



ADMINISTRATIVE ORDER

NO. 03

Series of 2023.

**SUBJECT : GUIDELINES ON FACILITATION OF PAYMENT OF SERVICES
RENDERED BY CONTRACT OF SERVICE PERSONNEL IN THE
DEPARTMENT OF AGRICULTURE-CENTRAL OFFICE**

- I. RATIONALE** - To streamline the preparation and processes relative to payment of services rendered by Contract of Service (COS) Personnel in the Department of Agriculture – Central Office (DA-CO); the end view being, the **TIMELY** release of salaries or wages of COS personnel, the following Guidelines are herein adopted:

Specifically, these Guidelines aim to:

- a. Provide a uniform documentary requirement and timeline;
- b. Define responsibilities of the COS personnel, Coordinator, Head of Unit, and Personnel Division; and
- c. Ensure compliance with existing accounting, auditing and budgetary rules and regulations as well as other applicable laws.

- II. SCOPE** – These Guidelines shall be applicable to all COS personnel, Coordinators, Heads of Units, and all concerned offices in the DA-CO.

III. GENERAL GUIDELINES –

- a. It is incumbent upon the Contract of Service (COS) personnel to initiate timely submission of all the documentary requirements indicated in item IV of these Guidelines, to the Coordinator.

COS personnel who are on official travel may send via available platform (i.e email, messenger, etc) any of the documentary requirements herein indicated i.e Certificate of Appearance, to ensure timely and complete documentary requirements.

- b. The Coordinator shall be in charge of consolidating all documentary requirements of COS personnel in their respective unit, and shall submit the same to the Personnel Division, through its Personnel Welfare and Benefits Section.

The Coordinator must only submit **COMPLETE** documents to the Personnel Division, and the Personnel Division personnel in charge shall **NOT** accept or receive those with incomplete documentary requirements.

The Coordinator is tasked to ensure that all the documentary requirements are complete and shall regularly report to the Head of Unit any and all concerns and issues.

- c. The Head of Unit **MUST** ensure the timely submission of complete documentary requirements herein-prescribed. To this effect, the Head of Unit may devise mechanism to ensure strict compliance.



The Head of Unit shall identify their unit's Coordinator for proper designation. The name and local number of the Coordinator shall be submitted to the Personnel Division.

- d. The Personnel Division through its Personnel Welfare and Benefits Section, shall monitor compliance of all offices/unit and submit a Monitoring Report to the Secretary and other offices concerned. Submission shall be done regularly.

The Personnel Division shall cause the widest possible dissemination of these Guidelines.

- e. Any inquiry exclusively relative to the processing of COS personnel salary shall be lodged with the Personnel Welfare and Benefits Section of the Personnel Division with local number 2107.

For all other inquiry relative to other personnel matters, the same shall be lodged with the Chief of the Personnel Division with local number 2199.

Utmost respect, courtesy, and highest level of professionalism is expected from everybody while transacting. Any act in violation hereto will be reported for appropriate action.

- f. Non-compliance with these Guidelines will be dealt with accordingly.

IV. DOCUMENTARY REQUIREMENTS – In relation to the processing of payment of services rendered by all DA-CO personnel hired under Contract of Service, the following documentary requirements are required to be submitted to the Personnel Division, through its Personnel Welfare and Benefits Section.

- a. Initial Salary of new COS personnel –
 - Signed original copy of ORS (3 copies)
 - Signed original copy of Daily Time Records (with photocopy)
 - Signed original copy of Accomplishment Report
 - Signed original copy Job Acceptance
 - BIR Forms (BIR Form 1901, BIR Form 0605 with Receipt – registration fee of 500.00, Notarized copy of Annex B2 with Documentary Stamp)
 - Landbank ATM Payroll Account
 - Photocopy of Approved Contract and Matrix

 - Other attachments (if necessary)
 - Justification Letter/Memorandum for using Logbooks (DTR Form 48)
 - Original copy of locator slip or OB slip (complete details)
 - Travel Order with Certificate of Appearance (if photocopy, certified by supervisor)
 - Trip Ticket – complete details (if photocopy, certified by Supervisor)
 - Logbook (Certified by Guard on duty)
 - Signed Incident Report (in case quarantine – SWAB Result/BHERT)
- b. Documentary requirements for monthly payroll
 - Signed original copy of DTR (with photocopy)
 - Signed original copy of Accomplishment Report
 - Signed Original copy of Job Acceptance



Other attachments (if necessary)
Justification Letter/Memorandum for using Logbooks (DTR Form 48)
Original copy of locator slip or OB slip (complete details)
Travel Order with Certificate of Appearance (if photocopy, certified by supervisor)
Trip Ticket – complete details (if photocopy, certified by Supervisor)
Logbook (Certified by Guard on duty)
Signed Incident Report (in case quarantine – SWAB Result/BHERT)

V. TIMELINE OF SUBMISSION - For the preparation and processing of monthly payroll salary, the following are the cut-off dates:

PERIOD	Cut-Off Dates and Time of Submission	Remarks
From 1 - 15 of the month	16 th of every month at 12 noon	First batch
	17 th to 22 nd of the month at 12 noon	Second batch
	After 23 rd to end of month at 12 noon	Third batch
From 16 - 31 of the month	1 st day of every month at 12 noon	First batch
	2 nd day to 7 th day of the month at 12 noon	Second batch
	8 th to 15 th of the month at 12 noon	Third batch

If the cut - off date falls on a holiday, submission will be on the next working day. Likewise, the cut-off time is 12 noon. Those who will submit from after 12noon will be included in the 2nd or 3rd batch.

In addition, preparation and processing of vouchers are intended and pertains only to the claim of first salary of every employee.



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

VI. REPEALING CLAUSE – All existing Orders, issuances, rules and regulations, or parts thereof, in conflict with or inconsistent with any provision of this Order are hereby repealed, modified, or amended accordingly.

VII. EFFECTIVITY CLAUSE – This Order shall take effect immediately.

Done this 15th day of March, 2023.


DOMINGO F. PANGANIBAN



DA-CO-AS-AO20230309-00002