



MEMORANDUM FROM THE SECRETARY

TO : All Regional Executive Directors
Bureau Directors
Heads of Attached Agencies and
Heads of Offices, DENR Central Office

SUBJECT : **RENEWAL OF CONTRACTS/APPOINTMENTS OF
EMPLOYEES HIRED ON CONTRACTUAL, CASUAL
OR TEMPORARY BASIS**

DATE : JAN 13 2005

Pursuant to the Department of Budget and Management (DBM) letter dated 06 January 2005 authorizing this Department, its regional field units, staff bureaus, and line/attached agencies to renew contracts/appointments of employees hired on contractual, casual or temporary basis pending issuance of the Implementing Rules and Regulations of E.O. No. 366. The said renewal of contracts/job orders/appointments shall be subject to the following conditions:

1. That the renewal shall cover only the actual number of contractual/casual/temporary employees as of 31 October 2004, involved in ongoing and essential programs, projects and activities of the Department/agency concerned;
2. That the effectivity of such contracts/job orders of contractual/casual employees shall not be beyond 31 December 2005; and
3. That the Department shall comply with the provision of Administrative Order (AO) No. 103 dated 31 August 2004 on the reduction of at least 10% in the cost of the services of contractual and casual employees.

The Undersecretary for Management and Technical Services is hereby authorized to sign/approve contracts/appointments of all employees hired on contractual, casual or temporary basis in the DENR Proper. The Regional Executive Directors, Bureau Directors, and Heads of Attached Agencies are authorized to approve the renewal of the same in their respective offices.

The hiring of new contractuales/casuals may be allowed only in case of a need to replace the said employees in view of resignation or termination due to unsatisfactory performance. Effectivity of the contracts/job orders of the said "replacement" shall not be beyond 31 December 2005. However, hiring of new contractuales/casuals personnel in the DENR Proper, its field units, staff bureaus and line/attached agencies may be allowed only upon prior approval of the Undersecretary for Management and Technical Services.



You shall submit report to the Personnel Division on your compliance on the reduction of at least 10% in the cost of the services of contractual and casual employees, not later than 31 January 2005.

FOR INFORMATION AND STRICT COMPLIANCE.

Michael T. Defensor
MICHAEL T. DEFENSOR



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