



SPECIAL ORDER

No. 509

Series of 2020

SUBJECT : STRICT TIMELINE FOR THE SUBMISSION OF CONTRACTS AND SUPPORTING DOCUMENTS

In order to expedite the processing of contracts of Contract of Service (COS) Personnel, the following documentary requirements shall be submitted together with the proper Endorsement from the concerned office:

1. Duly Accomplished Personal Data Sheet with recent photo (CSC Form 212);
2. Diploma and Transcript of Records;
3. Terms of Reference; and
4. Approved Funds Allocation.

To maintain the reasonable timeline for the COS personnel's assumption to his/her position as indicated in the contract and in the approved matrix to avoid issues on payment of his/her salary vis-à-vis assumption to duty, the Review Committee on the Selection, Hiring and Adoption of Compensation System for Contract of Service Personnel has directed that all contracts should be duly notarized and returned to the Personnel Division on or before three (3) days from release thereof to the concerned personnel or office.

Further, all requests for amendments or clarifications shall be formally brought forward to the Personnel Division within the same number of days. Otherwise, the Review Committee shall be constrained to recommend the disapproval of the said contract to the appointing authority.

Further, this Order reiterates the strict implementation of the "No Approved Contract, No Reporting Policy".

This Order takes effect immediately and shall remain in force until revoked in writing.

Done this 22nd of June 2020.

WILLIAM D. DAR, Ph.D
Secretary

DEPARTMENT OF AGRICULTURE
In replying pls cite this code
For Signature: S-06-20-0344
Received: 06/19/2020 01:48 PM

*A food-secure Philippines
with prosperous farmers and fisherfolk*

