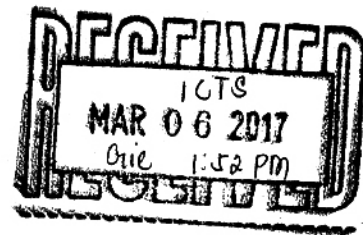




Republic of the Philippines
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Elliptical Road, Diliman, Quezon City
Tax Identification Number: 000-845-895



February 20, 2017

ADMINISTRATIVE ORDER

No. 03
Series of 2017

**SUBJECT : GUIDELINES ON THE SELECTION/HIRING/COMPENSATION AND
RELATED CONCERNS FOR PERSONNEL HIRED UNDER
CONTRACTS OF SERVICE**

In order to institutionalize a system for the selection, hiring and compensation of personnel under contracts of service, the Department hereby issues the guidelines for the processing thereof.

I. Coverage

This guidelines shall cover the DA Central Office, Bureaus, Regional Field Offices, Attached Agencies and other subordinate offices under the Department.

II. Definition/Features

1. The contract covers services where no employer-employee relationship exists. The personnel involved in the contract of service do not enjoy the benefits enjoyed by permanent employees.
2. The contract of service is not covered by Civil Service Law, Rules and Regulations, but is governed by the stipulations in their contract of service, and subject to government accounting and auditing rules and regulations.
3. The contract of service shall not exceed six (6) months.

III. Guidelines in the Selection/Hiring

1. There is a need to augment the existing work force;
2. The personnel to be hired shall possess the necessary qualifications, such as but not limited to education, skills, and/or expertise, required for the particular job; and
3. The compensation shall be commensurate to the position and job description of his/her work assignment

IV. Documents Required in the Request for Authority to Hire

The following documents shall form part of the requirements and must be attached to the Request for Authority to Hire:

- A copy of approved PPMP reflecting the funds intended for the purpose;
- List of filled/unfilled plantilla positions;
- Justification on the need for additional personnel; and
- List of positions of Contract of Service personnel to be hired, its corresponding salary rates, actual duties and responsibilities, and Qualification Standards (QS) for the position being requested (*see attached prescribed template, Annex 1*).

V. Review Committee

The Review Committee under Special Order No. 1183 shall evaluate all requests for the hiring of Contract of Service personnel and conduct the screening process of applicants.

VI. Compensation

Contract of Service personnel shall be paid compensation not exceeding the minimum salary of an equivalent position and salary grade in the Position Classification and Compensation System (*see attached compensation matrix, Annex 2*).

VII. Approving Authority

The authority to hire Contract of Service Personnel in all DA Offices, including Bureaus, Regional Field Offices, Attached Agencies shall be approved by the DA Secretary.

VIII. Delegation of Authority

The authority to approve Contracts of Service *for DA-Central Office* shall be delegated to the Undersecretary for Administration *while the authority to approve Contracts of Service for Bureaus, Regional Field Offices and Attached Agencies is hereby delegated to the concerned Heads of Agencies.*

IX. Repealing Clause

This Administrative Order repeals, revokes and renders no force and effect any order or other issuances in conflict hereof.

X. Effectivity

This Administrative Order shall take effect immediately.

EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
in replying pls cite this code :
For Signature: S-02-17-0453
Received : 02/24/2017 10:49 AM

Operating Unit: _____

ANNEX 1

Name of Personnel/ Position Title	Office Assignment/Deployment	Salary Grade	Salary Rate	Actual Duties and Responsibilities	Qualification Standards	Credentials For the Position

Requesting Office:

Head of Operating Unit

Date:

Recommending Approval:

* Recommending Official

Date:

* Recommending Official may be the Service Director or concerned Assistant Secretary/Undersecretary.

**COMPENSATION MATRIX OF PERSONNEL UNDER CONTRACT OF SERVICE
(AS SUBMITTED BY THE PERSONNEL DIVISION)**

Position	SG	Annex 2 Equivalent Salary
Administrative Aide I	1	9,478
Crafts and Trades Helper	1	9,478
Laborer I	1	9,478
Utility Worker I	1	9,478
Administrative Aide II	2	10,159
Messenger	2	10,159
Bookbinder I	2	10,159
Reproductive Machine Operator I	2	10,159
Farm Worker I	2	10,159
Administrative Aide III	3	10,883
Laborer II	3	10,883
Utility Worker II	3	10,883
Driver I	3	10,883
Carpenter I	3	10,883
Mason I	3	10,883
Painter I	3	10,883
Plumber I	3	10,883
Audio-Visual Equipment Operator I	3	10,883
Illustrator I	3	10,883
Clerk I	3	10,883
Administrative Aide IV	4	11,658
Storekeeper I	4	11,658
Driver II	4	11,658
Bookbinder II	4	11,658
Reproductive Machine Operator II	4	11,658
Electrician I	4	11,658
Mechanic I	4	11,658
Mechanical Plant Operator I	4	11,658
Printing Machine Operator I	4	11,658
Auxillary Machine Operator I	4	11,658
Communications Equipment Operator I	4	11,658
Clerk II	4	11,658
Human Resources Management Aide	4	11,658
Buyer I	4	11,658
Accounting Clerk I	4	11,658
Fiscal Clerk I	4	11,658
Budgeting Aide	4	11,658
Cash Clerk I	4	11,658
Driver Courier I	4	11,658
Engineering Aide	4	11,658
Farm Worker II	4	11,658
Science Aide	4	11,658

Administrative Aide V	5	12,488
Chauffeur I	5	12,488
Carpenter II	5	12,488
Mason II	5	12,488
Painter II	5	12,488
Plumber II	5	12,488
Audio-Visual Equipment Operator II	5	12,488
Photographer I	5	12,488
Illustrator II	5	12,488
Accounting Machine Operator I	5	12,488
Administrative Aide VI	6	13,378
Chauffeur II	6	13,378
Utility Foreman	6	13,378
Electrician II	6	13,378
Labor Foreman	6	13,378
Air-conditioning Technician I	6	13,378
Mechanic II	6	13,378
Mechanical Plant Operator II	6	13,378
Printing Machine Operator II	6	13,378
Audio Visual Aids Technician I	6	13,378
Auxillary Machine Operator II	6	13,378
Data Entry Machine Operator I	6	13,378
Data Contoller I	6	13,378
Communications Equipment Operator II	6	13,378
Electronics and Communications Equipment Technicain I	6	13,378
Artist-Illustrator I	6	13,378
Clerk III	6	13,378
Buyer II	6	13,378
Storekeeper II	6	13,378
Accounting Clerk II	6	13,378
Fiscal Clerk II	6	13,378
Cash Clerk II	6	13,378
Disbursing Officer I	6	13,378
Motor Pool Dispatcher	6	13,378
Agricultural Products Inspector I	6	13,378
Agricultural Technician I	6	13,378
Aquacultural Technician I	6	13,378
Livestock Inspector I	6	13,378
Market Inspector I	6	13,378
Meat Inspector I	6	13,378
Administrative Assistant I	7	14,331
Chauffeur III	7	14,331
Bookbinder III	7	14,331
Reproduction Machine Operator III	7	14,331
Audio-Visual Equipment Operator III	7	14,331
Photographer II	7	14,331
Computer Operator I	7	14,331
Secretary I	7	14,331
Accounting Machine Operator II	7	14,331
Motor Pool Supervisor	7	14,331

Administrative Assistant II	8	15,368
Chauffeur IV	8	15,368
Carpenter Foreman	8	15,368
Mason Foreman	8	15,368
Painter Foreman	8	15,368
Plumber Foreman	8	15,368
Labor General Foreman	8	15,368
Air-Conditioning Technician II	8	15,368
Audio-Visual Aids Technician II	8	15,368
Auxillary Machine Operator III	8	15,368
Data Entry Machine Operator II	8	15,368
Data Contoller II	8	15,368
Electronics and Communications Equipment Technicain II	8	15,368
Artist-Illustrator II	8	15,368
Clerk IV	8	15,368
Human Resources Management Assistant	8	15,368
Property Custodian	8	15,368
Accounting Clerk III	8	15,368
Bookkeeper	8	15,368
Fiscal Clerk III	8	15,368
Budgeting Assistant	8	15,368
Cash Clerk	8	15,368
Disbursing Officer II	8	15,368
Management and Audit Assistant	8	15,368
Assistant Officer	8	15,368
Public Relations Assistant	8	15,368
Agricultural Products Inspector II	8	15,368
Farm Supervisor	8	15,368
Livestock Inspector II	8	15,368
Meat Inspector II	8	15,368
Project Development Assistant	8	15,368
Project Assistant I	8	15,368
Project Evaluation Assistant	8	15,368
Public Services Assistant	8	15,368
Training Assistant	8	15,368
Administrative Assistant III	9	16,512
Electrician Foreman	9	16,512
Mechanic III	9	16,512
Mechanic Plant Operator III	9	16,512
Printing Machine Operator III	9	16,512
Computer Operator II	9	16,512
Coomunications Equipment Operator III	9	16,512
Secretary II	9	16,512
Buyer III	9	16,512
Storekeeper III	9	16,512
Senior Bookkeeper	9	16,512
Motor Pool Supervisor II	9	16,512
Science Research Assistant	9	16,512
Science Research Technician I	9	16,512

