



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



**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 2024**

**DATE : 09 MAY 2024**

The following guidelines shall be adopted in the hiring/renewal of contracts of service (COS) in the DENR Central Office for the period stated above:

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, 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 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. The Project Directors/Heads shall ensure that the functions assigned to the COS are in consonance with the operations of the projects.
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 2024 Work and Financial Plan.

5. Additional contracts and replacement for contracts of service vacated due to termination or non-renewal shall be allowed, subject to clearance of the Supervising Undersecretary 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 contract that is signed by the First Party, notarized, and certified by the Accounting Division (Certificate of Availability of Funds or CAF). 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. Scanned and soft copies must be sent through email at [denrcentralofficecos2023@gmail.com](mailto:denrcentralofficecos2023@gmail.com) not later than 17 May 2024. Original documents shall be submitted to the Personnel Division during the workshop that will be scheduled for the particular Service/Office.
  - 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. Accomplished Performance Evaluation Sheet (January to April 2024) for contracts to be renewed;
  - c. Certification indicating name of relative/s in the DENR, if any;
  - d. Drug Test taken within the last three (3) months for new hires;
  - e. Updated and completely filled out Personal Data Sheet (2017 version) of the Second Party if he/she is for hiring/replacement;
  - f. Copy of the termination letter of First Party or resignation letter of previous COS if hiring is being requested to replace a contract previously terminated or not renewal; and
  - g. Excel file for contract details.

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

- Excel file: Contract Details (OSEC).xlsx
  - 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 Sheet, and Certification indicating name of relatives in the DENR): NAME OF SECOND PARTY\_Office.pdf  
e.g., DELA CRUZ, Juan\_OSEC.pdf
- h. Accomplished COS Processing Checklist (*see attached form, page size must be in Officio or 8.5 x 13*);
- i. Summary of Funding Requirements for Contracts in accordance with the approved Work and Financial Plan (WFP), certified by the Head of Office (*using the attached format*);
- j. Copy of the approved 2024 Work and Financial Plan, which reflects the hiring under contract of service with corresponding budget and position;
- k. Obligation Request and Status (ORS); and
- l. The assigned Accounting Division officer shall also issue the CAF during the workshop.
9. The soft copy of the prescribed forms, including the Excel file for the contract details, may be accessed through this link: <https://shorturl.at/bgzW4> or you may scan the QR code below:



10. Completely reviewed contracts shall then be released to the First Party for signature.
11. The end-users shall transmit the signed and notarized contracts to the Personnel Division. Original notarized contracts and supporting documents shall be transmitted by the Personnel Division to the Commission on Audit (COA).
12. 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

**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				<b>340,680</b>
AMOUNT ALLOCATED PER WFP				400,000
EXCESS/DEFICIT (WFP – Total Funding Requirement)				<b>59,320</b>

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**

<b>Position</b>	<b>Educational Attainment</b>	<b>Additional Qualifications</b>	<b>A</b>	<b>B</b>	<b>C</b>
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**

<b>Position</b>	<b>Educational Attainment</b>	<b>Additional Qualifications</b>	<b>A</b>	<b>B</b>	<b>C</b>
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