

Ateneo de Zamboanga University
**SALARY STANDARDIZATION AND ENHANCEMENT OF EMPLOYEE WELFARE
PROGRAMS
2025-2026 IMPLEMENTING GUIDELINES**

I. BACKGROUND

In its meeting held on February 22, 2025, the Board of Trustees of Ateneo de Zamboanga University approved Board Resolution No. 2025-13, which affirms the University's continued commitment to providing fair and competitive compensation and benefits for its employees. This is part of a phased implementation strategy toward salary standardization and enhancement of employee welfare programs.

BRN 2025-13 provides, in part:

"WHEREAS, Ateneo de Zamboanga University remains committed to ensuring fair and competitive compensation for its faculty and staff as part of its mission to uphold excellence and institutional sustainability;

WHEREAS, the University recognizes the dedication and contributions of its employees and aims to provide financial and other benefits that promote well-being and job satisfaction;

WHEREAS, as part of the second phase of the Salary Standardization Plan, the University administration has proposed the following adjustments for School Year 2025–2026:

- *A 4% economic increase across the board for all university employees;*
- *A ₱1,000 increase in outpatient benefits (from ₱1,000 to ₱2,000);*
- *Clarification and reinforcement of other benefits to ensure transparency and equitable access to all employees;*

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approves the implementation of the second phase of the Salary Standardization Plan, including the above-stated salary and benefit adjustments, effective School Year 2025–2026."

These Implementing Guidelines are issued to operationalize the approved adjustments and to provide consistency and clarity in their implementation across all eligible employee categories, effective June 1, 2025.

II. POLICY STATEMENT

The Ateneo de Zamboanga University affirms its commitment to fair, transparent, and sustainable compensation practices in line with its vision of human flourishing and institutional excellence. This second phase of the Salary Standardization Plan builds on the first phase and reflects continued investment in the well-being and professional growth of all permanent employees.

III. PURPOSE AND COVERAGE

These Implementing Guidelines prescribe the salary and benefit adjustments applicable to permanent full-time employees of the University, effective **June 1, 2025**.

A. Coverage

These guidelines apply to all permanent employees—academic, administrative, and support staff—across all units of Ateneo de Zamboanga University.

B. Exclusions

The following employees are excluded:

1. Contractual, probationary, and project-based personnel, except for honorariums and benefits where they are explicitly included;
2. Individuals hired through consultancy or job order arrangements;
3. Outsourced personnel and those paid on a piece-rate basis;
4. Student workers and apprentices.

IV. SALARY ADJUSTMENT

All employees shall receive a 4% increase in their current basic salary, effective retroactively from June 1, 2025.

- This increase shall be computed based on the employee’s basic salary as of May 31, 2025.
- Payroll updates shall reflect the new rate by August 30, 2025, with retroactive salary differentials to be processed and paid separately.

The adjusted salary rates are as follows:

LEVEL	POSITION	RATE UPON PERMANENCY	NEW HIRE RATE	DIFFERENCE
MAINTENANCE				
1	Unskilled Worker	P10,460.74	P9,881.50	P579.24
2	Skilled Worker	10,983.77	10,048.21	935.56
OFFICE STAFF				
2	Office Staff	12,057.19	10,851.44	1,205.74
3	Technical Staff	12,581.41	11,242.57	1,338.84
4	Administrative Specialist	13,210.49	11,692.35	1,518.14
FACULTY				
5	Basic Education Faculty and Professional Staff	14,448.97	12,875.20	1,573.77
6	Higher Education Faculty and Professional Staff	15,171.42	13,376.90	1,794.52

V. EMPLOYEE BENEFITS AND ASSISTANCE PROGRAMS

The following benefits are reinforced and continue to be made available to all eligible employees:

A. Health and Medical Assistance

1. Hospitalization Guarantee

This benefit covers medical treatment in accredited hospitals without upfront expenses, subject to healthcare provider terms.

