



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area Manila



097-13 DPWH
12-09-2023

DEC 06 2023

DEPARTMENT ORDER)

NO. 146)

Series of 2023)
12/09/23

**SUBJECT: Revised Guidelines on Hiring
and Rehiring of Contract of
Service/Job Order Personnel in
the DPWH**

In order to regulate the hiring of Contract of Service (COS)/Job Order (JO) personnel in this Department, streamline the process, and comply with the orders and policies of the Department of Budget and Management and Commission on Audit, the guidelines on the hiring and rehiring of COS/JO personnel in this Department is hereby amended.

These revised guidelines shall apply to all hiring or rehiring of COS/JO personnel in the Department whose wages are charged to Engineering and Administrative Overhead (EAO), Maintenance and Other Operating Expenses (MOOE) and Preliminary and Detailed Engineering (PDE), subject to the existing budgeting, accounting and auditing rules and regulations and availability of funds based on respective funding source.

I. General Guidelines on Hiring

1. The hiring of COS/JO personnel shall be based on the need to augment the regular workforce of the Department, provided that the proposed hirees are qualified to perform the work to be assigned to them and that funds are available for the purpose.
2. The hiring shall be a job of short duration not exceeding one (1) year and with pay computed on a daily basis, and that any rehiring is subject to the conditions stipulated under this Department Order.
3. The need to augment the regular workforce with COS/JO personnel may be warranted by any of the following cases:
 - 3.1 When there is a regular function for which there are no or only a limited number of regular positions in the DPWH Personal Services Itemization and Plantilla of Personnel (PSIPOP), e.g., Drivers, which cannot be performed by the existing incumbents of Co-Terminous with the Incumbent (CTI) positions;
 - 3.2 When there is a temporary, abnormal upsurge in the volume of a regular function that cannot, under normal circumstances, be performed by the existing personnel; or

- 3.3 When there is a specific and urgent temporary work which is not normally performed by the Department and cannot be assigned to any of the existing personnel (regular or incumbents of CTI positions).
4. The following cases DO NOT constitute a need to hire COS/JO personnel:
 - 4.1 To perform the functions of regular positions that are left vacant.
 - 4.2 To fill the performance gap created by underperforming existing personnel. In this regard, offices concerned shall take necessary step to bring the performance of their personnel up to par, or initiate appropriate disciplinary action, subject to existing civil service rules and regulations.
 - 4.3 To perform general support services that are already outsourced, e.g., no hiring of security guards or utility workers when there are existing contracts for security and janitorial services.
5. Although workers hired under COS/JO are referred to as "JO workers" or "JO personnel", there is no employer-employee relationship between them and the Department. Their temporary work shall not be considered government service, and while they are free to apply for any vacant regular position commensurate to their qualifications, they don't have the vested right to be automatically included in the evaluation. In case of vacancies for permanent positions, Heads of Offices are encouraged to select from and among their existing eligible COS/JO personnel, subject to existing civil service rules and regulations.
6. Considering that there is no employer-employee relationship between the Department and COS/JO personnel, they do not enjoy the benefits received by government employees such as leaves, bonuses, and other incentives which include trainings and seminars.
7. While there is no employer-employee relationship between COS/JO personnel and the Department, they shall at all times be held civilly and criminally liable in the discharge of their functions in accordance with COA, DBM rules and regulation and pertinent statutes.
8. The initial evaluation of candidates for hiring of COS/JO personnel shall be done by the requesting office.

II. Limitations/Prohibitions

1. Positions of COS/JO personnel to be requested must be in accordance to the mandate of the Department and functions of the hiring office. Requiring COS/JO personnel to do work for which they were not hired, e.g., laborers doing office work, is NOT allowed.
2. COS/JO personnel should not be designated to positions exercising control or supervision over permanent and career employees.
3. Although there is no employer-employee relationship, the rule on nepotism shall apply. This prohibits the hiring of COS/JO in favor of relatives within the third degree of



consanguinity or affinity of any of the appointing authority, recommending authority, head of office, or persons exercising immediate supervision over the COS/JO personnel, including but not limited to the concerned Regional/ Bureau/ Service Director and District Engineer.

