units and benefits of permanent employees.

G. An Academic Personnel who is transferred to another office or is given a new assignment after his/her term of office shall assume the workload/units attached to the new office/assignment.

H. If the transfer is from a higher to a lower position during the term of appointment, the personnel retains his/her load/units until the term of appointment expires after which he/she shall be paid the load/units of the new office/assignment.

I. If the transfer is from a lower to a higher position during the term of office, the personnel shall be paid the load/units of the new office immediately.

J. Members of the Administration occupying executive positions (Top, Middle and Junior Administrative Personnel) shall not receive overtime pay for work extended beyond the regular work hours or work days as these are covered by the administrative allowance. All those with administrative allowance are expected to render services beyond the regular work hours or work days when needed to respond to urgent concerns. For special projects, the Advisory Board may assign an honorarium.

K. All personnel are entitled to their regular daily wage during the national regular holidays and school holidays declared by the Administration and Provincial or Municipal LGUs.

L. Accumulated tardiness and/or undertime for the month shall be proportionately deducted from the personnel's salary for the succeeding month. The report on accumulated tardiness and/or undertime for the month must be submitted by the HRDO to the Treasury and Accounting Office on or before the 10th day of the following month.

M. When offices and classes are declared suspended by the University President, there shall be no deduction in the salaries of personnel. Suspension of classes, however, does not necessarily mean suspension of office work.

II. LEGAL BENEFITS

The University complies with the legal responsibilities of providing all personnel with government mandated employee benefits under the Labor Code and other special laws.

A. Social Security Systems (SSS) Benefits. As mandated by Republic Act. No. 8282, otherwise known as the Social Security Act of 1997, all personnel are members of the Social Security System (SSS) and shall be entitled to the following:

1. Sickness benefit,
2. Retirement benefit,
3. Disability benefit
4. Death and funeral benefit, and
5. Salary and other loans.
6. Employees' Compensation (EC) Program. All SSS-registered personnel are compulsorily covered by the Employees' Compensation insurance. This aims to assist workers who suffer work-connected sickness or injury resulting to prolonged absence from work. The benefits under the EC program may be enjoyed simultaneously with benefits under the social security program effective June 1984.
7. The Mandatory Provident Fund (MPF) which was introduced effective January 1, 2021 under the SSS Workers' Investment and Savings Program, covers all employees with earnings above Php20,250.00 per month, levied at the same rate as SSS premium contributions. At retirement of the employee, the accumulated MPF will be converted into a monthly pension payable for a period of at least 15 years.

8. Maternity leave and pay
   a. The benefits under the Social Security System Expanded Maternity Leave under R.A. No. 11210 include:
      a.1 Entitlement by female worker to 105 compensable days of maternity leave for live childbirth, regardless of the type of delivery and number of deliveries. The maternity leave period is counted in calendar days, inclusive of Saturdays, Sundays, and holidays. In case of miscarriage, the entitlement is 60 days of paid maternity leave;
         i. Female employees from the private sectors availing the maternity leave shall receive SSS maternity benefit based on the prescribed computation of SSS and the salary difference, if any, between the average regular wages rate for the entire duration of maternity leave and SSS benefits.
         ii. The employer of the availing worker is required by the law to pay the salary differential.
         iii. The salary differential to be paid by employers in the private sector is considered as a benefit exempt from the Income and Withholding Taxes.
   b. Option for the female worker to extend for an additional thirty (30) days without pay;
   c. Extension of fifteen (15) days for solo mothers;
   d. Female worker may, at her option, allocate up to seven (7) working days of said benefits to the child's father, whether or not the father is married to the female worker. In the absence of the father, the female employee may still allocate said maternity leaves to an alternate caregiver

who is either a relative within the 4th degree of consanguinity or a current partner, regardless of gender, who shares with her the same household.

e. Maternity leave is for every instance of pregnancy, miscarriage or ETP (emergency termination of pregnancy), regardless of frequency.

f. An option to extend leave for an additional thirty (30) days without pay. The extended maternity leave is allowed but, chargeable against the female employee's sick leave credits, and against the vacation leave credits in case her sick leave credits have been exhausted. Application for extended maternity leave must be filed with the agency at least forty-five (45) days before the end of the 105 days maternity leave. In case of a medical emergency, subsequent notice shall be submitted.

g. To qualify for the maternity benefit from the Social Security System, the female worker must meet the following requirements:

i. the employee must have paid at least 3 monthly SSS contributions in the 12-month period immediately preceding the semester of the birth, miscarriage or termination; and

ii. must notify her employer of her pregnancy and expected date of birth. Such notice shall be transmitted to the SSS in accordance with the rules and regulations. Failure of the pregnant female worker to notify the employer shall not bar her from receiving the maternity benefits, subject to guidelines prescribed by the SSS.

B. Paternity leave Paternity leave benefits are given to married male employees whose legal wife had a child delivery or miscarriage. The benefit applies to all male employee regardless of employment status. The benefit consists of seven (7) days of leave credits with full pay. The married male employee is required to be cohabiting with his legal wife unless there is a justifying circumstance. The benefit is non-convertible to cash and non-cumulative, and availed as follows:

a. 7 working days paternity leave to the father of the child, if he is married to the female worker. Thus, a married new father can enjoy as much as 14 working days leave (7 days Paternity leave and 7 days under RA 11210).

b. An unmarried new father may be entitled only to 7 working days allocated leave under RA 11210 (Expanded Maternity Leave Law).

C. National Health Insurance Program (NHIP) Benefit. Pursuant to Republic Act No. 7875, otherwise known as National Health Insurance (NHI) Act of 1995, all University personnel are covered by a medical insurance administered by the Philippine Health Insurance Corporation (PHILHEALTH). Both the University and the personnel contribute to the premium of the insurance based on the personnel's actual monthly salary and contribution schedule provided by PHILHEALTH.

D. Home Development and Mutual Fund (HDMF) Benefit. As mandated by Presidential Decree No. 1530 more popularly known as PAG-IBIG Fund, all University personnel are members of the Home Development and Mutual Fund and shall be entitled to multi-purpose loans and housing loans at low interest and long-term payment. Both the University and the personnel contribute to the monthly premium in an amount not less than Php100.00.

E. The 13th Month Pay. Presidential Decree No. 851 provides for the payment of thirteenth month pay which is equivalent to 1/12 of the total basic salary earned within the calendar year.

1. Basic salary includes all remunerations or earnings regularly paid by an employer to an employee for services rendered. The salaries during approved sabbatical leave and sick leaves with pay shall be included in the computation of the gross pay for purposes of computing the thirteenth month pay. Honorarium-based pay and NSTP pay shall be included in the computation of the thirteenth month pay.
2. The computation shall not include *de minimis* benefits, overtime pay, substitution pay, honorarium, night shift differential pay, premium pay, 2-unit midyear pay, and other monetary benefits which are not part of the regular salary of the personnel.
3. The 13th month pay of employees are given in two installments: not later than May 5 and not later than December 5 of each year. For emergency cases or other contingencies, an advance of the 13th month pay may be granted computed based on the actual number of months rendered.
4. The 13th month pay shall be computed on the basis of the following rules:

   GENERAL RULE: The 13th month pay of academic personnel is computed based on the total of the basic salary received during the calendar year divided by 12.

   SPECIAL RULE: For the following academic personnel, the denominator is the actual number of months of service instead of 12:

   a. Permanent and probationary academic personnel who do not teach during the midyear term;

   b. Those who are retiring during the year; or

c. Permanent and probationary academic personnel who go on approved leave of absence and who have rendered service for at least six months during the calendar year.

F. Service Incentive Leave. As provided in Article 95 of the Labor Code of the Philippines, an employee who has rendered at least one year of service is entitled to a yearly five (5) days service incentive leave with pay.

G. Solo Parent Leave. In accordance with Republic Act No. 11861 otherwise known as The Expanded Solo Parents' Welfare Act, all solo parent personnel who have rendered service of at least six (6) months of service to the University shall be entitled to parental leave of not more than seven (7) working days every year.

1. The parental leave may be availed on a continuous or staggered basis, subject to the approval of the University President. In this regard, the Solo parent shall submit the application of parental leave at least one week prior to availing the Solo parent leave, except on emergency cases.
2. A solo parent refers to any individual who falls under any of the following categories:
   a. Birth of a child as a consequence of rape, even without final conviction: *Provided,* That the mother has the sole parental care and support of the child or children: *Provided,* further, That the solo parent under this category may still be considered a solo parent under any of the categories in this section;
   b. Death of the spouse;
   c. Detention of the spouse for at least three (3) months or service of sentence for a criminal conviction;
   d. Physical or mental incapacity of the spouse as certified by a public or private medical practitioner;
   e. Legal separation or de facto separation for at least six (6) months, and the solo parent is entrusted with the

Through these institutional measures, SMU demonstrates its commitment to ensuring that compensation supports employees' basic needs, recognizes their contributions, and promotes decent work. The University uses applicable government wage and poverty indicators as reference points in assessing the adequacy of its compensation structure and its responsibility toward its workforce.