



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

MEMORANDUM

DEC 16 2020

TO : All DENR Regional Executive Directors
All Bureau Directors

FROM : **THE UNDERSECRETARY**
Legal, Administration, Finance, Human Resources, and Information Systems

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 Regional Offices and Bureaus:

1. The actual number of personnel assigned in an office, including persons 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.
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. Considering the absence of plantilla items in Foreign-Assisted and Special Projects (FASPs) and priority programs (e.g. NGP, CARP), renewal of contracts of service shall be based on the requirements as reflected in their respective Work and Financial Plans (WFP).
4. Requests for renewal of contracts of service shall be submitted to the Personnel Section/Unit for evaluation. 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 office; 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; and

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- e. Photocopy of submitted 2021 Work and Financial Plan, duly received at the Planning and Management Division.
5. Contracts of Service that will need revision shall be returned to the requesting office for appropriate action.
6. Contracts of Service found in accordance with the herein provisions shall be forwarded to the Budget Section/Unit for earmarking of funds. The Accountant shall sign in the contract as witness, certifying 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 the following officials are authorized to sign contracts of service of their respective subordinate offices:
 - a. DENR Regional Executive Directors
 - b. Provincial Environment and Natural Resources Officer
 - c. Bureau Directors
 - d. EMB/MGB Regional Directors
9. Original signed and notarized contracts shall be submitted to the Accounting Section/Unit.
10. The Accounting Section/Unit shall provide a certified photocopy of the signed and notarized contracts to the Personnel Section/Unit for file and reference.
11. Complete list of contracts signed shall be submitted to the Regional Office/EMB Central Office/MGB Central Office for information/monitoring.
12. The Second Party should not be related within the third degree of consanguinity/affinity to the First Party or to the official/employee exercising immediate supervision over him/her.
13. 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

