



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



**MEMORANDUM**

**TO : ALL PERSONS HIRED UNDER CONTRACT OF SERVICE (COS)  
DENR Central Office**

**FROM : THE UNDERSECRETARY  
Organizational Transformation and Human Resources**

**SUBJECT : PROCEDURES IN THE PAYMENT OF SERVICES  
RENDERED BY PERSONNEL HIRED UNDER CONTRACT  
OF SERVICE (COS)**

**DATE : 22 February 2024**

You are hereby furnished a copy of the subject procedures that sets the maximum time for each step/activity in the processing of salary for persons hired under COS. The streamlined procedure is a product of a consultation among COS personnel held on 06 March 2023 at the DENR Social Hall.

As regards the concerns raised by a concerned COS personnel, please be informed that:

1. On a cut-off date (15<sup>th</sup> and last working day of the month) falling on a Friday, such will happen on three (3) occasions only this year - March 15, November 15, and May 31. We can all agree to do the cut-off a day earlier during these months to be able to print the DTRs on the 15<sup>th</sup> or the 31<sup>st</sup>.

We have previously opened the option of cut-off dates to be set earlier than the 15<sup>th</sup> and last day of the month. Most COS personnel, however, found this inconvenient because documents would extend beyond a calendar month, and, as such, would mix-up reporting of accomplishments, DTRs, and funding.

2. Regarding the absence of the signatory to the documents required, we have asked all offices to designate an alternate signatory so as not to delay processing of the salary. Please consult your respective supervisor on who is designated in your office.

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In order to get the preferences of present COS staff, we are running a survey on options pertaining to salary processing. Please use this link: <https://shorturl.at/msJSX> or scan the QR Code below to participate in the survey.



We take this opportunity to remind everyone to always use the biometric attendance device in registering time logs. We shall honor handwritten entries only if the information comes from the guard's logbook, duly certified by the guards themselves. Handwritten entries and lack of supporting documents for official travel/trip tickets are among the factors that delay the processing of DTRs, especially when you do not submit the supporting documents a day prior to the cut-off date.

You are likewise advised to work on your eligibility to qualify for the available vacancies in the Department. If you already possess the required eligibility, you are encouraged to constantly check for job posting and apply. In the past twelve (12) months, we have appointed a total of 41 COS to regular items.

For your information and guidance.

  
AUGUSTO D. DELA PEÑA