8.2.7. Does your university as a body measure/track pay scale gender equity?

Salary guide

MONTHLY SALARY GUIDE with 6% increase
SY 2024-2025

Name:
Rank:

SAINT MARY'S UNIVERSITY
MONTHLY SALARY GUIDE FOR COLLEGE ACADEMIC PERSONNEL
ACADEMIC YEAR 2024-2025 (Effective August 1, 2024)

Document Code	EOMS-CHA-FO-021, Rev. 04
Effectivity Date	2024/12/08
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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	
	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025
Assistant Instructor 1	19,656	20,835	21,012	22,273	22,368	23,710	22,638	23,996	24,400	25,864	25,079	26,584	26,773	28,379	29,213	30,966
Assistant Instructor 2	19,656	20,835	21,012	22,273	22,368	23,710	22,638	23,996	24,400	25,864	25,079	26,584	26,773	28,379	29,213	30,966
Assistant Instructor 3	19,656	20,835	21,012	22,273	22,368	23,710	22,638	23,996	24,400	25,864	25,079	26,584	26,773	28,379	29,213	30,966
Instructor 1,1	21,012	22,273	22,368	23,710	23,723	25,146	23,995	25,435	25,757	27,302	26,299	27,877	27,180	28,811	29,485	31,254
Instructor 1,2	21,283	22,560	22,638	23,996	23,995	25,435	24,266	25,722	26,163	27,733	26,705	28,307	27,587	29,242	30,027	31,829
Instructor 11,1	21,554	22,847	22,909	24,284	24,266	25,722	24,537	26,009	26,570	28,164	27,113	28,740	27,994	29,674	30,570	32,404
Instructor 11,2	21,825	23,135	23,181	24,572	24,537	26,009	24,807	26,295	26,976	28,595	27,519	29,170	28,400	30,104	31,111	32,978
Instructor 11,3	22,097	23,423	23,452	24,859	24,807	26,295	25,079	26,584	27,382	29,025	27,925	29,601	28,806	30,534	31,653	33,552
Senior Instructor 1	22,368	23,710	23,723	25,146	25,079	26,584	25,350	26,871	27,790	29,457	28,333	30,033	29,213	30,966	32,195	34,127
Senior Instructor 2	22,638	23,996	23,995	25,435	25,350	26,871	25,620	27,157	28,196	29,888	28,739	30,463	29,619	31,396	32,738	34,702
Senior Instructor 3	22,909	24,284	24,266	25,722	25,620	27,157	25,891	27,444	28,604	30,320	29,145	30,894	30,027	31,829	33,280	35,277
Assistant Professor 1,1			25,275	26,792	26,604	28,200	27,137	28,765	30,063	31,867	30,596	32,432	31,461	33,349	34,920	37,015
Assistant Professor 1,2			25,608	27,144	26,871	28,483	27,404	29,048	30,463	32,291	30,994	32,854	31,860	33,772	35,451	37,578
Assistant Professor 11,1			25,940	27,496	27,137	28,765	27,669	29,329	30,861	32,713	31,394	33,278	32,259	34,195	35,983	38,142
Assistant Professor 11,2			26,272	27,848	27,404	29,048	27,936	29,612	31,261	33,137	31,793	33,701	32,659	34,619	36,516	38,707