4. Reclassification of authorized COS/JO positions such as upgrading, downgrading and lateral to same salary grade, shall not be granted during the effectivity of the contract.
5. COS/JO personnel for initial hiring should not report to the office and assume their duties, prior to the approval of contract.

III. Qualifications and Other Requirements

1. For 1st level positions with salary grade 11 and above, and all 2nd level positions, proposed COS/JO personnel shall meet the minimum educational requirements of the positions as prescribed under the Qualifications Standard (QS) Manual approved by the CSC, including the eligibility requirement.

- 1.1 COS/JO personnel who are occupying positions with salary grade 11 and above who do not meet the minimum educational, training and eligibility requirements as prescribed under the QS Manual approved by the CSC, shall be given until December 31, 2023, to acquire the necessary requirement to qualify for the position being held, or will be given COS/JO positions commensurate to their qualifications as determined by the Head of Office.

2. For 1st level positions salary grade 10 and below, proposed COS/JO personnel shall meet the minimum education requirement per QS of the positions as prescribed under the QS Manual approved by the CSC. Other qualification standards, particularly the eligibility, experience and training requirements, may be waived.

However, passing the Computer Proficiency Examination (CPE) conducted by the Information Management Service (IMS) in the Central Office is required for positions that perform computer-aided work/ responsibilities within six (months) in the position.

3. The hiring of new COS/JO personnel is also subject to the submission of medical clearance from any government hospital, certifying that the individual applicant is physically fit to work. This requirement may be waived if the duration of the contract of service is less than six (6) months. The requirement for submission of medical clearance shall be waived for positions such as gagekeepers, laborers, utility workers and other positions with salary grade 3 and below except drivers.
4. Submission of NBI Clearance is also required for initial hiring of COS/JO Personnel. Drug testing shall also be required for hiring or anytime during the stay of the COS/JO personnel in the Department, at the expense of the COS/JO worker. Refusal to undergo drug testing shall be a ground for immediate termination of contract.



IV. Funding/Applicable Rates/Payment of Service Fees

1. The hiring/rehiring of COS/JO personnel shall be subject to availability of appropriate funds and shall be done within the broader context of sound resource management. Under no circumstance shall JO personnel be hired to accommodate people whose skills, if any, are not required by the Department or who are not the best persons available to do the required temporary work.
2. Offices should not hire COS/JO personnel if they do not have available funds to sustain payment of wages.
3. Due to limited funds and the number of existing COS/JO personnel in the Department, service fees shall be based on the First Tranche of Modified Salary Schedule for Civilian Government Personnel under Salary Standardization Law V, and shall be commensurate to Step 1 of the Salary Grade (SG) of the equivalent regular plantilla positions to which they are being hired/rehired, subject to availability of funds. The minimum service fees or daily rate of these personnel shall not be less than Php 525.04, the minimum daily rate of positions allocated to Step 1, SG-1, of civilian personnel, as prescribed under DBM NBC No. 579 dated 24 January 2020, subject to adjustments, if any. Exemption to this are JO personnel charged to maintenance fund such as gagekeeper and other similar positions.

Payments of premium of up to 20% of the respective wage/salary of COS/JO personnel pursuant to COA-DBM Joint Circular 2, s. 2020 shall not be implemented due to the following considerations:

- Uniform applicability, in as much as there are implementing offices which do not have available funds for the payment of premium;
 - Sustainability/Continuity of implementation, on account of uncertain funding sources for the succeeding years; and
 - In view of limited funds, to implement the premium payment will result in the reduction of the number of COS/JO in affected offices.
4. COS/JO personnel shall render services within prescribed working hours for a maximum of twenty-two (22) working days in a month. Services rendered by COS/JO personnel shall be paid if at least four (4) hours of work are rendered in a day.
 5. Civil Engineers, Architects and Drivers may be allowed to render services beyond 22 working days per month provided that the additional work is urgent and necessary and failure to do the additional work would be detrimental to the Department. Offices needing additional manpower due to voluminous year-end activities, strict deadlines or urgent submission of reports may also allow their other technical/non-technical COS/JO personnel to render beyond 22 working days only on extreme urgent cases, subject to the following conditions:
 - 5.1 There is sufficient fund to pay additional wages for services rendered beyond 22 working days per month;



