



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

**SPECIAL ORDER**

No. 49

Series of 2022

**SUBJECT : RECONSTITUTION OF THE REVIEW COMMITTEE ON THE SELECTION, HIRING AND ADOPTION OF COMPENSATION SYSTEM FOR CONTRACT OF SERVICE PERSONNEL**

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The Review Committee for Contract of Service Personnel is hereby reconstituted as follows:

**Chairperson** : Undersecretary for Administration and Finance

**Co-Chair** : Assistant Secretary for Administration

**Vice-Chair** : Director for Administrative Service

**Members** : Head Executive Assistant  
Director, Financial and Management Service  
Director, Legal Service  
Chief, Budget Division  
Chief, Management Division  
Chief, Personnel Division

**Secretariat** : One (1) staff from the Office of the Undersecretary for Administration and Finance  
Two (2) staff from the Personnel Division

**Functions of the Committee:**

1. Review, evaluate and enhance the protocol and guidelines on the selection and hiring of contract of service personnel;
2. Review all requests from various offices for hiring of contract of service personnel for the consideration/approval of the approving authority;
3. Deliberate all the requests and provide recommendations to the approving authority; and
4. Perform other tasks as may be needed.

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

All orders and memoranda inconsistent herewith are deemed revoked.

Done this 21st day of January, 2022.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
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*A food-secure and resilient Philippines  
with empowered and prosperous farmers and fisherfolk*