Assistant Professor 111,1			26,604	28,200	27,669	29,329	28,200	29,892	31,659	33,559	32,192	34,124	33,056	35,039	37,049	39,272
Assistant Professor 111,2			26,937	28,553	27,936	29,612	28,467	30,175	32,059	33,983	32,590	34,545	33,456	35,463	37,580	39,835
Associate Professor 1,1			27,270	28,906	28,335	30,035	28,999	30,739	32,459	34,407	32,991	34,970	33,856	35,887	37,846	40,117
Associate Professor 1,2			27,602	29,258	28,600	30,316	29,266	31,022	32,856	34,827	33,390	35,393	34,254	36,309	38,378	40,681
Associate Professor 11,1			27,936	29,612	28,867	30,599	29,531	31,303	33,257	35,252	33,787	35,814	34,654	36,733	38,911	41,246
Associate Professor 11,2			28,268	29,964	29,133	30,881	29,798	31,586	33,655	35,674	34,188	36,239	35,051	37,154	39,442	41,809
Associate Professor 111,1			28,600	30,316	29,398	31,162	30,063	31,867	34,054	36,097	34,586	36,661	35,451	37,578	39,975	42,374
Associate Professor 111,2			28,934	30,670	29,664	31,444	30,330	32,150	34,454	36,521	34,985	37,084	35,851	38,002	40,507	42,937
Professor 1													36,765	38,971	41,286	43,763
Professor 2													37,152	39,381	41,675	44,176
Professor 3													37,540	39,792	42,062	44,586
Professor 4													37,927	40,203	42,450	44,997
Professor 5													38,315	40,614	42,837	45,407
Professor 6													38,702	41,024	43,225	45,819
Professor 7													39,477	41,846	44,001	46,641
Professor 8													40,253	42,668	44,776	47,463
Professor 9													41,028	43,490	45,551	48,284
Professor 10													41,805	44,313	46,326	49,106
Professor 11													42,773	45,339	47,297	50,135
Professor 12													43,742	46,367	48,265	51,161
Professor 13													44,711	47,394	49,235	52,189
Professor 14													45,680	48,421	50,204	53,216
Professor 15													46,650	49,449	51,172	54,242
Professor 16													47,619	50,476	52,142	55,271
Professor 17													48,588	51,503	53,111	56,298
Professor 18													49,558	52,531	54,080	57,325
Professor 19													50,526	53,558	55,050	58,353
Professor 20													51,495	54,585	56,019	59,380
Professor 21													52,464	55,612	56,987	60,406
Professor 22													53,434	56,640	57,956	61,433
Professor 23													56,143	59,512	58,926	62,462
Professor 24													57,113	60,540	59,895	63,489
Professor 25													57,505	60,955	60,864	64,516
Professor 26															61,834	65,544
Professor 27															62,803	66,571