- 5.2 There is an approved authority to render services beyond 22 days approved by their Heads of Offices;
 - 5.3 The Contract of Service of the JO personnel concerned shall indicate that they are allowed to render services beyond 22 working days; and
 - 5.4 COS/JO personnel shall only be allowed to render additional services during Weekends/Holidays if at least their respective Section Chief is present to supervise them.
6. Considering that additional services rendered by COS/JO personnel during Weekends/Holidays are treated as regular working day/s, Department guidelines on Overtime shall not apply.
7. The Request for Authority to Render Service during Weekends/Holidays for COS/JO personnel, shall be approved by the following:

Requesting Office	Approved by:
Office of the Secretary	Secretary/ Head Executive Assistant
Office of the Senior Undersecretary/ Undersecretary	Senior Undersecretary/ Undersecretary Concerned
Office of the Assistant Secretary	Assistant Secretary Concerned
Bureau/ Service/ UPMO	Assistant Secretary Concerned (Director Concerned for Offices without Assistant Secretary)
Regional Offices	Regional Director Concerned
District Engineering Offices	District Engineer Concerned

V. Official Travel

1. Pursuant to Commission on Audit (COA) Resolution No. 2021-044 dated December 28, 2021, COS/JO personnel may be allowed to go on official local travel to perform essential tasks that cannot be performed by sufficient number of regular employees. However, as a Department policy, official local travel may only be allowed within the jurisdiction of the offices which hired them.

The following COS/JO personnel may be allowed to go on official travel within the jurisdiction of their offices:

- 1.1 COS/JO Civil Engineers who are directed to go on project sites;
- 1.2 COS/JO Personnel assigned to project sites who are directed to report to their respective Regional/District Engineering Offices;
- 1.3 Other COS/JO workers performing technical works that require project visits, e.g., surveying;
- 1.4 COS/JO Drivers who are assigned to transport engineers and other personnel who are required to go on project sites via land travel.



- 1.5 Other COS/JO personnel that need to assist in DPWH programs and other official activities, where regular CO/RO/DEO employees cannot undertake said duties.
2. District and Regional Office COS/JO personnel may be authorized to go on official travel outside their Regional Office, in cases when they need to participate in official programs and activities in the Central Office such as DPWH Sportsfest Competition, Anniversary and Christmas Program and similar events.
3. Official local travel of COS/JO personnel may be allowed provided that the following conditions are met:
 - 3.1 Travel is essential to the effective performance of the COS/JOs functions and is required to meet the needs of the Department;
 - 3.2 There is authority to travel duly approved by the Head of Office concerned;
 - 3.3 The Contract of Service of the JO personnel concerned shall indicate that they may be authorized to travel locally in the performance of their duties; and
 - 3.4 The travel to be undertaken cannot be done by regular employees in the office.
4. COS/JO personnel may claim travel expenses based on applicable rates charged against appropriate funds subject to the usual accounting and auditing rules.
 - 4.1 A daily rate of Php 800.00 shall be paid for official travel where the destination is more than 50-kilometer radius.
 - 4.2 For Official travel that falls on a Saturday or Holiday, the daily rate of COS/ JO personnel shall be paid plus applicable daily travel expenses. Further, if the official travel falls on a Sunday, he shall be paid the applicable daily travel expenses only.
 - 4.3 In addition to the documentary requirements usually submitted by regular employees, the COS/JO personnel shall also submit a certification, in all cases, from the Undersecretary concerned for Central Office and Regional Director for Regional and District Engineering Offices, that: (a) the official mission/tasks cannot be performed by/or assigned to any other regular/ permanent official and/or employee; and (b) the tasks/ activities are necessary to fulfill the obligations as contained in his/her Contract of Service.
 - 4.4 COS/JO personnel may be allowed to claim travel expenses for a maximum of five (5) days per month, in accordance with apportioned travel expenses provided in Section 5 (c) of Executive Order No. 77, s. 2019.



