



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman, Quezon City,
1100 Philippines

August 24, 2018

ADMINISTRATIVE ORDER

NO. 08
Series of 2018

**SUBJECT : GUIDELINES ON THE SELECTION, HIRING AND ADOPTION OF
COMPENSATION SYSTEM FOR CONTRACTS OF SERVICE PERSONNEL**

In order to institutionalize a system in the selection, hiring and compensation for personnel under Contract of Service and in compliance with the Joint DBM-COA-CSC Circular No. 1, Series of 2017, Special Order No. 890, Series of 2017, the Department hereby issues the guidelines for the processing thereof.

COVERAGE

These guidelines shall cover the Central Office, Bureaus, Regional Field Offices, and Attached Agencies under this Department.

GUIDELINES

1. Hiring of Contract of Service personnel shall be for reasons of exigency such as the need to augment the operating unit's work force so as not to affect the performance or deliverables of the unit.
2. Positions to be requested must be in accordance to the mandate/ function of each office.
3. Each office of the Department shall be allowed to engage the services of individuals through the Institutional Contract of Service Provider but should not exceed Fifty Percent (50%) of its authorized plantilla positions.

Programs/, Projects/Units without authorized plantilla positions, may engage the services of individuals through Institutional Contract of Service Provider but should not exceed 30% of their MOOE budget.

4. The personnel to be hired will perform support/administrative functions and shall have a salary rate equivalent to Salary Grades 4 to 16 only, following the Salary Standardization Law tranche 2.
5. Only technical positions or individuals with highly technical expertise (i.e. agronomist, geodetic engineer, botanist, lawyers, scientist, Policy-determining positions, and the like) may be hired as Consultants through Individual Contract of Service. They shall have a salary rate equivalent to Salary Grades 17 to 22 only following the Salary Standardization Law, tranche 2.

Engagement of services of these consultants and its compensation shall be subject to the pertinent provisions of the RIRR of RA 9184 and the existing budgeting, accounting and auditing rules and regulations.

6. The Terms of Reference (TOR) for each position requested shall be prepared by the requesting office.
7. All requests must have an approved budget and must be included in the Annual Procurement Plan (APP) of the Department.

These guidelines will have a supplementary application to the Joint DBM-COA-CSC Circular No. 1, Series of 2017.

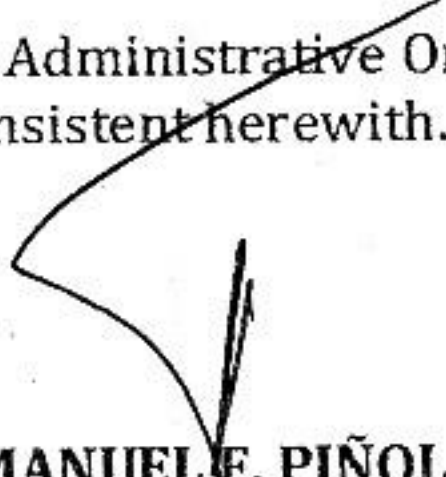
PROCEDURAL GUIDELINES

1. Requests of operating units for auxiliary personnel shall be submitted to the Personnel Division for initial evaluation, verification and consolidation.
2. All requests of offices under the Central office shall be subject to the review of the Management Committee created under Special Order No. 840, Series of 2018 who shall recommend to the Secretary for its approval. For other offices under the Department, they shall create their respective committees who shall conduct the evaluation/review of their units' requests for auxiliary personnel and recommend to the Head of Offices for approval.

Bureaus, Regional Field Offices, and Attached Agencies are not precluded to conduct their respective procurement process, however, the number of personnel to be hired shall be approved by the DA Secretary.

3. The HR/Personnel Division/Unit shall prepare the consolidated Purchase Requests (PRs).
4. The Procurement Division/Unit shall commence the procurement process thereof subject to the RIRR of RA 9184.

This Administrative Order repeals, revokes and renders no force and effect to any order or other issuances inconsistent herewith.


EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
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