1. The rates for this salary guide are based on 24 units load.
2. The salaries are 125% for Masteral courses and 150% for Doctorate and Juris Doctor courses.
3. These rates include all applicable allowances and increases required by RA 6728 and ther 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 30, 2024 meeting:

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 BASIC EDUCATION ACADEMIC PERSONNEL

Academic Year 2024-2025 (Effective August 1, 2024)

Name:	
Step:	

Document Code	EOMS-CHA-FO-021, Rev. 00
Effectivity Date	2024/12/08
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STEP	Bachelor's Degree		Bachelor's Degree With LET		With LET and Masterate		Doctoral	
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025
1	17,622	18,679	18,978	20,117	20,335	21,555	22,368	23,710
2	17,622	18,679	18,978	20,117	20,335	21,555	22,368	23,710
3	17,622	18,679	18,978	20,117	20,335	21,555	22,368	23,710
4	17,962	19,040	19,656	20,835	21,012	22,273	23,045	24,428
5	18,301	19,399	19,995	21,195	21,351	22,632	23,384	24,787
6	18,639	19,757	20,335	21,555	21,690	22,991	23,723	25,146
7	18,978	20,117	20,673	21,913	22,029	23,351	24,062	25,506
8	19,317	20,476	21,012	22,273	22,368	23,710	24,400	25,864
9	19,656	20,835	21,351	22,632	22,706	24,068	24,740	26,224
10	19,995	21,195	21,690	22,991	23,045	24,428	25,079	26,584
11	20,143	21,352	21,823	23,132	23,166	24,556	25,180	26,691
12	20,480	21,709	22,158	23,487	23,502	24,912	25,515	27,046
13	20,816	22,065	22,493	23,843	23,836	25,266	25,851	27,402
14	21,152	22,421	22,830	24,200	24,172	25,622	26,187	27,758
15	21,486	22,775	23,166	24,556	24,508	25,978	26,522	28,113
16	21,823	23,132	23,502	24,912	24,844	26,335	26,858	28,469
17	22,158	23,487	23,836	25,266	25,180	26,691	27,194	28,826
18	22,493	23,843	24,172	25,622	25,515	27,046	27,530	29,182
19	22,830	24,200	24,508	25,978	25,851	27,402	27,866	29,538
20	23,166	24,556	24,844	26,335	26,187	27,758	28,200	29,892
21	23,280	24,677	24,943	26,440	26,272	27,848	28,268	29,964
22	23,612	25,029	25,275	26,792	26,604	28,200	28,600	30,316
23	23,945	25,382	25,608	27,144	26,938	28,554	28,934	30,670
24	24,278	25,735	25,940	27,496	27,270	28,906	29,266	31,022
25	24,609	26,086	26,272	27,848	27,603	29,259	29,599	31,375
26	24,943	26,440	26,604	28,200	27,936	29,612	29,930	31,726
27	25,275	26,792	26,938	28,554	28,268	29,964	30,263	32,079
28	25,608	27,144	27,270	28,906	28,600	30,316	30,596	32,432
29	25,940	27,496	27,603	29,259	28,934	30,670	30,929	32,785
30	26,272	27,848	27,936	29,612	29,266	31,022	31,261	33,137
31	26,604	28,200	28,268	29,964	29,599	31,375	31,593	33,489
32	26,938	28,554	28,600	30,316	29,930	31,726	31,925	33,841
33	27,270	28,906	28,934	30,670	30,263	32,079	32,259	34,195
34	27,603	29,259	29,266	31,022	30,596	32,432	32,590	34,545
35	27,936	29,612	29,599	31,375	30,929	32,785	32,925	34,901
36	28,268	29,964	29,930	31,726	31,261	33,137	33,257	35,252
37	28,600	30,316	30,263	32,079	31,593	33,489	33,589	35,604
38	28,934	30,670	30,596	32,432	31,925	33,841	33,922	35,957
39	29,266	31,022	30,929	32,785	32,259	34,195	34,254	36,309
40	29,599	31,375	31,261	33,137	32,590	34,545	34,586	36,661
41	29,930	31,726	31,593	33,489	32,925	34,901	34,920	37,015
42	30,263	32,079	31,925	33,841	33,257	35,252	35,251	37,366
43	30,596	32,432	32,259	34,195	33,589	35,604	35,585	37,720
44					33,921	35,956	35,919	38,074
45					34,253	36,308	36,253	38,428
46					34,585	36,660	36,587	38,782
47					34,917	37,012	36,921	39,136
48					35,249	37,364	37,255	39,490
49					35,581	37,716	37,589	39,844
50					35,913	38,068	37,923	40,198

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 30, 2024 meeting:

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 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	Bachelor's Degree		With Board		With Masteral		MA with Board	
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025
1	15,550	16,483	16,500	17,490	17,136	18,164	17,769	18,835
2	15,865	16,817	16,818	17,827	17,453	18,500	18,088	19,173
3	16,183	17,154	17,136	18,164	17,769	18,835	18,404	19,508
4	17,136	18,164	17,453	18,500	18,088	19,173	18,721	19,844
5	17,453	18,500	17,769	18,835	18,404	19,508	19,038	20,180
6	17,769	18,835	18,088	19,173	18,721	19,844	19,356	20,517
7	18,088	19,173	18,404	19,508	19,038	20,180	19,674	20,854
8	18,404	19,508	18,721	19,844	19,356	20,517	19,992	21,192
9	18,721	19,844	19,038	20,180	19,674	20,854	20,307	21,525
10	19,038	20,180	19,356	20,517	19,992	21,192	20,626	21,864
11	19,356	20,517	19,674	20,854	20,307	21,525	20,942	22,199
12	19,674	20,854	19,992	21,192	20,626	21,864	21,261	22,537
13	19,992	21,192	20,307	21,525	20,942	22,199	21,577	22,872
14	20,307	21,525	20,626	21,864	21,261	22,537	21,895	23,209
15	20,626	21,864	20,942	22,199	21,577	22,872	22,212	23,545
16	20,942	22,199	21,261	22,537	21,895	23,209	22,530	23,882
17	21,261	22,537	21,577	22,872	22,212	23,545	22,846	24,217
18	21,577	22,872	21,895	23,209	22,530	23,882	23,165	24,555
19	21,895	23,209	22,212	23,545	22,846	24,217	23,480	24,889
20	22,212	23,545	22,530	23,882	23,165	24,555	23,799	25,227
21	22,530	23,882	22,846	24,217	23,480	24,889	24,115	25,562
22	22,846	24,217	23,165	24,555	23,799	25,227	24,434	25,900
23	23,165	24,555	23,480	24,889	24,115	25,562	24,750	26,235
24	23,480	24,889	23,799	25,227	24,434	25,900	25,068	26,572
25	23,799	25,227	24,115	25,562	24,750	26,235	25,384	26,907
26	24,115	25,562	24,434	25,900	25,068	26,572	25,703	27,245
27	24,434	25,900	24,750	26,235	25,384	26,907	26,019	27,580
28	24,750	26,235	25,068	26,572	25,703	27,245	26,338	27,918
29	25,068	26,572	25,384	26,907	26,019	27,580	26,654	28,253
30	25,384	26,907	25,703	27,245	26,338	27,918	26,972	28,590
31	25,703	27,245	26,019	27,580	26,654	28,253	27,289	28,926
32	26,019	27,580	26,338	27,918	26,972	28,590	27,607	29,263
33	26,338	27,918	26,654	28,253	27,289	28,926	27,922	29,597
34	26,654	28,253	26,972	28,590	27,607	29,263	28,241	29,935
35	26,972	28,590	27,289	28,926	27,922	29,597	28,557	30,270
36	27,289	28,926	27,607	29,263	28,241	29,935	28,877	30,610
37	27,607	29,263	27,922	29,597	28,557	30,270	29,192	30,944
38	27,922	29,597	28,241	29,935	28,877	30,610	29,510	31,281
39	28,241	29,935	28,557	30,270	29,192	30,944	29,827	31,617
40	28,557	30,270	28,877	30,610	29,510	31,281	30,145	31,954
41	28,877	30,610	29,192	30,944	29,827	31,617	30,461	32,289
42	29,192	30,944	29,510	31,281	30,145	31,954	30,779	32,626
43	29,510	31,281	29,827	31,617	30,461	32,289	31,095	32,961
44	29,827	31,617	30,145	31,954	30,779	32,626	31,415	33,300
45	30,145	31,954	30,461	32,289	31,095	32,961	31,731	33,635
46	30,461	32,289	30,779	32,626	31,415	33,300	32,049	33,972
47	30,779	32,626	31,095	32,961	31,731	33,635	32,365	34,307
48	31,095	32,961	31,415	33,300	32,049	33,972	32,683	34,644
49	31,415	33,300	31,731	33,635	32,365	34,307	33,000	34,980
50	31,731	33,635	32,049	33,972	32,683	34,644	33,319	35,318

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 30, 2024 meeting:

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 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

Pay-scale equity quartile

Job Classification	Male Avg. Salary	Female Avg. Salary	Pay Gap (%)	Analysis / Findings
Top Management	1,528,236.33 (N=4)	537,409.00 (N=1)	64.83%	Significant gap favoring males (64.83%), influenced by differences in senior leadership qualifications (i.e., the sole female senior leader do not have a doctorate degree)
Middle Management	868,104.86 (N=9)	815,482.40 (N=12)	6.06%	Small gap favoring males (6.06%), indicating relatively comparable pay levels.
Junior-Level Management	593,767.67 (N=43)	618,073.42 (N=74)	-4.09%	Females earn slightly more on average (4.09%), suggesting no evident pay disadvantage for women in this group.
Academic Personnel	227,045.87 (N=64)	260,867.01 (N=133)	-14.90%	Females earn higher average salaries (14.90%), reflecting differences in rank, qualifications, or tenure.
Non-Academic Personnel	253,411.43 (N=77)	257,737.43 (N=74)	-1.71%	Salaries are largely comparable, with females earning slightly more (1.71%).
Contract of Service	39,358.16	36,824.98	6.44%	Modest gap favoring males (6.44%), which reflect differences in assignments or contract arrangements
Outsourced (LDR & Double M)	82,893.19	62,587.29	24.50%	Notable gap favoring males (24.50%), largely influenced by job functions and contractual roles (more males are assigned as security guards while more female work in janitorial services)
Average	513,259.64	369,854.50	27.94%	The pay gap is due to occupational mix, rank, qualifications, tenure, and employment arrangements which significantly affect average salaries.