Financial support for accredited hospital admissions (after PhilHealth deduction):

- Up to ₱5,000 → Aid: ₱2,000
- ₱5,001–10,000 → Aid: ₱5,000
- ₱10,001–20,000 → Aid: ₱10,000
- ₱20,001–30,000 → Aid: ₱15,000
- ₱30,001–40,000 → Aid: ₱25,000
- Above ₱40,000 → Aid: ₱35,000

Employees may avail of this benefit for themselves and one immediate family member per school year. However, an employee may choose to waive their personal benefit in favor of the same or another immediate

family member. Similarly, a family member who is entitled to this benefit may also waive their privilege in favor of the employee.

2. Outpatient Medical Assistance

Increased from ₱1,000 to ₱2,000 per school year for diagnostic tests and consultations (reimbursable).

3. Medical and Optical Loan

Medical Loan:

- Employees may avail of a loan of up to ₱30,000, subject to a 6% service fee, payable for one year through salary deduction.

Optical Loan: (No MOA yet for this year)

An interest-free loan for eyewear and vision care is available, payable through salary deduction. Amounts below ₱5,000 are deductible over a 3-month period, while amounts of ₱5,000 and above are deductible over 6 months.

Eligible applicants must be full-time employees with at least one year of continuous service. For employees who resign, any outstanding loan balance will be deducted from their final pay or other receivables.

4. Accident Insurance

Coverage for accidental death, disablement, dismemberment, and medical reimbursement. All employees are covered regardless of their status.

5. Medical Assistance for Pregnancy and Childbirth

Additional financial support beyond hospitalization guarantee.

- **Normal Delivery:** 50% of the balance after PhilHealth deductions not to exceed Php 6,000.00.
- **Delivery with Complications (Miscarriage, Ectopic Pregnancy):** 50% of the balance after PhilHealth deductions not to exceed Php 10,000.00.
- **Caesarean Section:** 50% of the balance after PhilHealth deductions not to exceed Php 15,000.00.

Eligible employees are full-time faculty and staff who have completed at least one (1) year of continuous service.

B. Financial Assistance

1. Cash Advance

Up to ₱5,000, repayable over four semi-monthly payroll deductions. Re-availing will be 2 months after the last deduction. For employees who resign, any outstanding loan balance will be deducted from their final pay or other receivables.

2. Educational Assistance

- **Employee Tuition Discount:** Full-time employees with at least one year of continuous service are eligible for a 50% discount on tuition fees and a 50% discount on select miscellaneous fees for the university's graduate programs.
- **Scholarships for Dependents:** Dependents of full-time employees, whether permanent or contractual, are entitled to a 100% tuition discount and a 50% discount on select fees. Eligibility

begins after the employee has completed at least one (1) year of continuous full-time service.

- **Scholarship for Employees' Siblings or Their Children:** Single or married full-time permanent employees without children are entitled to a scholarship for one sibling or child of a sibling, covering 100% of tuition and 50% of select miscellaneous fees for the entire four-year college program. Eligibility is granted after at least one (1) year of continuous full-time service.

NOTE: For sibling scholarships, benefits begin at the Senior High School level with the same coverage.

- **Part-Time Faculty Scholarship for Dependents:** Part-time faculty members who have served the university for at least one (1) year of continuous service are entitled to the following pro-rated discounts for their dependents based on their teaching load:
 - 6-9 units – 25% Tuition; 12.5% Selected Misc
 - 12 units – 50% Tuition; 25% Selected Misc
 - 15-18 units – 75% Tuition; 37.5 Selected Misc

C. Faculty and Staff Development

1. Graduate Studies Support

Includes tuition, allowance, thesis/dissertation support, travel, and other costs for approved formal studies.

2. Training and Seminars

Coverage for registration, travel, and lodging for approved professional development.

