



MEMORANDUM

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

FROM : The Undersecretary
Organizational Transformation and Human Resources

SUBJECT : **GUIDELINES FOR THE HIRING/RENEWAL OF
CONTRACTS OF SERVICE FOR THE PERIOD COVERING
JULY TO DECEMBER 2023**

DATE : 08 JUN 2023

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 the total 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 be allowed, subject to clearance of the respective Supervising Undersecretaries and conditions/requirements under Items 1, 2, 3, and 6 hereof. However, hiring as replacement of a previously existing contract shall not be allowed when the reason for termination/non-renewal of the contract is due to appointment of the Second Party in a plantilla position under the same office. Salary of new hires shall be based on the prescribed daily rate under Column A of the attached salary table.
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. 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.
8. Requests for hiring/renewal of contracts of service, along with the applicable documentary requirements listed below. Original documents shall be submitted to the Personnel Division not later than **13 June 2023**. Scanned copies shall be sent through email at **denrcentralofficecos2023@gmail.com**.
 - 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. Updated and completely filled out Personal Data Sheet (2017 version) of the Second Party if he/she is for hiring;
 - e. Accomplished Performance Evaluation Form (January to May 2023) for contracts to be renewed;
 - f. Drug Test taken within the last six (6) months for new hires;
 - g. Certification indicating name of relatives in the DENR, if any; and

File names of the above-mentioned requirements should be in this format:

- Memo, Summary of Funding, and WFP: MEMO&WFP_Office.pdf
e.g., MEMO&WFP_OSEC.pdf

- Individual documentary requirements (PDS, Drug Test/Accomplished Performance Evaluation Form, and Certification indicating name of relatives in the DENR): NAME OF SECOND PARTY_Office.pdf
e.g., DELA CRUZ, Juan_OSEC.pdf

The following documents shall also be submitted in printed copies to the Personnel Division:

- h. Accomplished COS Processing Checklist (*see attached form, page size must be in Officio or 8.5 x 13*);
- i. Three copies of the draft Contract of Service (*Arial, font size 12, page size must be in Officio or 8.5 x 13, single line spacing, normal margins*); and
- j. Printout of the email screenshot as proof that the required documents (Items 8.a-8.g herein) have been sent via the designated email.

The soft copy of the prescribed forms, including the contract template, may be accessed through this link: <https://shorturl.at/bhlOU> or you may scan the QR code below:



9. Contracts of Service found in accordance with the herein provisions shall be forwarded by the Personnel Division to the Budget Division for processing and issuance of the Obligation Request Status (ORS).
10. The Budget Division shall forward the documents to the Accounting Division for processing and signing of the Certificate of Availability of Funds (CAF).
11. Contracts of service found in accordance with the herein provisions shall be forwarded by the Personnel Division to the respective end-users for:
 - a. preparation and signing (Box A) of the Obligation Request and Status (ORS); and
 - b. signing of Second Party and Witnesses on the contract.

The end-users shall forward these documents to the Budget Division.

12. The Budget Division shall review and evaluate the ORS and contracts in accordance with the approved Work and Financial Plan (WFP). If found in order, the ORS shall be numbered, stamped with date, and signed by the action officer (Box B).

13. The Accounting Division shall process and sign the Certificate of Availability of Funds (CAF) and, thereafter, transmit the documents (ORS and Contracts with CAF) to the First Party for signature.
14. Offices of the First Party shall release the signed contracts to the Second Party for notarization. Date when the contract was signed by the First Party shall be indicated in the COS Processing Checklist by authorized staff at the Office of the First Party.
15. The Second Party shall then submit two (2) original signed and notarized contracts, the ORS, and COS Processing Checklist to the Accounting Division, which shall then forward the original notarized contracts and supporting documents to the Personnel Division for its record and for submission to the Commission on Audit (COA).
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.

In the requests for hiring of consultants, end-users shall be required to certify that the person to be hired shall not perform functions that are routinary and administrative in nature and that their deliverables are not redundant to those being performed by the regular employees in the respective offices.

For your guidance.


AUGUSTO D. DELA PEÑA

**SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
July to December 2023**

POSITION	Educational Attainment	A	B	C
Accountant	Certified Public Accountant	1590	1638	1703
Accounting Assistant	Two years college	926	953	979
Accounting Clerk	Two years college	756	806	863
Administrative Assistant	Two years college	756	863	926
Administrative/Financial Officer	Bachelor's degree	1504	1556	1613
Aircraft Mechanic	Vocational	1070	1109	1148
Application Data Specialist	Two years college	756	775	797
Applications Developer	Bachelor's degree	1504	1556	1576
Architect	Bachelor's degree with license	1946	2016	2088
Bookkeeper	Two years college	863	888	913
Budget Data Management Assistant	Bachelor's degree	1070	1109	1148
Bus Driver	Vocational	994	1021	1050
Career Development Officer	Bachelor's degree	926	994	1070
Case Decongestion Officer	Bachelor of Laws/ Juris Doctor	1622	1966	2359
Communications Equipment Technician	Two years college	863	888	913
Communications Specialist	Bachelor's degree	1070	1504	1946
Computer Maintenance Technician	Two years college	806	863	926
Computer Programmer	Bachelor's degree	1166	1268	1380
Contact Tracer	Bachelor's degree (preferably in the medical/allied medical field)	853	873	893
Creative Specialist	Bachelor's degree	1070	1504	1946

