



Office of the President

Ateneo de Zamboanga University

The Jesuit University in Western Mindanao, Philippines
Since 1912

In Consortium with:
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UNIVERSITY MEMORANDUM

MEMO NO. : Memo 25-26:14
DATE : August 19, 2025
TO : The AdZU Community
SUBJECT : **2025-2026 Implementing Guidelines on Salary Standardization and Enhancement of Employee Welfare Programs**

A year ago, on the Feast of St. Ignatius of Loyola, we joyfully announced the implementation of the **First Phase of our Salary Standardization Plan**—a milestone that brought meaningful increases to our employees' salaries and set the tone for our shared journey toward fair, competitive, and sustainable compensation for all our employees.

Today, I am pleased to share with you the next step in that journey: the **Second Phase of the Salary Standardization Plan**, as approved by the Board of Trustees through **Board Resolution No. 2025-13** on February 22, 2025. This phase not only sustains our momentum but also expands our support for the well-being and professional growth of our people.

The **2025-2026 Implementing Guidelines** detail these enhancements, which take effect **retroactively from June 1, 2025**. Key points include:

- **4% across-the-board salary increase** for all employees
- **Increase in outpatient medical assistance** from ₱1,000 to ₱2,000 per school year
- **Additional professional honoraria** for Registered Social Workers and Registered Agriculturists
- **Hazard pay provisions for certain roles**, including PPO Skilled Workers and Chemistry Laboratory Technicians
- **Revised travel allowance policies**, including fixed per diem for fully covered externally funded travel
- **Increase in Tellers' Allowance** from ₱40 to ₱60 per day
- Continued reinforcement of comprehensive employee benefits, including medical, educational, and development programs

The development of this year's guidelines was guided by the same principles that shaped the first phase—**transparency, consultation, sustainability, and mission alignment**. HRADO, in collaboration with the vice presidents and unit heads, reviewed feedback from last year's

implementation to ensure that the adjustments remain equitable and responsive to the needs of our community.

As we look ahead, the **third and final phase** of this plan will be our opportunity to complete this important project of aligning our compensation structure with our mission and strategic directions. I invite each of you to remain engaged, share your insights, and work with us to ensure its success.

The full text of the **2025–2026 Implementing Guidelines** is **attached to this memorandum** for your information and guidance. Unit heads are requested to discuss these updates with their teams and ensure proper implementation in coordination with HRADO.

On behalf of the University, I thank you for your continued dedication and for the many ways you live out our Jesuit mission each day. May this next phase serve not just as a financial uplift but as a reaffirmation of our commitment to your well-being and to the flourishing of the entire AdZU community.

(ORIGINAL SIGNED)

Fr. Ernard M. Andal, SJ
University President