D. Awards and Honoraria

1. Honoraria for Graduate Degrees

Additional monthly honoraria for faculty with master's or doctorate degrees upon submission of required documents:

MA: ₱4,000/month (faculty), ₱3,000 (staff)

PhD: ₱6,500/month (faculty), ₱5,000 (staff)

2. Chair Awards

Recognition for outstanding faculty and professionals, including:

- Professorial Chair – For permanent professors, preferably with a doctorate (for associate and full professors)
- Faculty Chair – For faculty demonstrating excellence in teaching, research, or leadership
- Research Chair – For permanent faculty with at least 12 graduate units, subject to funding availability (with approved research project from URO)

3. Service Awards

Cash awards are given starting at the 5-year service milestone, with additional gold jewelry awarded at 25 years of service. Employees are recognized regardless of their employment status.

4. Additional Professional Honoraria

In addition to the professions already listed in previous guidelines, the following professional roles are now recognized as eligible for monthly Professional Honoraria:

Profession	Monthly Honorarium
Registered Social Worker	₱3,500
Registered Agriculturist	3,000

These additions acknowledge the specialized expertise and licensure required of both roles:

- Registered Social Workers provide psychosocial support, case management, and community-based interventions aligned with their training under Republic Act No. 4373 and PRC licensure. Their contributions support student development and the University's community engagement and safeguarding efforts.
- Registered Agriculturists contribute to instruction, research, and extension work that promote sustainable agriculture, food systems, and environmental stewardship. Their recognition aligns with the University's commitment to sustainability and regional development.

Eligibility, approval, and limitations on multiple honorariums shall follow existing rules as set in the 2024–2025 Implementing Guidelines.

5. New Honorarium for Administrative Position

In addition to the administrative positions already listed in previous guidelines, the following position is now recognized as eligible for monthly honorarium:

Position	Monthly Honorarium
Assistant Department Chair	₱3,000

This acknowledges the formal designation and academic leadership responsibilities of Assistant Department Chairs.

E. Cash Gifts

- 1. Wedding Gift:** ₱5,000 (upon submission of marriage certificate and updated records)
- 2. Childbirth Gift:** ₱3,000 per child, up to 4 children (with documents)
- 3. Funeral Assistance:** Financial aid of PHP 6,000 is provided for deceased full-time employees, while PHP 2,000.00 is granted for the funeral expenses/flowers of an employees’ immediate family member

Eligible employees are full-time faculty and staff who have completed at least one (1) year of continuous service.

F. Hazard Pay Provision

To recognize occupational risk and promote fair compensation, hazard pay shall be granted to the following personnel:

- PPO Skilled Workers (e.g., electricians, plumbers, masons, painters, carpenters, drivers, landscapers, tree trimmers, sound technicians): ₱30 per day, up to a maximum of ₱720 per month, granted only when physically present at work.
- ALOHA Tree Trimmers: ₱250 per week, subject to verification of field work.
- Chemistry Laboratory Technicians: ₱2,800 per month, already incorporated into the current payroll.

Hazard pay is not considered part of the basic salary and is excluded from the computation of retirement and terminal benefits. The following provisions apply:

- If an employee works only a half day, hazard pay will be prorated based on actual hours worked.
- If reassigned to a low-risk task, hazard pay will be suspended for the duration of the reassignment.
- If placed under a work-from-home arrangement, hazard pay will be stopped, as no hazardous duties are being performed.

PPO supervisors must verify and record attendance, work assignments, and any changes in duty to ensure accurate computation and prevent disputes.

This program shall be implemented on a continuing basis and reviewed annually by HRADO and the Finance Office, considering risk level, performance, and funding availability.

G. Travel Allowances

To support faculty and staff representing the University in approved official engagements—such as conferences, training, institutional partnerships, and research—the following allowances and guidelines shall apply:

Domestic Travel Allowance

Destination	Lodging (₱/day)	Board (₱/day)	Misc. (₱/day)	Airport Transfer (₱/round trip)
Metro Manila/Cebu	2,000	600	400	1,200
Metro Davao/CDO	1,800	600	400	800
Iloilo/Naga	1,600	500	400	800
Basilan/Jolo/ Tawi-Tawi	1,200	500	300	-
Zamboanga del Sur/Norte/Sibugay	1,400	500	300	-

Note: Slightly higher rates may apply to School of Medicine (SOM) and College of Law (COL) faculty/staff for academic-related travel, subject to unit and administrative approval.

