



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 1509  
Series of 2023

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

In the exigency of service, the members of the Review Committee for Contract of Service Personnel is hereby reconstituted as follows:

Chairperson : Undersecretary for Administration  
Co-Chairperson : Chief of Staff  
Vice-Chair : Director for Administrative Service  
Members :  
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 Chief of Staff  
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 shall take effect immediately. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 21st day of DECEMBER 2023.

**FRANCISCO P. TIU LAUREL, JR.**  
Secretary



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