VI. Preparation of Request for Authority to Hire/Rehire/Replace/Reclassify, Contract of Service and Approving Authorities

1. Approving authorities for request for authority to hire/ rehire/ replace/ reclassify, are as follows:

Preparation of Authority to Hire/Rehire				
Nature of Hiring	Request for Authority	Approving Authority		
		Central Office	Regional Office	District Engineering Office
Original/ Reclassification (Upgrading)	Authority to Hire/Upgrade	Secretary	Regional Director	Regional Director
Renewal	Authority to Rehire	Undersecretary Concerned		
Replace	Authority to Replace			
Reclassification Downgrading or Lateral (same salary grade)	Authority to Downgrade/ Reclassify to same salary grade			

- 1.1 In the request for authority to hire COS/JO personnel, the positions requested, and the particular time frame or period of hiring should be indicated.
 - 1.2 Upon renewal of contract of services, the name, position and salary grade of the concerned COS/JO personnel and the particular time frame and period of hiring should be indicated.
2. If the services of the COS/JO personnel are still needed, there must be a request for authority to rehire on annual basis, including justifications for such renewal. Should the renewal of contract involve reclassification of the previously approved positions (upgrading, downgrading, or lateral salary grade), the Head of Office shall request and provide justification on the need to reclassify positions based on the need of the office. Heads of Offices concerned shall be responsible in ensuring that requests to reclassify COS/JO positions is based on the need to do required temporary work for the office and serves the best interest of the Department.
 3. The contracts for approval shall be transmitted to the Human Resource Management Division, HRAS (for Central Office), Regional Administrative Division (for ROs) and Administrative Section (for DEOs), using the prescribed template in Annex C.
 4. The prescribed basic format of contract of service of COS/JO personnel is provided in Annex D. The authorized signatories are as follows:



Contract of Service			
Office	Signatories		
	First Party	Signed in the Presence of	Certified Budget Available and Earmarked for the Purpose
Central Office	Undersecretary/ Assistant Secretary/ Director Concerned	Chief, Human Resource Management Division, HRAS	Chief, Budget Division
Regional Office	Regional Director	Chief, Administrative Division	Chief, Budget Section
District Engineering Office	District Engineer Concerned except for initial contract of JO workers which shall be signed by the Regional Director Concerned	Chief, Administrative Section	Chief, Finance Section

VII. Required Documents

1. Any request for hiring/rehiring of COS/JO personnel shall be submitted to the Human Resource Management Division (HRMD), HRAS (for Central Office), Regional Administrative Division (for ROs) and Administrative Section (for DEOs). These offices, specifically the signatories for *Signed in the Presence of*, shall evaluate requests as to compliance with the prescribed templates, documentary requirements and qualifications of the proposed hiree/s as prescribed in Item III of this Order, prior to the request for funding.

1.1 Documents to establish the need for hiring:

- 1.1.1 An updated organizational chart of the office concerned, including vacant positions, incumbents of CTI positions, existing COS/JO personnel and the proposed position for hiring
- 1.1.2 Description of the work to be done by the proposed COS/JO, including expected outputs and indicators
- 1.1.3 Justification as to why the existing workforce cannot perform the work to be done by the proposed COS/JO

1.2 Documents to establish the qualifications/ fitness of the proposed hiree:

- 1.2.1 For 1st level positions with Salary Grade 11 and above and 2nd level positions - updated Personal Data Sheet (PDS) with supporting documents, including certification of the required eligibility



- 1.2.2 For 1st level positions - updated PDS with supporting documents
 - 1.2.3 Medical certificate, drug test result and NBI Clearance
 - 1.2.4 For rehiring, at least "Satisfactory" performance rating of the proposed hiree, as shown in their Individual Performance Commitment and Review (IPCR)
2. The checklist of required documents for request for hiring/rehiring and approval of contracts is provided in Annex E.