International Travel Allowance (or USD equivalent at the time of travel)

Tier (By Cost of Living)	Sample Countries	Lodging	Board	Misc.	Total Per Diem
Tier 1: Very High	Switzerland, Norway, UK (London), USA (NYC, SF), Singapore, Japan (Tokyo), Iceland	₱5,000	₱2,500	₱1,000	₱8,500
Tier 2: High	Australia, Germany, South Korea, UAE, France, Canada, New Zealand, Hong Kong	₱4,000	₱2,000	₱800	₱6,800
Tier 3: Moderate	Thailand, Malaysia, Vietnam, Taiwan, China (non-tier 1), Indonesia, Turkey	₱3,000	₱1,500	₱600	₱5,100
Tier 4: Low	India, Bangladesh, Cambodia, Laos, Nepal, Pakistan, Myanmar	₱2,000	₱1,000	₱400	₱3,400

Guidelines and Budget Considerations

- **Early Arrangements:** Personnel are encouraged to book early to access lower fares and accommodation rates.
- **Cost Efficiency:** Travelers must prioritize cost-effective options (e.g., partner hotels, economy-class fares) in line with institutional stewardship.
- **Virtual Participation:** Online attendance is encouraged for events where physical presence is not essential.
- **Budget Availability:** All reimbursements are subject to approved annual budgets. Exceptions must have prior written approval of the University President.
- **Required Documentation:**
 - Approved OTSB leave
 - Travel itinerary and boarding passes
 - Conference or meeting program/schedule
 - Receipts (as applicable)
- **Transit Days:** Must be reflected in itinerary and approved prior to travel.
- **Official Activity Days:** Per diem is granted for each day the employee is officially attending or participating in an event, as confirmed by the program or invitation.
- **Travel (Transit) Days:** The day before and day after the official activity may also be granted full per diem, if:
 - Travel is required due to distance, flight availability, or safety concerns;
 - The employee incurs costs equivalent to normal travel (e.g., hotel stay, meals);
 - These days are indicated in the travel authority and supported by itinerary or boarding passes.
- **Non-Official or Personal Days:** No per diem shall be granted for days spent on personal travel extensions or vacation not aligned with official university purposes.

OTSB-Related Travel Covered by External Institutions

- **Responsibility for Costs:** When a sending or receiving institution covers travel under the OTSB program, all costs must be borne by that institution.
- **Pre-Travel Coordination:** Employees must secure written confirmation that costs will be covered, prior to departure.
- **University Coverage:** AdZU may cover certain costs for university-sanctioned travel only if they are not covered by the external institution, and subject to availability of funds.
- **Fixed Per Diem Allowance:** If a host institution provides full coverage (lodging, meals, transport), AdZU may grant a modest, fixed daily allowance:

Type of Travel	Fixed Per Diem (₱/day)	Transit Day (₱)	Conditions
Domestic	₱500	₱500	Proof of full sponsorship; subject to unit budget and pre-approval.
International	₱1,000	₱1,000	No per diem from host; full travel days supported by itinerary; President's approval required.

- Treated as a non-accountable allowance (not based on receipts)
- Not applicable to partially funded travel (e.g., airfare only)

H. Adjustment to Tellers’ Allowance

To recognize the nature of cash-handling responsibilities and operational risk, the Tellers’ Allowance is increased from ₱40 to ₱60 per day, effective June 1, 2025.

This allowance applies to full-time personnel officially designated as Tellers in the Finance Office, and is granted only on days when the teller is physically present and performing their duties. The adjustment reflects both inflationary considerations and the critical role of tellers in financial transactions and service delivery.

I. Retirement Benefits

The Ateneo de Zamboanga University – PERAA retirement plan provides a lump sum of one-month’s current basic salary for every year of service upon retirement at age 60. Honoraria due to Master and Doctoral degrees are considered in the computation of the retirement pay. However, these should only cover those years after the degrees have been attained.

