



JANUARY 9, 2020

ADMINISTRATIVE ORDER

NO. 07
Series of 2020

SUBJECT : REVISED GUIDELINES ON THE SELECTION, HIRING AND ADOPTION OF COMPENSATION SYSTEM FOR CONTRACT OF SERVICE PERSONNEL FOR JANUARY 2020

This new Administrative Order is being issued to reflect some of the revisions of the guidelines on the selection, hiring and adoption of compensation system for contract of service personnel in view of the latest decisions arrived at during the last deliberation made by the Review Committee on the Selection, Hiring and Adoption of Compensation System for Contract of Service Personnel held last December 13, 2019 purportedly convened for the renewal of contracts for FY 2020.

As such, there are changes made under the set of guidelines and Item A under Approving Authority of Contracts. (highlighted for ease of reference) that shall cover the Central Office, Bureaus, Regional Field Offices and Attached Agencies under this Department for FY 2020.

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 contract 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 (Central Office, Bureaus, Attached Agencies/Corporations and Regional Field Offices) 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 contract of service and job orders shall be paid on a monthly rate, to be paid on a quincena basis, subject to withholding taxes as provided under applicable laws. Provided that there shall be corresponding deductions for absences to be computed applying the formula :

Monthly Rate/22 x Number of days absent

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 renewed.
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 2020.
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 of service personnel.

PROCEDURAL GUIDELINES

1. The request for authority to hire/renew contract 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 five (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 contract of services 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 to be hired shall report to office prior to the approval of 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 Undersecretary for Administration and Finance, 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 Administrative Order No. 13 series of 2018


WILLIAM D. DAR, Ph.D
Secretary

DEPARTMENT OF AGRICULTURE
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