



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

MEMORANDUM FROM THE OFFICER-IN-CHARGE, OFFICE OF THE SECRETARY

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

SUBJECT : **GUIDELINES ON THE HIRING/RENEWAL OF CONTRACTS OF SERVICE FOR THE PERIOD COVERING JANUARY TO JUNE 2023**

DATE : **DEC 16 2022**

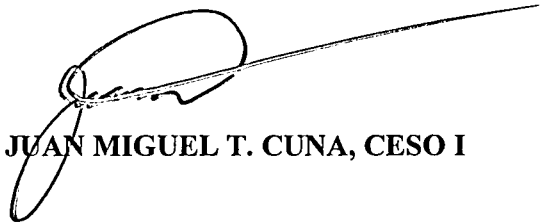
The following guidelines shall be adopted in the hiring/renewal of contracts of service (COS) in the DENR Central Office:

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. For offices of the Undersecretaries and Assistant Secretaries, the number of persons hired shall not exceed the number of plantilla employees assigned in the office.
3. 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. Renewal of COS in compliance with the requirements of oversight agencies such as COA, DBM, CSC shall likewise be considered.
4. 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 the total funding requirement for COS, as indicated in the approved 2023 Work and Financial Plan.
5. New hiring under contract of service shall not be allowed, except if with prior clearance from the Secretary or her duly authorized official and subject to Items 1, 2, and 3 hereof. Hiring rate shall be based on the prescribed daily rate under Column A of the attached salary table. Replacements for existing or pre-terminated contracts shall not require clearance also subject to Items 1, 2, and 3 hereof.
6. 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.
7. Requests for 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 **21 December 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 2023 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; and
 - h. Certification indicating name of relatives in the DENR, if any;
8. Contracts of Service with incomplete requirements and those that will need revision shall be returned to the requesting office, for appropriate action.
 9. 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.
 10. Signed contracts shall be released to the Second Party for notarization.
 11. 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.
 12. 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).
 13. The Accounting Division shall transmit the original signed and notarized contracts and complete supporting documents to the Personnel Division.
 14. The Personnel Division shall submit the original signed and notarized contracts and the complete supporting documents to the Commission on Audit (COA).

15. 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.
16. Individuals 65 years or older 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 and COA-DBM Joint Circular No. 2, series of 2022 dated 10 November 2022.

For your guidance.



ATTY. JUAN MIGUEL T. CUNA, CESO I