POSITION	Educational Attainment	A	B	C
Data Encoder	Two years college	582	664	863
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
Day Care Worker	High School	582	663	756
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
Driver	Elementary	663	708	756
Driver/Mechanic	Vocational	863	927	994
Driver/Messenger	Elementary	756	806	863
EMS IEC Officer	Bachelor's degree	1070	1167	1269
EMS Project Support Staff	Two years college	756	806	863
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
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

POSITION	Educational Attainment	A	B	C
GIS Specialist	Bachelor's degree	1070	1504	1947
Health and Wellness Officer	Appropriate training and experience	1070	1167	1269
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 Assistant	Two years college/Relevant vocational course	756	806	863
Information Technology Specialist	Bachelor's degree	994	1269	1379
Intelligence Officer	Bachelor's degree	2112	2359	2606
Internal Auditing Assistant	Two years college	756	806	863
Internal Auditor	Bachelor's degree	1269	1379	1504
Legal Assistant	Bachelor's degree	1070	1096	1135
Legal Researcher	Bachelor's degree	1504	1557	1612
Liaison Officer	Two years college	756	806	863
Monitoring Officer	Bachelor's degree	1167	1206	1247
Network Specialist/PC Technician	Bachelor's degree	994	1021	1050
Office Support Assistant	Two years college	756	776	796
Office Support Staff	High School	663	776	796
Photographer	Two years college	1070	1109	1149
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

POSITION	Educational Attainment	A	B	C
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
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
Records Management Assistant	Two years college	756	806	863
Rural Infrastructure Specialist	Bachelor's degree	1504	2136	2359
Secretary	Two years college	806	863	926
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
Technical Support Specialist	Two years college	806	863	926
Training Program Assistant	Two years college	756	806	863
Training Program Officer	Bachelor's degree	926	994	1070

COS PROCESSING CHECKLIST

To be filled out by requesting office:

STAMP DATE OF RECEIPT BY PD

CONTRACT INFORMATION

Office: _____

Fund (if charged to another office/project): _____

Name of Second Party: _____

Position Title: _____ | Contract Period: _____ to _____

START DATE

END DATE

CONTRACT STATUS

<p>1. Hiring</p> <p>1a. <input type="checkbox"/> Hiring as Additional Contract</p> <p><input type="checkbox"/> Justification attached</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>_____</p> <p>Printed Name and Signature of Supervising USec.</p> <p>1b. <input type="checkbox"/> Hiring as Replacement of Existing Contract of:</p> <p>_____</p> <p>Reason for Termination of Contract:</p> <p><input type="checkbox"/> Resignation <input type="checkbox"/> Deceased</p> <p><input type="checkbox"/> Terminated by 1st Party <input type="checkbox"/> Transferred to another office</p> <p><input type="checkbox"/> Appointed to Plantilla Position</p>	<p>2. Renewal</p> <p>2a. <input type="checkbox"/> Renewal-Same Position and Office</p> <p>2b. <input type="checkbox"/> Renewal-New Position, Same Office Previous Position: _____</p> <p>2c. <input type="checkbox"/> Renewal-Same Position, New Office Previous Office: _____</p> <p>2d. <input type="checkbox"/> Renewal-New Position, New Office Previous Position: _____ Previous Office: _____</p> <p>3. <u>Is there a change in daily rate based on previous contract?</u></p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If YES, please indicate the following:</p> <p>Previous daily rate: _____</p> <p>Present daily rate: _____</p>
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SUPPORTING DOCUMENTS ATTACHED

(to be filled out by the Action Officer of the Personnel Division and Office of the First Party)

<p>Requirements for ALL CONTRACTS:</p> <p><input type="checkbox"/> Memo Endorsement from the Head of Office</p> <p><input type="checkbox"/> Copy of the approved 2023 Work and Financial Plan</p> <p><input type="checkbox"/> Summary of Funding Source</p> <p><input type="checkbox"/> Certification indicating name of relative/s in the DENR, if any</p> <p><input type="checkbox"/> COS Processing Checklist</p> <p><input type="checkbox"/> Email screenshot</p> <p><input type="checkbox"/> Draft contract (3 copies)</p>	<p>Additional Requirements</p> <p>For RENEWAL ONLY:</p> <p><input type="checkbox"/> Accomplished Performance Evaluation Form</p> <p>For HIRING ONLY:</p> <p><input type="checkbox"/> Updated and completely filled out Personal Data Sheet</p> <p><input type="checkbox"/> Drug test result (within the last 6 months)</p> <p>For REPLACEMENT ONLY:</p> <p><input type="checkbox"/> Termination/resignation letter of former holder of the position</p>
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	Action Taken*							
Date								
Signature of Action Officer								
Name of Action Officer								

