



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Office of the Secretary
Elliptical Road, Diliman
Quezon City 1100

October 17, 2018

ADMINISTRATIVE ORDER

NO. 12

Series of 2018

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

This new Administrative Order is being issued to revise the guidelines on the selection, hiring and adoption of compensation system for contract of service personnel or the Administrative Order No. 08 Series of 2018 dated August 24, 2018.

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 guided by the Joint CSC-COA-DBM Circular No. 1, Series of 2017 and with approved budget of the respective Offices.
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 suppletory application to the Joint CSC-COA- DBM 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.
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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