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Diliman Interactive Learning Center
UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE CHANCELLOR
FOR ADMINISTRATION

03 October 2013

OFFICE OF THE CHANCELLOR
University of the Philippines Diliman

Dr. Caesar A. Saloma
Chancellor
University of the Philippines
Diliman, Quezon City

OCT 25 2013

RECEIVED #3526
OCT 08 2013

Date: BEKO 3:25 PM
By:

Dear Chancellor Saloma:

May we request approval of the following rate of honoraria/salaries of DILC personnel involved in the video production of instructional materials beyond their normal duties and schedules?

TASK	Rate for Non-UP Personnel	Rate for UP
Over-all Director/	P2,000/hour	P1,000/hr
Audio Technical Director	P1,000/hour	P500/ hr
Video Technical Director	P1,000/hour	P500/ hr
Network Engineer	P1,000/hour	P500/ hr
Production Director	P1,000/hour	P500/ hr
Videographers	P1,000/hour	P500/ hr
Production Assistant	P500/hour	P250/hr

Payment for video production services is charged against DILC's trust account for multimedia services (9774-252-499-439). Payment to personnel is limited to 40% of the income from multimedia services.

ACTION OF THE CHANCELLOR:

Thank you. Approved as recommended
by VCA.

Recommended for approval of the Chancellor:

Respectfully,
10.25.13
Date
CAESAR A. SALOMA
Chancellor

- 1) OT rates for regular DILC personnel, subject to FPOC rates; and
- 2) Incentive allowance for non-UP personnel, based on OT rates.

PETER A. S.
Director

VIRGINIA CYAP
Vice Chancellor for Administration

** Discussed in the 23 October 2013 UPD FPOC Meeting.

Recommending Approval:
RONALD S. BANZON, PhD
2013.10.07