*Legend: **RET** (returned for completion/revision); **REV** (review completed); **RELSP** (released to 2nd Party); **RECB** (received by Budget Div.); **RECAD** (received by Acctg. Div.); **RELFP** (released to First Party); **FPS** (signed by First Party)

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 SECOND PARTY	POSITION TITLE	DAILY RATE	TOTAL FUNDING REQUIREMENT FOR JULY TO DEC. 2023 <i>(daily rate x 127 days)</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
TOTAL FUNDING REQUIREMENT OF CONTRACTS			
TOTAL BALANCE OF ALLOCATION BASED ON APPROVED 2023 WFP FOR 2ND SEMESTER			

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

CONTRACT OF SERVICE

KNOW ALL PERSONS BY THESE PRESENTS:

This contract is made and entered into by and between:

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR), a national government agency of the Republic of the Philippines with office address at Visayas Avenue, Diliman, Quezon City, herein represented by **NAME OF FIRST PARTY, Designation**, hereinafter referred to as the "First Party";

-and-

NAME OF SECOND PARTY, of legal age, Filipino and with residence address at **Complete Residence Address**, hereinafter referred to as "Second Party";

WITNESSETH:

WHEREAS, the First Party is in need of the services of the Second Party who shall render work not performed by the regular personnel of the First Party;

WHEREAS, the Second Party possesses the education, experience, and skills required to render the services needed by the First Party;

WHEREAS, the Second Party has signified intention, to which the First Party has accepted, to provide the services needed by the latter;

WHEREAS, the Second Party hereby attests that s/he is not related within the third degree of consanguinity or affinity to the: 1) hiring authority, 2) immediate supervisor, and/or 3) representative of the First Party; that s/he has not been previously dismissed from government service by reason of an administrative offense; and that s/he has not already reached the compulsory retirement age of sixty-five (65);

WHEREAS, it is understood that this Contract does not create an employer-employee relationship between the First Party and the Second Party; that the services rendered hereunder are not considered and will not be accredited as government service; and that the latter is not entitled to benefits enjoyed by regular personnel of the First Party;

WHEREAS, the Second Party shall perform work at a time and schedule to be agreed upon by both parties;

NOW, THEREFORE, the parties agree as follows:

SECTION 1. This Contract shall cover the period from **July 1, 2023 to December 31, 2023**, subject to Section 7 hereof.

SECTION 2. The Second Party is hereby contracted as **POSITION TITLE** and shall perform the following:

- a. **(Detailed deliverables and tasks);**
- b.

SECTION 3. For services rendered under this Contract the Second Party shall receive a daily compensation to be computed at a daily rate in the amount of **DAILY RATE IN WORDS (Php____.00)**, inclusive of tax, to be paid on a semi-monthly basis based on actual number of days of services rendered, chargeable against _____ Funds.

For the purpose of payment for services rendered, the Second Party shall submit the following to the **Head of Office**:

- a. Daily Time Record and Proof of Attendance; and
- b. Detailed Accomplishment Report.

SECTION 4. The **Second Party** shall be authorized to participate in orientation directly related to the execution of the herein terms of reference with the objective of informing him/her of the quality of work output.

SECTION 5. In view of the nature as well as the necessity of the tasks, the **Second Party** shall be entitled to travel expenses chargeable against the _____ Funds, subject to the usual accounting and auditing rules and procedures. However, the Second Party shall not be entitled to per diem.

SECTION 6. The herein provisions shall not, in any way, establish any employer-employee relationship between the Parties.

SECTION 7. This contract may be terminated by either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended day of termination.

IN WITNESS WHEREOF, both parties have hereunto set their hands this _____ at the DENR Office, Visayas Avenue, Diliman, Quezon City.

**DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES**

By:

NAME OF FIRST PARTY
Designation of First Party

NAME OF SECOND PARTY
Second Party

Signed in the presence of:

NAME OF WITNESS
Designation, Office

NAME OF WITNESS
Designation, Office

A C K N O W L E D G E M E N T

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared in the following:

Name	Government Issued ID	Date and Place Issued
NAME OF FIRST PARTY		
NAME OF SECOND PARTY		

known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of the three (3) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____ at _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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

PERFORMANCE EVALUATION

Name of Person hired under contract of service:	Position Title:	Office Assignment:
Contract Period		

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

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