VIII. Termination of Contract

1. Contracts of Service are not automatically renewable and may be terminated anytime by the concerned Heads of Offices subject to performance evaluation and availability of funds. In such cases, the Head of Office (at least Director IV) shall issue a 30-day notice to the concerned COS/JO personnel. Similarly, the COS/JO personnel who decides to pre-terminate or not renew the contract shall submit a 30-day notice to the Head of Office.
2. Pre-termination and non-renewal of contract of COS/JO personnel issued by the Head of Office shall be reported by the designated Administrative Officer of the concerned office, to the Human Resource Management Division, HRAS (for CO) and Regional Administrative Division (for ROs) and Administrative Section (for DEOs), for records purposes.

This Order supersedes Department Order No. 07, s. 2023 and other previous issuances to the contrary and shall take effect immediately.

MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary

10.1 MSV



ANNEX A.1 Request for Authority to Hire/Upgrade



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS



(date)

MEMORANDUM

FOR : Secretary (CO)/Regional Director (RO&DEO)

THRU : Undersecretary (CO)/Chief Administrative Officer (RO&DEO)

SUBJECT : Request for Authority to Hire/Upgrade COS/JO Personnel

In order to augment the regular workforce of the (office), may we respectfully request for authority to (hire/upgrade) the following positions under Contract of Service/Job Order status for the period (one year):

(For Hire)

Position	Division/Section/Unit:	SG & Daily Rate
1.		
2.		

(For Upgrade)

Division/Section /Unit	Approved Position	SG & Daily Rate	Proposed Position	SG & Daily Rate
1.				
2.				

JUSTIFICATION:

Position: _____

Duties and Responsibilities:

1. _____
2. _____
3. _____

ANNEX A.1 Request for Authority to Hire/Upgrade

Position: _____

Duties and Responsibilities:

1. _____
2. _____
3. _____

It is understood that this office shall conscientiously observe and adhere to the existing policies of this Department relative thereto, and the pertinent provisions stipulated under Department Order No. __, s. 2023, "Revised Guidelines on Hiring and Rehiring of Contract of Service/Job Order Personnel in the DPWH."

For the *(Secretary's/Regional Director's)* consideration and approval.

Head of Office Concerned

Recommending Approval:

Undersecretary Concerned (CO)/Chief Administrative Officer (RO&DEO)

OK as to availability of funds:

Approved:

Secretary (CO)/ Regional Director (RO&DEO)

ANNEX A.2 Request for Authority to Downgrade/Reclassify to Same Salary Grade



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS



(date)

MEMORANDUM

FOR : Undersecretary (CO)/Regional Director (RO&DEO)

THRU : Assistant Secretary (CO)/Chief Administrative Officer (RO&DEO)

SUBJECT : Request for Authority to Downgrade/Reclassify to Same Salary Grade
COS/JO Personnel

In order to augment the regular workforce of the (office), may we respectfully request for authority to (downgrade/reclassify to same salary grade) the following COS/JO personnel for the period (one year).

Division/Section /Unit	Approved Position	SG & Daily Rate	Proposed Position	SG & Daily Rate
1.				
2.				

JUSTIFICATION:

Position: _____

Duties and Responsibilities:

1. _____
2. _____
3. _____

Position: _____

Duties and Responsibilities:

1. _____
2. _____
3. _____

Head of Office Concerned

ANNEX A.2 Request for Authority to Downgrade/Reclassify to Same Salary Grade

Recommending Approval:

Assistant Secretary Concerned (CO)/Chief Administrative Officer (RO&DEO)

OK as to availability of funds:

Approved:

Undersecretary Concerned (CO)/ Regional Director (RO&DEO)

ANNEX A.3 Request for Authority to Rehire COS/JO Personnel



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS



(date)

MEMORANDUM

FOR : Undersecretary (CO)/Regional Director (RO&DEO)

THRU : Assistant Secretary (CO)/Chief Administrative Officer (RO&DEO)

SUBJECT : Request for Authority to Rehire COS/JO Personnel

In order to augment the regular workforce of the (office), may we respectfully request for authority to rehire the following COS/JO personnel for the period (one year).

