



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

ADMINISTRATIVE ORDER No. 05 Series of 2025

Date: June 15, 2025

POLICY ON EMPLOYMENT PRACTICES: PAY SCALE EQUITY

I. Policy Statement

The Universidad de Manila (UDM), as a local higher education institution under the City Government of Manila, upholds the principle of fair compensation and equal pay for work of equal value. This policy ensures that all employees—regardless of gender, age, nationality, civil status, or employment classification—are compensated equitably and without bias.

UDM commits to maintaining pay structures that are transparent, just, and based solely on merit, qualifications, and performance. The university further pledges to identify, measure, and eliminate any existing gender-based pay gaps, in line with the **Magna Carta of Women (Republic Act 9710)**, the **Philippine Labor Code**, and the **Equal Pay for Equal Work principle** under international labor standards.

II. Objectives

This policy seeks to:

1. Guarantee that all employees receive fair compensation based on objective criteria such as role, rank, experience, and performance.
2. Ensure equal pay for men and women performing work of equal value.
3. Regularly assess and correct pay disparities across departments, positions, or employment categories.
4. Promote a culture of fairness, inclusivity, and transparency in the university's remuneration practices.

III. Scope and Coverage

This policy applies to all faculty members, academic support staff, administrative employees, and contractual personnel of Universidad de Manila, including part-time, probationary, and permanent staff, regardless of gender or nationality.

IV. Policy Guidelines

1. Principle of Pay Equity

The university shall ensure that salary rates are determined through fair, transparent, and gender-neutral evaluation systems. Compensation levels must reflect the complexity, responsibility, and value of the work performed rather than the employee's gender or personal characteristics.





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2. Pay Scale Transparency

UDM shall maintain a standardized pay scale structure for all employment classifications, approved by the **City Government of Manila** and the **Civil Service Commission (CSC)**. The salary schedule and benefits matrix shall be made accessible to employees upon request, ensuring transparency in pay decisions.

3. Gender Pay Gap Assessment

The Human Resource and Administrative Services Office (HRASO), in coordination with the University Planning and Finance Office, shall conduct **biennial gender pay audits** to identify disparities in salary or benefits between male and female employees. Findings shall be reported to the University President and Board of Regents, with corrective measures implemented as needed.

4. Non-Discrimination in Compensation

UDM prohibits any form of wage discrimination based on sex, gender identity, civil status, age, religion, ethnicity, or other social identity factors. The university shall also ensure that maternity, paternity, and parental leaves do not adversely affect career progression or compensation adjustments.

5. Periodic Review and Adjustment

The university shall periodically review compensation structures to align them with national wage standards, inflation adjustments, and collective bargaining agreements, ensuring continued pay equity across all employee groups.

6. Equal Opportunity in Promotion and Pay Progression

Salary increases, merit pay, and promotion-related compensation shall be based solely on verifiable performance indicators, academic or professional qualifications, and tenure. All promotion deliberations shall be gender-neutral and subject to HRASO and BOR oversight.

V. Implementation and Oversight

- The **Human Resource and Administrative Services Office (HRASO)** shall be responsible for implementing this policy, conducting pay audits, and ensuring compliance.
- The **University Gender and Development (GAD) Focal Point System** shall monitor adherence to gender equity principles and recommend interventions to close pay gaps.
- Any employee may file a grievance or appeal regarding pay discrimination or inequity through the **Employee Grievance and Appeals Committee**, ensuring confidentiality and protection from retaliation.





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VI. Accountability and Sanctions

Non-compliance with this policy—such as engaging in discriminatory pay practices or failing to correct identified disparities—may result in administrative sanctions, as prescribed by the Civil Service Commission and University Code of Conduct.

VII. Effectivity and Review

This policy shall take effect immediately upon approval by the University Board of Regents and shall be reviewed every three (3) years or as necessary to ensure compliance with evolving laws and labor standards.

Ma. Felma Carlos-Tria, ED. D.
President

