



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

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 2022**

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. Increase in salary shall be allowed, but the daily rate shall be limited to the highest prescribed salary rate under Column C of the position and subject to compliance with the minimum education requirement, as indicated in the attached salary table.
3. Hiring under contract of service shall be allowed, subject to Item 1 hereof and availability of funds. Hiring rate shall be based on the prescribed daily rate under Column A.
4. Considering the commitment of the Department in the implementation of priority programs including foreign-assisted and special projects (e.g. MBCO, CARP, RBCO, NGP), hiring and renewal of contracts for said offices shall be based on the requirements as reflected in the respective Work and Financial Plans (WFPs), provided that hiring rate is still pegged at Column A daily rate, as indicated in the salary table.
5. Requests for hiring/renewal of contracts of service shall be submitted via email to the Personnel Division through denrcentralofficecos@gmail.com not later than **27 December 2021**. The following documents shall be submitted:
 - a. Draft Contract of Service (in MS Word format, Times New Roman, font size 12, page size must be in Officio or 8.5 x 13);

- 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;
 - e. Certification indicating name of relatives in the DENR;
 - f. Scan copy of the 2022 Work and Financial Plan, which reflects the hiring under contract of service with corresponding budget, and bears proof of receipt by the Planning and Programming Division; and
 - g. For new hires, drug test result and the following information shall also be submitted:
 - Office Authorized Government Servicing Bank (*preferably Land Bank of the Philippines-North Avenue Branch*) Account Number
 - Tax Identification Number
 - Mobile number
 - Email address
6. Contracts of Service that will need revision shall be returned with comments via return email to the requesting office, for appropriate action. All files to be submitted must be properly labeled, to indicate the full name of the second party and the name of the specific document submitted (*e.g. Juan dela Cruz-Personal Data Sheet*).
 7. 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.
 8. All contracts of service duly processed in accordance with the guidelines supported with CAF, issued by the Budget Division, shall be forwarded to the authorized official for signature.
 9. Only Undersecretaries and officials authorized by the Secretary shall sign contracts of service of their respective subordinate offices.
 10. Original signed and notarized contracts shall be submitted to the Accounting Division.
 11. The Accounting Division shall provide a certified photocopy of the signed and notarized contracts to the Personnel Division for file and reference and another copy to the Department Auditor.

12. 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, and to the official exercising immediate supervision over him/her.
13. Individuals 65 years or older, identified as belonging to the vulnerable sector in relation to the COVID 19 threat, shall only be hired for output-based work as consultants, subject to the provisions of R.A. 9184, otherwise known as the Revised Government Procurement Act, otherwise known as the Revised Government Procurement Act, and COA-DBM Joint Circular No. 2, series of 2020 dated 20 October 2020.
14. Persons hired under contract of service are highly encouraged to get themselves vaccinated against COVID-19. They are likewise enjoined to strictly follow the health and safety protocols of the office.

For your guidance.


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

SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
January to December 2022

POSITION	Required Educational Attainment	A	B	C
Accountant	Bachelor's degree	1168	1207	1247
Administrative/Financial Officer	Bachelor's degree	1504	1556	1613
Applications Developer	Bachelor's degree	1504	1556	1576
Architect	Bachelor's degree with license	1946	2016	2088
Budget Data Management Assistant	Bachelor's degree	1070	1109	1148
Career Development Officer	Bachelor's degree	926	994	1070
Case Decongestion Officer	Bachelor of Laws/ Juris Doctor	1622	1966	2359
Communications Specialist	Bachelor's degree	1070	1504	1946
Contact Tracer	Bachelor's degree <i>(preferably in the medical/allied medical field)</i>	853	873	893
Computer Programmer	Bachelor's degree	1166	1268	1380
Creative Specialist	Bachelor's degree	1070	1504	1946
Data Management Officer	Bachelor's degree	806	953	1148
Data Migration Assistant	Bachelor's degree	806	863	926
Database Management Officer	Bachelor's degree	927	1269	1947
Day Care Teacher	Bachelor's degree	927	994	1070
Development Communications Specialist	Bachelor's degree	1269	1379	1504
Digital Media Specialist	Bachelor's degree	1070	1109	1149
Digital Video Editor	Bachelor's degree	1070	1109	1149
EMS IEC Officer	Bachelor's degree	1070	1167	1269
Environmental Management Specialist	Bachelor's degree	1269	1379	1504
Executive Assistant	Bachelor's degree	1167	1269	1379
Financial Analyst	Bachelor's degree	1070	1269	1504

SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
January to December 2022

POSITION	Required Educational Attainment	A	B	C
Financial Management Adviser	Bachelor's degree	1947	2359	2879
Financial Management Officer	Bachelor's degree	1070	1379	1504
Front Desk Officer	Bachelor's degree	756	806	994
GIS Specialist	Bachelor's degree	1070	1504	1947
Health and Wellness Specialist	Medical Professional	927	1269	1947
HR Specialist	Bachelor's degree	1070	1269	1504
IEC Officer	Bachelor's degree	1269	1379	1504
Information Officer	Bachelor's degree	994	1070	1167
Information Technology Specialist	Bachelor's degree	994	1269	1379
Intelligence Officer	Bachelor's degree	2112	2359	2606
Internal Auditor	Bachelor's degree	1269	1379	1504
Legal Assistant	Bachelor's degree	1070	1096	1135
Legal Researcher	Bachelor's degree	1504	1557	1612
Monitoring Officer	Bachelor's degree	1167	1206	1247
Network Specialist/PC Technician	Bachelor's degree	994	1021	1050
Procurement Officer	Bachelor's degree	926	953	979
Project Coordinator	Bachelor's degree	2359	2606	2879
Project Development Officer	Bachelor's degree	1268	1380	1504
Project Documentation Specialist	Bachelor's degree	1070	1109	1148
Project Management Specialist	Bachelor's degree	2359	2606	2879
Project Monitoring and Evaluation Officer	Bachelor's degree	1166	1380	1639
Project Operations Control Officer	Bachelor's degree	1166	1380	1639

SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
January to December 2022

POSITION	Required Educational Attainment	A	B	C
Project Operations Manager	Bachelor's degree	2359	2606	2879
Project Support Officer	Bachelor's degree	806	927	1070
Public Relations Strategist	Bachelor's degree	2359	2606	2879
Rural Infrastructure Specialist	Bachelor's degree	1504	2136	2359
Security Officer	Bachelor's degree	1166	1268	1504
Senior IT Support Specialist	Bachelor's degree	1504	1946	2879
Site Engineer	Bachelor's degree with license	1268	1380	1504
Social Safeguards Specialist	Bachelor's degree	1504	2136	2359
Special Assistant to the Secretary	Bachelor's degree	2359	2606	2879
Speechwriter	Bachelor's degree	1070	1268	1504
System Network Administrator	Bachelor's degree	926	994	1070
Technical Assistant	Bachelor's degree	1504	2136	2359
Training Program Officer	Bachelor's degree	926	994	1070
Accounting Assistant	Two years college	926	953	979
Accounting Clerk	Two years college	756	806	863
Administrative Assistant	Two years college	756	863	926
Aircraft Mechanic	Vocational	1070	1109	1148
Application Data Specialist	Two years college	756	775	797
Bookkeeper	Two years college	863	888	913
Bus Driver	Vocational	994	1021	1050
Communications Equipment Technician	Two years college	863	888	913
Computer Maintenance Technician	Two years college	806	863	926

SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
January to December 2022

POSITION	Required Educational Attainment	A	B	C
Data Encoder	Two years college	582	664	863
Day Care Worker	High School	582	663	756
Driver	Elementary	663	708	756
Driver/Mechanic	Vocational	863	927	994
Driver/Messenger	Elementary	756	806	863
EMS Project Support Staff	Two years college	756	806	863
Health and Wellness Officer	Appropriate training and experience	1070	1167	1269
Information Technology Assistant	Two years college	756	806	863
Internal Auditing Assistant	Two years college	756	806	863
Liaison Officer	Two years college	756	806	863
Office Support Assistant	Two years college	756	776	796
Office Support Staff	High School	663	776	796
Photographer	Two years college	1070	1109	1149
Records Management Assistant	Two years college	756	806	863
Secretary	Two years college	806	863	926
Technical Support Specialist	Two years college	806	863	926
Training Program Assistant	Two years college	756	806	863