Upon permanency, a full-time employee is automatically a member of PERAA. The school begins to contribute an amount equivalent to 7.5% of his/her current monthly basic salary to the PERAA Retirement Fund. The employee-member participates by contributing only 1% of his/her current monthly basic pay to the fund. However, employees may voluntarily increase their personal contribution from 2% to 15% of their current basic pay, which will be considered as savings receivable upon their retirement.

ATENEO VESTING POLICY

In case a member is separated from our institution for any reason other than retirement, disability, death and dismissal for cause, he/she shall be entitled:
(a) to the return of his/her total net contributions plus the income earned and
(b) to a specified proportion of the total net contribution of our Institution in his/her favor plus income, computed in accordance with his/her length of years of service as follows:

<u>COMPLETED YEARS OF SERVICE</u>	<u>% PAYABLE</u>
Below 3 years	20%
3 years	30%
4 years	40%
5 years	50%
6 years	60%
7 years	70%
8 years	80%
9 years	90%
10 years or more	100%

VI. SALARY AND BENEFITS MATRIX

Benefit	Permanent	Probationary	Contractual	Project-Based	Notes/Conditions
Annual Salary Increase (4% SY 2025–2026)	✓	✓	✓	✓	Retroactive to June 2025
13th Month Pay	✓	✓	✓	✓	Mandated by law
Outpatient Benefit (P2,000)	✓	✓	✓	✗	Reimbursement basis
Hospitalization Guarantee	✓	✓	✓	✗	Subject to HRADO rules
Medical Loan	✓	✓	✓	✗	Subject to HRADO rules

Optical Loan	✓	✓	✓	✗	Subject to HRADO rules
Accident Insurance	✓	✓	✓	✓	All employees are covered regardless of their status.
Medical Assistance – Pregnancy/Childbirth	✓	✓	✓	✗	Subject to HRADO rules
Cash Advance	✓	✓	✓	✗	Subject to HRADO rules
Educational Assistance – Employee Tuition Discount (50%)	✓	✓	✓	✗	Should be full-time
Scholarship for Dependents	✓	✓	✓	✗	Eligible after 1 year of full-time continuous service
Scholarship for Siblings or their Children	✓	✗	✗	✗	Only for single/married childless full-time permanent employees.
Part-Time Faculty Scholarship for Dependents (Children)	N/A	N/A	✓	N/A	Proportionate to teaching load (1 year of continuous service)
Professional Honorarium	✓	✓	✓	✗	Includes: CPA, Engineers, RN, RSW, Agriculturist, etc.
Administrative Honorarium	✓	✓	✓	✗	Only for appointed faculty/staff
Honorarium for Graduate Degrees	✓	✓	✓	✗	Must submit required credentials
Chair Awards (Professorial, Faculty, Research)	✓	✗	✗	✗	As per criteria, for permanent faculty only.
Cash Gifts (Wedding, Childbirth, Funeral)	✓	✓	✓	✗	Subject to HRADO rules
Hazard Pay	✓	✓	✓	✗	PPO skilled workers, lab techs, ALOHA tree trimmers
Travel Allowance	✓	✓	✓	✓ (if official)	As per Travel Guidelines
Fixed Per Diem (if fully sponsored travel)	✓	✓	✓	✓ (if official)	For incidental costs only
Tellers’ Allowance	✓	✗	✗	✗	For designated cash-handling staff
Retirement Benefits (PERAA)	✓	✗	✗	✗	Upon meeting service years & age

VII. IMPLEMENTATION AND COMPLIANCE

1. The HRADO, in coordination with the Finance Office and Administration, will administer benefits and salary adjustments.
2. Employees must meet eligibility criteria and follow documentation procedures.
3. All adjustments are subject to audit. Any overpayments will be refunded via payroll adjustment.
4. The University reserves the right to amend these guidelines as needed for sustainability and compliance.

VIII. EFFECTIVITY

These Implementing Guidelines shall take effect upon approval, with retroactive effect as of June 1, 2025.

Approved, this 19th day of August, 2025.

(ORIGINAL SIGNED)
FR GUILLREY ANTHONY M ANDAL, SJ
 University President