



**ADMINISTRATIVE ORDER**

No. 22

Series of 2022

**SUBJECT : AMENDMENT TO ADMINISTRATIVE ORDER NO. 32 SERIES OF 2021: Revised Guidelines on the Selection, Hiring and adoption of Compensation System for Contract of Service Personnel for CY 2022"**

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In the exigency of the service, Administrative Order No. 32 series of 2021 Re: *Revised Guidelines on the Selection, Hiring and Adoption of Compensation System for Contract of Service Personnel for CY 2022*" is hereby amended to read as follows:

**IV. MOVEMENT OF CONTRACT OF SERVICE PERSONNEL**

7. Upgrading of salary grade of COS personnel shall be limited to three (3) salary grade steps, except for justifiable reasons to be approved by the Review Committee.
8. CSC eligibility shall not be required in the hiring of contract of service personnel. However, if the duties of the position involve the practice of profession regulated by Philippine Bar/Board or special laws and/or requires license (e.g. drivers, etc.), the corresponding professional license shall be required

**Sub-sections 9 & 10 will be deleted**

9. COS personnel who was rated three (3) consecutive Very Satisfactory shall be upgraded one step higher from his/her present position (e.g. Jan- June, July-Dec, Jan- June of the preceding year)
10. COS personnel who was rated two (2) consecutive Outstanding shall be upgraded one step higher from his/her present position (e.g. Jan- June, July-Dec.)

All other provisions in Administrative Order No. 32, Series of 2021 shall remain enforced.

The Order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 14th day of September, 2022.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary

