



197.13 DPWH  
01-26-2010

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
OFFICE OF THE SECRETARY  
MANILA

JAN 25 2010

**DEPARTMENT ORDER**

No. 09

Series of 2010 01-26-10

SUBJECT : **GUIDELINES ON THE HIRING  
AND/OR REHIRING OF JOB  
ORDER PERSONNEL IN THE  
DPWH UNDER EXECUTIVE ORDER  
NO. 782, S. 2009**

Pursuant to Section 1.3 of DBM Circular Letter No. 2009-13, dated 18 December 2009, as circularized under Department Memorandum Circular No. 05, s. 2010, the following policies and guidelines on the hiring and/or rehiring of job order personnel pursuant to Executive Order No. 782, s. 2009, are hereby prescribed:

1. No personnel on job-order (JO) basis shall be hired/rehired unless urgently necessary for the efficient operations of the concerned DPWH offices. In this regard, prior to the hiring/rehiring JO employees, concerned offices are directed to identify first the specific job, project or activity that they intend to complete for a period not exceeding six (6) months for which the JO personnel will be required, including the expected outputs/tasks to be performed.
2. Such job/project/activity should be critical to the attainment, accomplishment and/or completion of the mandate and/or OPLAN of each office in particular and Department's priority programs in general. Only those that are urgent and with deadlines and could not be met due to insufficient number of regular personnel can justify the hiring/rehiring JO employees. In no case shall the specific job/project/activity to be given to JO personnel duplicate with the workload of regular personnel.
3. To carry out this job-generation program of the government, all concerned officials are hereby authorized to set aside 0.75% of their respective MOOEs to hire/rehire personnel on a job order basis, for a period not to go beyond 30 June 2010. Additional funds for the purpose may also be sourced from the savings derived from funded vacant positions which each Regional Office has to request to be realigned.
4. The hiring/rehiring of JO personnel shall be subject to availability of appropriate funds for the purpose.
5. In no case shall the number of job order employees to be hired/rehired, exceed 25% and 50% of the warm-bodies (permanent, temporary, contractual and casual) of the concerned Regional Offices and District Engineering Offices, respectively. For those to be hired/rehired in the Central Office, the 25%-rule shall apply.
6. Personnel to be hired/rehired shall not have reached the compulsory retirement age of 65 at the time of employment/engagement; not related within the 3<sup>rd</sup> degree of consanguinity or affinity to the hiring authority and/or his/her representative; and not previously dismissed from government service.

7. Rehiring of personnel previously hired under E.O. No. 782 shall be evaluated by the Heads of Offices concerned (Director level) based on their respective Accomplishment Reports/Performance Appraisal Reports (PARs), while hiring of new JO personnel shall be subjected to personality and aptitude screening to be conducted by the Personnel Division, AMMS. Applicants under both circumstances should be able to meet the minimum educational requirement of the positions to which they are being hired/rehired.
8. The service fees of these job order personnel may vary depending on the salary grades of their position titles but in no instance shall this be higher than the daily rate assigned to each salary grade of government personnel pursuant to Executive Order No. 719, series of 2008, on the subject: "COMPENSATION ADJUSTMENTS FOR GOVERNMENT PERSONNEL".
9. Cut-off date for payment of service fees shall be every 15<sup>th</sup> and 30<sup>th</sup> day of each month.
10. The basis for payment of service fees shall be the individual Daily Time Record (DTR) and Accomplishment Report, duly approved by the immediate supervisor/head of office concerned. Said documents shall be submitted to the Personnel Division, AMMS, for those assigned in the Central Office (OSEC, Bureaus, Services and PMOs) or to the Administrative Division/Section, for those assigned in the Regional Offices/District Engineering Offices, not later than two (2) days after the cut-off date.

This Order takes effect immediately and supersedes previous issuances inconsistent herewith.

  
**VICTOR A. DOMINGO**  
Acting Secretary



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