Administrative Assistant IV	10	17,730
Bookbinder IV	10	17,730
Carpenter General Foreman	10	17,730
Painter General Foreman	10	17,730
Audio-Visual Aids Technician II	10	17,730
Photographer III	10	17,730
Accounting Machiner Operator III	10	17,730
Project Assistant II	10	17,730
Project Development Assistant II	10	17,730
Administrative Assistant V	11	19,077
Electrician General Foreman	11	19,077
Mechanical Shop Foreman	11	19,077
Printing Machine Operator IV	11	19,077
Data Entry Machine Operator III	11	19,077
Data Controller III	11	19,077
Communications Equipment Operator IV	11	19,077
Electronics and Communications Equipment Technician III	11	19,077
Artist-Illustrator III	11	19,077
Private Secretary I	11	19,077
Buyer IV	11	19,077
Storekeeper IV	11	19,077
Science Research Technician II	11	19,077
Administrative Assistant VI	12	20,651
Computer Operator III	12	20,651
Photographer IV	12	20,651
Project Assistant III	12	20,651
Senior Administrative Assistant I	13	22,328
Mechanic Shop General Foreman	13	22,328
Data Entry Machine Operator IV	13	22,328
Data Controller IV	13	22,328
Communications Equipment Operator V	13	22,328
Buyer V	13	22,328
Science Research Technician III	13	22,328
Senior Administrative Assistant II	14	24,141
Audio-Visual Aids Technician IV	14	24,141
Computer Operator IV	14	24,141
Project Assistant IV	14	24,141
Senior Administrative Assistant III	15	26,192
Photographer V	15	26,192
Electronics and Communications Equipment Technician IV	15	26,192
Private Secretary II	15	26,192
Science Research Technician IV	15	26,192
Senior Administrative Assistant IV	16	28,417
Senior Administrative Assistant V	18	33,452
Photographer VI	18	33,452

Private Secretary III	18	33,452
Positon	SG	Equivalent Salary
Administrative Officer I	10	17,730
Records Officer I	10	17,730
Supply Officer	10	17,730
Cashier I	10	17,730
Agricultural Technologist	10	17,730
Aquacultural Technologist	10	17,730
Document Examiner I	10	17,730
Information Systems Researcher I	10	17,730
Legal Assistant I	10	17,730
Market Supervisor I	10	17,730
Records Management Analyst I	10	17,730
Records Officer I	10	17,730
Supply Officer I	10	17,730
Administrative Officer II	11	19,077
Human Resources Management Officer I	11	19,077
Fiscal Examiner I	11	19,077
Fiscal Controller I	11	19,077
Accounting Analyst	11	19,077
Agricultural Products Inspector III	11	19,077
Administrative Officer I	11	19,077
Agriculturist I	11	19,077
Aquaculturist I	11	19,077
Budget Analyst	11	19,077
Budget Officer I	11	19,077
Chemist I	11	19,077
Communications Development Officer I	11	19,077
Communications Equipment Inspector II	11	19,077
Community Development Officer I	11	19,077
Computer Maintenance Technologist I	11	19,077
Computer Programmer I	11	19,077
Development Management Officer I	11	19,077
Farm Superintendent I	11	19,077
Fiber Development Officer I	11	19,077
Financial Analyst I	11	19,077
Information Officer	11	19,077
Junior Scholarship Affair Officer	11	19,077
Management Analyst	11	19,077
Management and Audit Analyst I	11	19,077
Market Specialist I	11	19,077
Meat Inspector III	11	19,077
Personnel Analyst	11	19,077
Planning Officer I	11	19,077
Project Development Officer I	11	19,077
Project Evaluation Officer I	11	19,077
Public Relations Officer I	11	19,077
Science Research Analyst	11	19,077
Accountant I	12	20,651

