



**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**

**TO :** All DENR Regional Executive Directors  
All Bureau Directors

**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 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. Offices shall establish a standard salary table showing the allowable positions, the minimum educational requirement, and the range of amounts for daily rates of each position. Increase in salary shall be allowed, but the daily rate shall be limited to the highest prescribed salary rate under of the position.
3. Hiring under contract of service shall be allowed, subject to: a) approval of the Supervising Undersecretary; b) conditions provided in Item 1 hereof; and c) availability of funds. Hiring rate shall be based on the minimum prescribed daily rate for the position.
4. Considering the commitment of the Department in the implementation of priority programs including foreign-assisted and special projects (e.g. MBRP, CARP, 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 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

- e. Photocopy of the 2023 Work and Financial Plan, which reflects the hiring under contract of service, with corresponding budget and bears proof of receipt by the Planning and Management Division.
6. Contracts of Service that will need revision shall be returned to the requesting office for appropriate action.
7. Contracts of Service found in accordance with the herein provisions shall be forwarded to the Budget Section/Unit for earmarking of funds.
8. All contracts of service duly processed in accordance with the guidelines supported with CAF, issued by the Budget Section, shall be forwarded to the authorized official for signature.
9. Submitted contracts and supporting documents in the regional offices shall be coursed through the Assistant Regional Director (ARD) for Management Services for final review and endorsement to the Regional Executive Director (RED). Copy of contracts signed by the PENR Offices shall be submitted to the RED through the ARD for Management Services.
10. 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 Officers
  - c. Bureau Directors
  - d. EMB/MGB Regional Directors
11. Original signed and notarized contracts shall be submitted to the Budget Section/Unit for issuance of ORS as basis for the issuance of CAF by the Accounting Section/Unit.
12. The Accounting Section/Unit shall provide a certified photocopy of the signed and notarized contracts to the Personnel Section/Unit for file/reference. The Personnel Section/Unit shall then submit copy of these contracts to the Resident Auditor.
13. The Second Party should not be related within the third degree of consanguinity/affinity to the First Party or to the official exercising immediate supervision over him/her.
14. Individuals beyond the compulsory retirement age 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 and COA-DBM Joint Circular No. 2, series of 2022 dated 10 November 2022.

For your guidance.

ATTY. JUAN MIGUEL T. CUNA, CESO I