*__Measurement of pay gap__: [(Male average salary – Female average salary) ÷ Male average salary] × 100. A positive value means the male average is higher; a negative value means the female average is higher.
*NOTE: An aggregate difference does not by itself establish unequal pay for equal work.

Summary: Gender pay differences vary across classifications. Female employees earn higher average salaries in Junior-Level Management, Academic Personnel, and Non-Academic Personnel, while male employees earn higher average salaries in Top Management, Middle Management, Contract of Service, and Outsourced positions. The largest gap appears in Top Management. Overall findings reflect differences in job levels, roles, qualifications, tenure, and employment arrangements and do not, by themselves, indicate unequal pay for equal work.

Nondiscrimination Policy on Salaries

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.

Labor Management Council Meeting

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

DATE: 5 November 2024

TO: **Labor Management Committee (LMC)**

SMU-EU Panel
Dr. Erwin Naval and 4 officers

SMU Management Panel (6)
VPA
VPAA
VPFT
VPMI
Legal Counsel
HRDO Director

RE: **Labor Management Committee Meeting**

Union President Dr. Erwin Naval in his letter dated 27 October 2024, requested to convene the Labor Management Committee (LMC).

Please come to a meeting of the LMC on **6 November 2024, Wednesday, 8:30 AM** at the boardroom to dialogue on the issues listed in the attachment. This aims to foster continuing positive working condition and mutual understanding among employee stakeholders in our University.

Sincerely,

JOHN G. TAYABAN, PhD, RPM, RPsy
Vice President for Administration

Recerved:
11-6-24

Approved:

JOHN OCTAVIOUS S. PALINA, PHD, DBA
University President

Circular from the Vice President for Finance on Salary Increase

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND TREASURER

VPFT Circular No. **2024-02**
AY 2024-2025

DATE : 30 OCTOBER 2024
TO : ALL EMPLOYEES
RE : AUTONOMOUS BONUS AND INCREASE IN BASIC SALARIES FOR AY 2024-2025

The Board of Trustees approved in its meeting of October 30, 2024 the following:

1. **Incentive to employees for the attainment of Autonomous Status** as follows:

₱2,000 per year	For PERMANENT and PROBATIONARY Employees
₱2,000 per year	For PART-TIME TEMPORARY AND PART-TIME Employees with Doctoral Degrees
₱1,000 per year	For PART-TIME Employees with Partial Load without Doctoral Degrees.

2. A **6% across-the-board increase** in basic salaries retroactive August 1, 2024.

3. The incentives for the Autonomous Status will be deposited to payroll accounts on October 31, 2024 while the salary adjustments with the 6% increase will be reflected in the November 2024 payroll.

Once again, the University Administration and the Board of Trustees wish to extend deep gratitude and appreciation for all your contributions in the delivery of top-quality education, resulting to the achievement of excellent program results.

[redacted]

VENICA S. ACOSTA, CPA, MBA
Vice President for Finance and Treasurer

Noted:

[redacted]

JOHN OCTAVIOUS S. PALINA, PHD, DBA
University President

ADDENDUM:
- **For employees with less than 6 months in service (e.g. probationary and part-time employed in July-August, 2024) ₱1,000.00 incentive will also be given.**

Inspired by Mission,
Driven by Excellence

smu.edu.ph | treasury@smu.edu.ph
0936 286 7286 | Fax No. (078) 805-3649