



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



MEMORANDUM

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

**SUBJECT : GUIDELINES FOR THE HIRING/RENEWAL OF
CONTRACTS OF SERVICE FOR THE PERIOD COVERING
JULY TO DECEMBER 2024**

DATE : 09 MAY 2024

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 relevant work experience, 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, etc.), 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.

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. Drug tests taken within the last three (3) months (*for new hires*);
 - e. Accomplished Performance Evaluation form; and
 - f. Photocopy of the approved 2024 Work and Financial Plan, which reflects the fund allocation 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). 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

2. 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.
3. 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

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
 Visayas Avenue, Diliman, Quezon City

SUMMARY OF FUNDING REQUIREMENTS FOR CONTRACTS (SOF)
 (to be attached to approved Work and Financial Plan)

Instruction: ALL Contracts of Service (COS) charged under the SAME WFP/fund source must be included in one (1) Summary of Funding (SOF) form, regardless of whether a COS has a different total number of days among the others. See example below:

NAME OF SECOND PARTY	POSITION TITLE	DAILY RATE	NO. OF WORKING DAYS	TOTAL FUNDING REQUIREMENT
1. Juan Dela Cruz	Administrative Assistant	756	129	97,524
2. Gabriel Reyes	Technical Assistant	1,504	129	194,016
3. Juana Santos	Administrative Assistant	756	65	49,140
TOTAL FUNDING REQUIREMENT OF CONTRACT				340,680
AMOUNT ALLOCATED PER WFP				400,000
EXCESS/DEFICIT (WFP – Total Funding Requirement)				59,320

Office: _____ WFP/FUND SOURCE: _____

NAME OF SECOND PARTY	POSITION TITLE	DAILY RATE	NO. OF WORKING DAYS	TOTAL FUNDING REQUIREMENT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL FUNDING REQUIREMENT OF CONTRACT				
AMOUNT ALLOCATED PER WFP				
EXCESS/DEFICIT (WFP – Total Funding Requirement)				

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

Date: _____

Certified Funds Available: _____
 Budget Division

Date: _____

SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)**JULY TO DECEMBER 2024**

Position	Educational Attainment	Additional Qualifications	A	B	C
Accountant	Bachelor's degree relevant to the job	Must possess valid license as Certified Public Accountant	1590	1638	1703
Accounting Assistant	Two-year studies in college	Basic knowledge in Accounting principles	926	953	979
Accounting Clerk	Two-year studies in college	Basic knowledge in Accounting principles	756	806	863
Administrative Assistant	Two-year studies in college	Basic knowledge in MS Office applications	756	863	926
Administrative/Financial Officer	Bachelor's degree relevant to the job	at least one (1) year of relevant experience	1504	1556	1613
Aircraft Mechanic	Vocational course relevant to the job	Must possess valid license as Aircraft Mechanic	1070	1109	1148
Application Data Specialist	Two-year studies in college	Basic knowledge in MS Office applications	756	775	797
Applications Developer	Bachelor's degree relevant to the job	at least one (1) year of relevant experience	1504	1556	1576
Architect	Bachelor's degree with license	at least one (1) year of relevant experience	1946	2016	2088
Assistant Information Officer	Two-year studies in college/relevant vocational course	at least one (1) year of relevant experience	1152	1210	1270
Bookkeeper	Two-year studies in college	Basic knowledge in Accounting principles	863	888	913
Budget Data Management Assistant	Bachelor's degree relevant to the job	Basic knowledge in MS Office applications	1070	1109	1148
Bus Driver	Vocational or high school graduate 1 year relevant experience	Must possess a valid professional driver's license	994	1021	1050

**SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
JULY TO DECEMBER 2024**

Position	Educational Attainment	Additional Qualifications	A	B	C
Career Development Officer	Bachelor's degree relevant to the job	Basic knowledge in HR concepts	926	994	1070
Case Decongestion Officer	Bachelor of Laws/Juris Doctor		1622	1966	2359
Client Services Assistant	Two-year studies in college/relevant vocational course	at least one (1) year of relevant experience	863	927	994
Communications Equipment Technician	Two-year studies in college		863	888	913
Communications Specialist	Bachelor's degree relevant to the job	at least one (1) year of relevant experience	1070	1504	1946
Computer Maintenance Technician	Two-year studies in college		806	863	926
Computer Programmer	Bachelor's degree relevant to the job	at least one (1) year of relevant experience	1166	1268	1380
Computer Technician	Bachelor's degree in Computer Science, Information Technology, or a related field	at least one (1) year of relevant experience	1591	1671	1754
Creative Specialist	Bachelor's degree	at least one (1) year of relevant experience	1070	1504	1946
Data Encoder	Two-year studies in 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	Basic knowledge in MS Office applications	927	1269	1947

**SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
JULY TO DECEMBER 2024**

Position	Educational Attainment	Additional Qualifications	A	B	C
Day Care Teacher	Bachelor's degree	at least one (1) year of relevant experience	927	994	1070
Day Care Worker	High School Graduate	Basic knowledge in early childhood education	582	663	756
Development Communications Specialist	Bachelor's degree	at least one (1) year of relevant experience	1269	1379	1504
Digital Media Specialist	Bachelor's degree	at least one (1) year of relevant experience	1070	1109	1149
Digital Video Editor	Bachelor's degree	at least one (1) year of relevant experience	1070	1109	1149
Driver	Elementary Graduate	must possess a valid professional driver's license	663	708	756
Driver/Liaison Officer	Elementary Graduate	at least one (1) year of relevant experience	863	927	994
Driver/Mechanic	Vocational	at least one (1) year of relevant experience	863	927	994
Driver/Messenger	Elementary Graduate	must possess a valid professional driver's license	756	806	863
EMS IEC Officer	Bachelor's degree	at least one (1) year of relevant experience	1070	1167	1269
EMS Project Support Staff	Two-year studies in college		756	806	863
Environmental Management Specialist	Bachelor's degree relevant to the job	at least one (1) year of relevant experience	1269	1379	1504
Environmental Planner/Urban Planner	Bachelor's degree (with units in Urban Planning, Environmental Planning, Land Use Planning, Human Settlements Planning)	must possess a valid license as Environmental /Urban Planner	1166	1380	1639

SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)**JULY TO DECEMBER 2024**

Position	Educational Attainment	Additional Qualifications	A	B	C
Executive Assistant	Bachelor's degree	at least one (1) year of relevant experience	1167	1269	1379
Financial Analyst	Bachelor's degree	at least one (1) year of relevant experience	1070	1269	1504
Financial Management Adviser	Bachelor's degree	at least one (1) year of relevant experience	1947	2359	2879
Financial Management Officer	Bachelor's degree	at least one (1) year of relevant experience	1070	1379	1504
Front Desk Officer	Two-year studies in college		756	806	994
GIS Specialist	Bachelor's degree relevant to the job	at least one (1) year of relevant experience	1070	1504	1947
Health and Wellness Officer	Bachelor's degree with license	at least one (1) year of relevant experience	1070	1167	1269
Health and Wellness Specialist	Medical Professional	at least one (1) year of relevant experience	1269	1947	2,112
HR Specialist	Bachelor's degree relevant to the job	at least one (1) year of relevant experience	1070	1269	1504
ICT Project Manager	Bachelor's degree in Computer Science, Information Technology, or a related field	at least three (3) years of relevant experience	2801	2941	3088
IEC Officer	Bachelor's degree	at least one (1) year of relevant experience	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

**SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
JULY TO DECEMBER 2024**

Position	Educational Attainment	Additional Qualifications	A	B	C
Intelligence Officer	Bachelor's degree	at least two (2) years of relevant experience	2112	2359	2606
Internal Auditing Assistant	Two-year studies in college		756	806	863
Internal Auditor	Bachelor's degree	at least one (1) year of relevant experience	1269	1379	1504
Legal Assistant	Bachelor's degree		1070	1096	1135
Legal Researcher	Bachelor's degree	at least one (1) year of relevant experience	1504	1557	1612
Liaison Officer	Two-year studies in college		756	806	863
Monitoring Officer	Bachelor's degree		1167	1206	1247
Network Controller	Bachelor's degree in Computer Science, Information Technology, or a related field	at least two (2) years of relevant experience	1132	1188	1248
Network Hardware Specialist I	Bachelor's degree in Computer Science, Information Technology, or a related field	at least three (3) years of relevant experience	1780	1869	1960
Network Hardware Specialist II	Bachelor's degree in Computer Science, Information Technology, or a related field	at least three (3) years of relevant experience	1997	2097	2201
Network Specialist/PC Technician	Bachelor's degree		994	1021	1050
Office Support Assistant	Two-year studies in college		756	776	796
Office Support Staff	High School Graduate	Basic knowledge in MS Office applications	663	776	796

SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)**JULY TO DECEMBER 2024**

Position	Educational Attainment	Additional Qualifications	A	B	C
Photographer	Vocational course	at least two (2) years of relevant experience	1070	1109	1149
Process Server	High School Graduate	at least two (2) years of experience related to the tasks required	926	994	1070
Procurement Officer	Bachelor's degree		926	953	979
Project Coordinator	Bachelor's degree	at least two (2) years of relevant experience	2359	2606	2879
Project Development Officer	Bachelor's degree	at least one (1) year of relevant experience	1268	1380	1504
Project Documentation Specialist	Bachelor's degree		1070	1109	1148
Project Management Specialist	Bachelor's degree	at least two (2) years of relevant experience	2359	2606	2879
Project Monitoring and Evaluation Officer	Bachelor's degree	at least one (1) year of relevant experience	1166	1380	1639
Project Operations Control Officer	Bachelor's degree	at least one (1) year of relevant experience	1166	1380	1639
Project Operations Manager	Bachelor's degree	at least two (2) years of relevant experience	2359	2606	2879
Project Support Officer	Bachelor's degree		806	927	1070
Public Relations Strategist	Bachelor's degree	at least two (2) years of relevant experience	2359	2606	2879
Quality Assurance/Quality Tester	Bachelor's degree in Computer Science, Information Technology, or a related field	at least two (2) years of relevant experience	2347	2464	2587
Records Management Assistant	Two-year studies in college		756	806	863

**SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)
JULY TO DECEMBER 2024**

Position	Educational Attainment	Additional Qualifications	A	B	C
Rural Infrastructure Specialist	Bachelor's degree	at least one (1) year of relevant experience	1504	2136	2359
Secretary	Two-year studies in college		806	863	926
Security Officer	Bachelor's degree	at least one (1) year of relevant experience	1166	1268	1504
Senior IT Support Specialist	Bachelor's degree	at least one (1) year of relevant experience	1504	1946	2879
Site Engineer	Bachelor's degree with license	at least one (1) year of relevant experience	1268	1380	1504
Social Safeguards Specialist	Bachelor's degree	at least one (1) year of relevant experience	1504	2136	2359
Software Developer	Bachelor's degree in Computer Science, Information Technology, or a related field	at least two (2) years of relevant experience	2801	2941	3088
Special Assistant to the Secretary	Bachelor's degree	at least three (3) years of relevant experience	2359	2606	2879
Special Assistant to the Secretary on Media Affairs	Bachelor's degree relevant to the job	at least five (5) years of relevant experience	3250	3500	3750
Speechwriter	Bachelor's degree	at least one (1) year of relevant experience	1070	1268	1504
Strategic Planning Officer	Bachelor's degree with training on Strategic Planning	at least one (1) year of relevant experience	1166	1380	1639
System Network Administrator	Bachelor's degree	at least one (1) year of relevant experience	926	994	1070
Technical Assistant	Bachelor's degree		1504	2136	2359

SALARY TABLE FOR CONTRACTS OF SERVICE (DENR Central Office)**JULY TO DECEMBER 2024**

Position	Educational Attainment	Additional Qualifications	A	B	C
Technical Data Analyst	Bachelor's degree in Statistics, Applied Statistics, Economics, Mathematics, or other related course	at least one (1) year of relevant experience	1997	2097	2202
Technical Support Specialist	Two-year studies in college		806	863	926
Training Program Assistant	Two-year studies in college		756	806	863
Training Program Officer	Bachelor's degree relevant to the job		926	994	1070