



MEMORANDUM

TO : All DENR Regional Executive Directors
All Bureau Directors

SUBJECT : GUIDELINES FOR THE HIRING/RENEWAL OF
CONTRACTS OF SERVICE FOR THE PERIOD COVERING
JANUARY TO JUNE 2024

DATE : NOV 17 2023

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: conditions provided in Item 1 hereof and availability of funds. 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. 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 the minimum daily rate, as prescribed in respective salary tables. Terms of reference shall be in consonance with the operations of the Project
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;
 - e. Drug Test taken within the last three (3) months; and
 - f. Photocopy of the approved 2024 Work and Financial Plan, which reflects the fund allocation and position for the contract of service.
6. Contracts of Service that will need revision shall be returned to the requesting office for appropriate action. Those found in accordance with the herein provisions shall be forwarded to the Budget Section/Unit for processing and issuance of Obligation Request Status (ORS).
 7. All contracts of service duly processed in accordance with the guidelines shall be forwarded to the Accounting Section/Unit for issuance of Certificate of Availability of Funds (CAF). Thereafter, the Accounting Section/Unit shall transmit the documents to the First Party for signature.
 8. 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) for his approval/signature. Copy of contracts signed by the PENR Offices shall be submitted to the RED through the ARD for Management Services.
 9. The First Party shall then release the signed contract to the Second Party for notarization.
 10. Original signed and notarized contracts shall be submitted to the Accounting Section/Unit, which 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.
 11. 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

12. 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.
13. 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.

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

v