



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

December 5, 2018

ADMINISTRATIVE ORDER

NO. 13

Series of 2018

SUBJECT : REVISED GUIDELINES ON THE SELECTION, HIRING AND ADOPTION OF COMPENSATION SYSTEM FOR CONTRACT OF SERVICE PERSONNEL FOR JANUARY 2019

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 in view of the latest issuance of Joint Circular No. 1 dated November 9, 2018 from the Civil Service Commission, Commission on Audit and Department of Budget and Management with the subject: Amendment to the CSC – COA- DBM Joint Circular No. 1 s. 2017.

As such, the new set of 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 of 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 may engage the services of new Contract of Service and Job Order workers through individual contracts and renew existing individual contracts until December 31, 2020. Thereafter, the engagement of Contract of Service and Job Order workers shall be in accordance with the provisions of JC No. 1, s. 2017.
4. Each office should not exceed 30% of their duly approved allowable Maintenance and Other Operating Expenses (MOOE).
5. The personnel to be hired will perform support/administrative functions.
6. Services of individuals engaged through contracts of service and job orders shall be paid salary/wage equivalent to the daily salary/wage of comparable positions in government.

7. The Terms of Reference (TOR) for each position requested shall be prepared by the requesting office.

These guidelines will have a supplementary application to the Joint CSC-COA-DBM Circular No. 1, series of 2017 and 2018.

DOCUMENTARY REQUIREMENTS

1. Organizational Chart of the requesting office indicating the plantilla positions under the division/section/unit and personnel occupying the respective positions including the existing Contracts of Service personnel who are proposed to be hired.
2. Description of the duties and responsibilities, expected outputs and indicators of the proposed Contract of Service personnel.
3. Justification for the hiring of the Contract of Service in the said division/section/unit.
4. Approved Project Procurement Management Plan (PPMP) for 2019.
5. Certificate of the Availability of Funds from the Budget Officer.
6. Personal Data Sheet (PDS) and other credentials such as diploma, transcript of records, professional license if applicable, etc. of each contract service personnel.

PROCEDURAL GUIDELINES

1. The request for authority to hire/renew contracts of service of personnel shall be addressed to the Secretary of Agriculture. It should contain the name, position, salary grade, salary, unit/section/division to be assigned in the concerned DA office and duration of contract.

The respective Personnel Section/Division or Administrative Section/Division of the requesting DA agency must have conducted an assessment and evaluation of the qualifications of the Contract of Service personnel proposed to be renewed vis a vis their positions, and checked and verified the availability of funds against their agencies' approved PPMP before submitting the request for authority to renew Contract of Service personnel to Office of the Secretary.

2. The Documentary Requirements enumerated from numbers one (1) to six (6) shall be attached to the request except for the Medical Certificate, which will be submitted within 30 days upon issuance of contract. On the other hand, the Personnel Appraisal Form shall be submitted before the re-hiring of the individual contract of services or job order workers in the second semester. Processing will commence thereafter.

3. The Review Committee on the Hiring and Selection of Contract of Service shall review the request of the requesting DA agency for endorsement and approval of the Secretary of Agriculture.

The Secretary has the sole authority to **approve the "AUTHORITY TO HIRE" for the renewal of individual contracts of service and job order workers.**

4. Upon the Secretary's approval, the Personnel Division/Section shall prepare the contracts of Contract of Service/JO workers.

The Contract of Service/JO workers can assume the position only after the contract is signed by the Head of Agency/Authorized representative. In no case should a personnel report to office without the Contract.

APPROVING AUTHORITY OF CONTRACTS

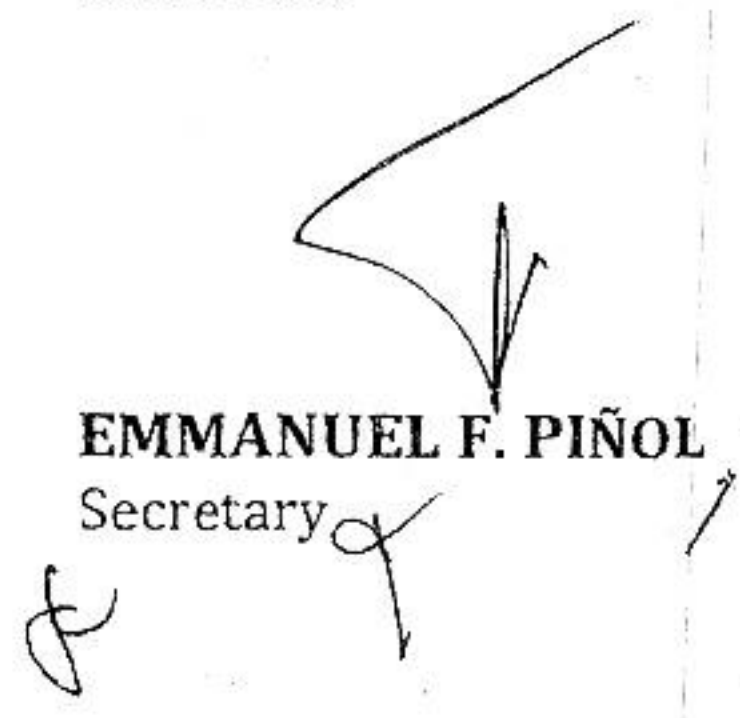
A. Department Proper

The Secretary shall approve the contracts of Contract of Service/JO workers at the DA Central Office which may be delegated to the Assistant Secretary for Administration (DA Administrative Order No. 4, Series of 2017), with the caption: **"For and by the Authority of the Secretary"**.

B. Bureaus, Attached Agencies and Regional Field Offices

The Authority to approve contracts of contract of service personnel at the Bureaus, Attached Agencies and Regional Field Offices is delegated to their respective Directors or Heads of Agencies.

This Order shall take effect immediately and supersedes other issuances inconsistent herewith.


EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE

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