Engineer I	12	20,651
Information System Analyst I	12	20,651
Legal Assistant II	12	20,651
Accounting Specialist I	13	22,328
Auditing Systems Specialist I	13	22,328
Management Specialist I	13	22,328
Meat Control Officer I	13	22,328
Personnel Specialist I	13	22,328
Scholarship Affair Officer I	13	22,328
Science Research Specialist I	13	22,328
Administrative Officer III	14	24,141
Document Examiner II	14	24,141
Executive Assistant I	14	24,141
Information System Researcher II	14	24,141
Legal Officer I	14	24,141
Market Supervisor II	14	24,141
Administrative Officer IV	15	26,192
Information Officer II	15	26,192
Planning Officer II	15	26,192
Project Development Officer II	15	26,192
Project Evaluation Officer II	15	26,192
Public Relations Officer II	15	26,192
Scholarship Affair Officer II	15	26,192
Science Research Specialist II	15	26,192
Accountant II	16	28,417
Engineer II	16	28,417
Budget Specialist II	16	28,417
Executive Assistant II	17	30,831
Administrative Officer V	18	33,452
Document Examiner III	18	33,452
Financial Analyst III	18	33,452
Information Officer III	18	33,452
Management and Audit Analyst III	18	33,452
Market Specialist III	18	33,452
Market Supervisor III	18	33,452
Media Production Specialist III	18	33,452
Planning Officer III	18	33,452
Project Development Officer III	18	33,452
Project Evaluation Officer III	18	33,452
Project Relations Officer III	18	33,452
Accountant III	19	36,409
Engineer III	19	36,409
Senior Management Specialist	19	36,409
Senior Economic Development Specialist	19	36,409

Executive Assistant III	20	39,768
Legal Officer III	20	39,768
Attorney III	21	43,439
Supervising Administrative Officer	22	47,448
Human Resource Management IV	22	47,448
Records Officer IV	22	47,448
Supply Officer IV	22	47,448
Cashier IV	22	47,448
Information Officer IV	22	47,448
Public Relations Officer IV	22	47,448
Financial Analyst IV	22	47,448
Fiscal Examiner IV	22	47,448
Fiscal Controller IV	22	47,448
Budget Officer IV	22	47,448
Management and Audit Analyst IV	22	47,448
Financial and Management Officer I	22	47,448
Accountant IV	22	47,448
Agricultural Center Chief III	22	47,448
Chemist IV	22	47,448
Community Affairs Officer IV	22	47,448
Community Development Officer IV	22	47,448
Development Management Officer IV	22	47,448
Document Examiner IV	22	47,448
Engineer IV	22	47,448
Market Specialist IV	22	47,448
Market Supervisor IV	22	47,448
Media Production Specialist IV	22	47,448
Planning Officer IV	22	47,448
Project Development Officer IV	22	47,448
Project Evaluation Officer IV	22	47,448
Records Officer IV	22	47,448
Supervising Accounting Specialist	22	47,448
Supervising Agriculturist	22	47,448
Supervising Aquaculturist	22	47,448
Supervising Budget Specialist	22	47,448
Supervising Communications Development Officer	22	47,448
Supervising Fiber Development Officer	22	47,448
Supervising Financial Management Specialist	22	47,448
Supervising Fishing Regulations Officer	22	47,448
Supervising Management Specialist	22	47,448
Supervising Meat Control Officer	22	47,448
Supervising Personnel Officer	22	47,448
Supervising Records Management Analyst	22	47,448
Supervising Science Research Specialist	22	47,448
Training Specialist	22	47,448
Veteranarian IV	22	47,448
Attorney IV	23	51,826
Chief Administrative Officer	24	56,610

Human Resources Management Officer V	24	56,610
Records Officer V	24	56,610
Supply Officer V	24	56,610
Chief Accountant	24	56,610
Financial Analyst V	24	56,610
Fiscal Examiner V	24	56,610
Fiscal Controller V	24	56,610
Budget Officer V	24	56,610
Cashier V	24	56,610
Management and Audit Analyst V	24	56,610
Information Officer V	24	56,610
Public Relations Officer V	24	56,610
Agriculture Center Chief IV	24	56,610
Chemist V	24	56,610
Chief Accounting Specialist	24	56,610
Chief Agriculturist	24	56,610
Chief Aquaculturist	24	56,610
Chief Budget Specialist	24	56,610
Chief Fiber Development Officer	24	56,610
Chief Financial Management Specialist	24	56,610
Chief Management Specialist	24	56,610
Chief Meat Control Officer	24	56,610
Chief Personnel Specialist	24	56,610
Chief Records Management Analyst	24	56,610
Chief Science Research Specialist	24	56,610
Engineer V	24	56,610
Project Development Officer V	24	56,610
Project Evaluation Officer V	24	56,610
Public Relations Officer V	24	56,610
Records Officer V	24	56,610
	as	
Attorney V	25	61,971

Source: *Index of Classes by Occupational Services and Occupational Groups*
issued by the Department of Budget and Management