Division/Section/Unit: _____

Name	Position	SG & Daily Rate	Qualification Requirement	Qualification of Proposed Hiree
1.				
2.				

JUSTIFICATION:

Name: _____

Position: _____

Duties and Responsibilities:

1. _____
2. _____
3. _____

Name: _____

Position: _____

Duties and Responsibilities:

1. _____
2. _____
3. _____

ANNEX A.3 Request for Authority to Rehire COS/JO Personnel

Certification:

I hereby certify that the proposed hiree/s met the qualification requirements prescribed in D.O. ____ s. 2023.

Designated Administrative Officer

Head of Office Concerned

Recommending Approval:

Assistant Secretary Concerned (CO)/Chief Administrative Officer (RO&DEO)

OK as to availability of funds:

Approved:

Undersecretary Concerned (CO)/ Regional Director (RO&DEO)

ANNEX A.4 Request for Authority to Replace COS/JO Personnel



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS



(date)

MEMORANDUM

FOR : Undersecretary (CO)/Regional Director (RO&DEO)

THRU : Assistant Secretary (CO)/Chief Administrative Officer (RO&DEO)

SUBJECT : Request for Authority to Replace COS/JO Personnel

In order to augment the regular workforce of the (office), may we respectfully request for authority to replace the following COS/JO personnel for the period (one year).

Division/Section/Unit: _____

Position	SG & Daily Rate	Former Personnel	Proposed Hiree	Qualification Requirement	Qualification of Proposed Hiree
1.					
2.					

JUSTIFICATION:

Name: _____

Position: _____

Duties and Responsibilities:

1. _____
2. _____
3. _____

ANNEX A.4 Request for Authority to Replace COS/JO Personnel

Name: _____

Position: _____

Duties and Responsibilities:

1. _____
2. _____
3. _____

Certification:

I hereby certify that the proposed hiree/s met the qualification requirements prescribed in D.O. ____ s. 2023.

Designated Administrative Officer

Head of Office Concerned

Recommending Approval:

Assistant Secretary Concerned (CO)/Chief Administrative Officer (RO&DEO)

OK as to availability of funds:

Approved:

Undersecretary Concerned (CO)/ Regional Director (RO&DEO)

Website: <https://www.dpwh.gov.ph>

Tel. No(s): 5304-3000 / (02) 165-02



ANNEX B

REPORT ON PERSONNEL STATISTICS AND MANPOWER COMPLEMENT FOR COS/JO PERSONNEL

OFFICE: _____

As of: _____

No.	POSITION TITLE	SG	RATE PER DAY	SURNAME	NAME	MIDDLE NAME	SUFFIX	DATE OF FIRST ISSUANCE OF CONTRACT OF SERVICE	TOTAL NO. OF YEARS UNDER JO STATUS	POSITION LEVEL	OCCUPATIONAL GROUP	FORMER COS/JO PERSONNEL (if Applicable)
OFFICE OF THE DIRECTOR												
1												
1												
1												
3	Sub-Total											
DIVISION 1												
1												
1												
1												
3	Sub-Total											
DIVISION 2												
1												
1												
1												
3	Sub-Total											
REASSIGNED JOB ORDER (if any)												
1												
1												
1												
3	Sub-Total											
12	Grand Total											

Total No. of Existing COS/JO Personnel: _____

Prepared by: _____

Submitted by: _____

Approved by: _____

(Section Chief/Designated Administrative Officer)

(Division Chief)

(Head of Office)

Legend: 2nd Level Positions**Civil Engineer** - Engineers (Civil Engineer)**Other Engineering Profession** - Geodetic Engineer, Mechanical Engineer, Electrical Engineer**Technical Positions Related to Engineering** - Architect, Chemist, Geologist II, Senior Geologist

