



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

APR 13 2022

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 JULY TO DECEMBER 2022**

The following guidelines shall be adopted in the renewal of contracts of service (COS) 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. 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 attached salary table. Hiring/renewal of COS in compliance with the requirements of oversight agencies such as COA, DBM, CSC shall likewise be considered.
3. 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.
4. Hiring under contract of service shall be allowed, subject to Items 1 and 2 hereof and availability of funds. Hiring rate shall be based on the prescribed daily rate under Column A of the attached salary table.
5. The Second Party shall not report for work without a signed and notarized contract. For contracts submitted beyond the deadline set herein, the start date of the contract shall be left blank and date will be stamped only upon signing of the First Party.
6. Requests for hiring/renewal of contracts of service, along with the applicable documentary requirements listed below, shall be submitted in print to the Personnel Division not later than **29 April 2022:**

- a. 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;
 - b. Summary of Funding Requirements for Contracts (*using the attached format*);
 - c. Copy of the approved 2022 Work and Financial Plan, which reflects the hiring under contract of service with corresponding budget;
 - d. Three (3) printed copies of Contract of Service (*in MS Word format, Times New Roman, font size 12, page size must be in Officio or 8.5 x 13*);
 - e. Accomplished Evaluation Sheet (*see attached form*);
 - f. Updated and completely filled out Personal Data Sheet (2017 version) of the Second Party;
 - g. Accomplished Performance Evaluation form (*for renewal only*); and
 - h. Certification indicating name of relatives in the DENR, if any;
 - i. 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
 - Personal information to include: Tax Identification Number, Mobile number, and Email address
7. Contracts of Service with incomplete requirements and those that will need revision shall be returned to the requesting office, for appropriate action.
 8. Contracts of Service found in accordance with the herein provisions shall be forwarded by the Personnel Division to the First Party for signature. Only Undersecretaries shall sign contracts of service of their respective subordinate offices.
 9. Signed contracts shall be released to the Second Party for notarization.
 10. The Second Party shall then submit two (2) original signed and notarized contracts and the corresponding Obligation Request and Status (ORS), with Box A already signed, to the Budget Division for processing.
 11. The Budget Division shall forward the signed and notarized contracts to the Accounting Division for processing and signing of the Certificate of Availability of Funds (CAF).

12. The Accounting Division shall transmit the original signed and notarized contracts and complete supporting documents to the Personnel Division.
13. The Personnel Division shall submit the original signed and notarized contracts and the complete supporting documents to the Commission on Audit (COA).
14. 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 exercising immediate supervision over him/her.
15. 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, and COA-DBM Joint Circular No. 2, series of 2020 dated 20 October 2020.
16. 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)
July to December 2022**

POSITION	Required Educational Attainment	<u>A</u>	<u>B</u>	<u>C</u>
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)
July 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)
July to December 2022**

POSITION	Required Educational Attainment	<u>A</u>	<u>B</u>	<u>C</u>
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)
July to December 2022**

POSITION	Required Educational Attainment	<u>A</u>	<u>B</u>	<u>C</u>
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/ Relevant vocational course	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

SUMMARY OF FUNDING REQUIREMENTS FOR CONTRACTS

(to be attached to Memo Endorsement of Contracts)

Office: _____

No. of Plantilla Positions

No. of Persons assigned (warm bodies)

No. of COS requested

NAME OF FIRST PARTY	POSITION TITLE	DAILY RATE	TOTAL FUNDING REQUIREMENT FOR JUL TO DEC 2022 <i>(daily rate x 125 days)</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
TOTAL FUNDING REQUIREMENT OF CONTRACTS			
TOTAL ALLOCATION BASED ON APPROVED 2022 WFP			

Certified by: _____
 Printed Name and Signature of Head of Office

PERFORMANCE EVALUATION

Name of Person hired under contract of service:	Position Title:	Contract Period	Office Assignment:
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Specific Output under the Terms of reference in the Contract	Performance Indicator	Actual Accomplishments	Rating				Remarks
			Q ₁	E ₂	T ₃	A ₄	

Discussed with	Date	Evaluated by	Date	Final Rating by	Date
				3.20	

Legend: 1-Quantity 2-Efficiency 3-Timeliness 4-Average

CERTIFICATION

This is to certify that the following are my relatives, within the third degree of consanguinity/affinity, who are currently employed in the DENR (including Regional Offices, Bureaus and Attached Agencies).

NAME OF RELATIVES	RELATIONSHIP	POSITION TITLE/ DESIGNATION	NATURES OF EMPLOYMENT (Permanent, Co-terminus, Contract of Services)	PRESENT OFFICE ASSIGNMENT

I do not know any relative/s currently employed in DENR

NAME AND SIGNATURE OF SECOND PARTY

EVALUATION SHEET
CONTRACTS OF SERVICE

To be filled out by requesting office:

Office: _____

No. of Plantilla Positions: _____ No. of Warm Bodies: _____ No. of COS requested: _____

Position Title: _____

Hiring Renewal

- If renewal, is the position title same as in the previous contract? Yes No
- Is there a change in daily rate, based on previous contract? Yes No

Total funding requirement for salary from July to December 2022? Php _____

SUPPORTING DOCUMENTS ATTACHED
(to be filled out by Evaluation Officer)

Requirements for all contracts:

- Memo Endorsement from the Head of Office
- Draft contract
- Updated and completely filled out Personal Data Sheet
- Certification indicating name of relative/s in the DENR, if any
- Copy of the 2022 Work and Financial Plan

Additional requirement for renewal only:

- Accomplished Performance Evaluation Form

Additional requirements for hiring only:

- Drug test Result
- Bank Account Number, preferably Land Bank of the Philippines-North Ave. Branch
- Tax Identification Number
- Email Address
- Mobile Number

To be filled out by evaluation officer of the Personnel Division:

	Action Taken*			
Date:				
Signature of Action Officer				

*Legend: RET (returned for completion/revision); REV (review completed); RELSP (released to Second Party)