



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

DEC 16 2020

MEMORANDUM

FOR : **All Heads of Office**
DENR Central Office

FROM : **THE UNDERSECRETARY**
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : **GUIDELINES ON THE HIRING/RENEWAL OF CONTRACTS OF SERVICE FOR THE PERIOD COVERING JANUARY TO JUNE 2021**

The following guidelines shall be adopted in the renewal of contracts of service in the DENR Central Office:

1. The actual number of personnel assigned in a Service, including persons currently hired under contract of service, shall not exceed the total number of regular positions authorized in the plantilla. Contracts of service shall be accounted based on office assignment, regardless of fund source. As such, requests shall be submitted per Service.
2. There shall be no increase in funding requirement for all contracts to be renewed. Any change in position title, as needed, shall not result in increase in salary rate.
3. Hiring under contract of service may only be allowed as a replacement of a previously terminated contract, subject to availability of funds and number of total vacancies within the Service.
4. Requests for renewal of contracts of service shall be submitted via email to the Personnel Division through denrcentralofficecos@gmail.com, for evaluation, not later than 21 December 2020 for contracts of service to be effective starting 01 January 2021. The following documents shall be submitted:
 - a. Draft Contract of Service;
 - b. Memorandum from the head of office/division stating the request and justification to include but not limited to statement that services needed are in accordance with the functions of the office and that these functions are not already being performed by other units of the DENR; and no regular personnel is performing the required tasks;
 - c. Updated and completely filled out Personal Data Sheet (2017 version) of the Second Party;
 - d. Accomplished Performance Evaluation form (for renewal);

- e. Drug test result (for hiring); and
 - f. Scan copy of submitted 2021 Work and Financial Plan, duly received at the Planning and Programming Division.
5. Contracts of Service that will need revision shall be returned with comments via return email to the requesting office, for appropriate action.
 6. Contracts of Service found in accordance with the herein provisions shall be returned via email to the requesting party for final printing, copy furnished the Budget Division, for reference. This shall be forwarded by the requesting office to the Budget Division for earmarking of funds. The Accounting Division shall certify the availability of funds.
 7. All contracts of service duly processed in accordance with the guidelines supported with CAF shall be forwarded to the authorized official for signature.
 8. Only Undersecretaries are authorized to sign contracts of service of their respective subordinate offices.
 9. Original signed and notarized contracts shall be submitted to the Accounting Division.
 10. The Accounting Division shall provide a certified photocopy of the signed and notarized contracts to the Personnel Division for file and reference.
 11. The Second Party should not be related within the third degree of consanguinity/affinity to the First Party, the head of office where he/she will be assigned, or to the official/employee exercising immediate supervision over him/her.
 12. Individuals beyond the compulsory retirement age, identified as belonging to the vulnerable sector in relation to the COVID 19 threat, shall only be hired for output-based work as consultants. Hiring of consultants shall be subject to the provisions of R.A. 9184, otherwise known as the Revised Government Procurement Act, and COA-DBM Joint Circular No. 2, series of 2020 dated 20 October 2020.

For your guidance.


ATTY. ERNESTO D. ADOBO, JR., CESO I