Other Professionals - Accountants, Admin. Officers, Attorneys, Chief Accountant, Chief AO, Supervising AO, Chief Environmental Management Specialist, Community Affairs Officers, Comp. Maint. Tech., Computer Programmers, Dept. Legislative Liaison Specialist, Economists, Environmental Management Specialist, Executive Assts., Financial Analyst, Fiscal Controller, Info. Officers, Infor. System Analyst, Info.Tech Officers, Info. System Researchers, Internal Auditors, Legal Assistants, Librarian, Management Audit Analyst, Planning Officers, Proj. Dev. Officers, Special Investigator, Special Investigators

Legend: 1st Level Positions

(1) Technical - Draftsman, Dredge Master, Cartographer, Dredgeman Foreman, Engineering Asst., Instrumentman, Surveyman

(2) General Admin. - Admin. Aide, Admin. Assts, Accounting Clerks, Auditing Asst., Bookbinders, Bookkeepers, Clerks, Fiscal Clerks, Computer Operators, Data Encoders, Data Entry Machine Operators, Internal Auditing Asst., Sr. Admin. Asst., Storekeeper, Warehouseman

(3) Crafts & Trades, Transportation, Communication, Public Utility, and Security - Aircon Technicians, Automotive Equip. Inspectors, C&M Capotaz, C&M Foreman, C&M Man, Carpenters, Core Driller, Drivers, Electrician, Heavy Equip. Operators, Laborers, Laborer Foreman, Laborer General Foreman, Laboratory Aide, Laboratory Technicians, Machinist, Mason, Marine Engineer, Mechanics, Messenger, Painter, Painter Foreman, Plumber, Plumber Foreman, Special Agent, Security Guards, Utility Workers, Utility Foreman, Welder, Water Pump Operators and other related Roadside Maintenance positions

ANNEX C. Transmittal of Contract of Service



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS



(date)

MEMORANDUM

FOR/TO : Chief, Human Resource Management Division (CO)/Chief, Administrative Division (RO)/Chief, Administrative Section (DEO)

SUBJECT : Contract/s of Service in the (Office)

Submitted for processing, are Contracts of Service with complete documentary requirements of the following proposed COS/JO personnel in this office, for the period _____ to wit:

Division/Section/Unit: _____

Name	Position	SG & Daily Rate	Qualification Requirement	Qualification of Proposed Hiree
1.				
2.				

Certification:

I hereby certify that the proposed hirees met the qualification requirements prescribed in D.O. ____ s. 2023.

Designated Administrative Officer

Head of Office

Website: <https://www.dpwh.gov.ph>
Tel. No(s).: 5304-3000 / (02) 165-02



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and executed by and between the (Office), Department of Public Works and Highways, represented by **Director** _____, (Office), hereinafter called the **FIRST PARTY** and Mr. (COS/JO Personnel), Filipino, of legal age and with postal address at _____, hereinafter called the **SECOND PARTY**;

WITNESSETH THAT:

1. The **FIRST PARTY** is in need of the services of the **SECOND PARTY** who shall perform work not performed by the regular personnel of the **FIRST PARTY**;
2. The **SECOND PARTY** has signified his/her intention to provide the services needed by the **FIRST PARTY** and confirms that he/she possesses the education, experience and skills required to perform the job as described herein with integrity, efficiency and utmost dedication;
3. The **SECOND PARTY** hereby attests that he/she is not related within the third degree of consanguinity or affinity to the hiring authority; that he/she was not previously dismissed from the government service by reason of an administrative offense.
4. In view hereof, the **SECOND PARTY** is hereby contracted as Position Title (with Parenthetical, if applicable) – (SG-__) in the Division, Office, with compensation at a daily rate of **P ____** to be paid on a 15/30 basis, effective Contract Period.
5. As Position Title, the **SECOND PARTY** is expected to perform the following functions:

Actual Duties and Responsibilities:

6. The **SECOND PARTY** shall perform the tasks assigned to him on the prescribed regular workings hours of the Department or any agreed schedule including Saturdays, Sundays and Holidays, as authorized by the Head of Office concerned and Approving Authority, provided it does not exceed twenty-two (22) working days per month;
7. The **SECOND PARTY** shall perform his/her duties and responsibilities with integrity and with utmost dedication, efficiency and professionalism in the fulfillment of the mandate and mission of his/her office; and that notwithstanding the nature of his/her employment which has no employer-employee relationship, the "second party" shall at all times be held civilly and criminally liable in the discharge of his/her functions in accordance with COA, DBM rules and regulation and pertinent statutes;
8. **(IF APPLICABLE:)** In the exigency of service, the **SECOND PARTY** is allowed to render beyond 22 working days per month provided that the additional work is urgent and necessary and failure to do the additional work would be detrimental to the Department. Provided further that conditions stipulated under DO. __ s. 2023, Items IV.4-7, are met;

9. **(IF APPLICABLE:)** The **SECOND PARTY** is allowed to go on official local travel within the jurisdiction of the offices which hired them to perform essential tasks provided that conditions stipulated under DO. __ s. 2023, Item V, are met;
10. This Contract of Service does not create an employer-employee relationship between the FIRST PARTY and the SECOND PARTY; that the services rendered is not considered and cannot be accredited as government service; and that the latter is not entitled to any benefits accorded to regular personnel of the FIRST PARTY;
11. This Contract of Service is not automatically renewable and may be terminated anytime, subject to performance evaluation of the FIRST PARTY and the availability of funds therefor.

IN WITNESS WHEREOF, both parties have hereunto set their hands this _____ of _____
Day Month

_____ at _____
Year Place

FIRST PARTY:

SECOND PARTY:

Signed in the presence of:

Certified:

Budget available and earmarked for the purpose as indicated above.

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____)
s.s

BEFORE ME, personally appeared the following persons, to wit:

NAME	I.D. NO.	PLACE ISSUED

Both known to me to be the same persons who executed the foregoing instrument which they signed and acknowledged before me as their own free will and voluntary act and deed.

WITNESS MY HAND AND SEAL, this _____ of _____ at _____, Philippines.
Day Month Year Place

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Annex E. Checklist of Requirements

1. Request for Authority to Hire/Upgrade/ Downgrade/ Reclassify to same salary grade

(should be positions only)

- ☐ Updated Organizational Chart
- ☐ Functional Chart
- ☐ Updated Report on Personnel Statistics and Manpower Complement for JO Personnel (Annex B)

2. Request for Authority to Rehire/ Replace

- ☐ Updated Report on Personnel Statistics and Manpower Complement (Annex B)
- ☐ Notarized and Fully-Accomplished PDS
- ☐ Individual Performance Commitment and Review (IPCR)
- ☐ Diploma and TOR
- ☐ Proof of Eligibility/Photocopy of License/Board Rating (if applicable)
- ☐ CPE Certificate (for positions that perform computer-aided work)
- ☐ NBI Clearance (for initial hiring)
- ☐ Medical Clearance (for initial hiring)
- ☐ Drug Test Result (for initial hiring)
- ☐ Previous Approved Contract
- ☐ Original and Previous Approved Authority to Hire (for rehire)

3. Approval of Contract of Service

- ☐ Transmittal of Contract of Service (Annex C)
- ☐ Contract of Service (2 copies)
- ☐ Approved Authority to Hire/Replace/Rehire/Upgrade/Replace/Downgrade/Reclassify
- ☐ Updated Report on Personnel Statistics and Manpower Complement for JO Personnel (Annex B)
- ☐ Notarized and Fully-Accomplished PDS
- ☐ Diploma and TOR
- ☐ Proof of Eligibility/Photocopy of License/Board Rating (if applicable)
- ☐ CPE Certificate (for positions that perform computer-aided work)
- ☐ NBI Clearance (for initial hiring)
- ☐ Medical Clearance (for initial hiring)
- ☐ Drug Test Result (for initial hiring)
- ☐ Previous Approved Contract (for rehire)

Additional Requirements for Initial Hiring:

- ☐ Photocopy of TIN, PAG-IBIG and PHILHEALTH ID

Note: Pls. attach the accomplished checklist to the request for authority to hire/upgrade/downgrade/reclassify to same salary grade/ rehire/replace/transmittal of contract of service.