



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division
Superintendent**

JANUARY 10, 2024

DIVISION MEMORANDUM

No. **079** S. 2024

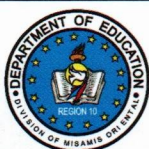
**GUIDELINES ON THE HIRING AND RENEWAL OF JOB ORDER (JO) PERSONNEL
OF DEPED DIVISION OF MISAMIS ORIENTAL**

To: Chiefs/Section/Unit Heads
Public School District Supervisors/PSDICs
Elementary and Secondary School Heads/Principal
All Others Concerned

In compliance with the Civil Service Commission (CSC)-Commission on Audit (COA) – Department of Budget and Management (DBM) Joint Circular No. 1, s. 2017; “Rules and Regulations Governing Contract of Service and Job Order Workers in the Government” and to strengthen internal control measures, the following implementing guidelines on the hiring and renewal of JO personnel shall be adopted by this Division:

1. The hiring of JO personnel shall be based on the need to augment workforce of an office/unit/school with increase in the volume of tasks, assignments, projects, programs, and activities that the current workforce cannot meet in a specific period, provided that potential JO personnel is qualified to perform the work.
2. There shall be no discrimination on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs in the selection of JO personnel. They shall be hired based on competencies and qualifications to deliver the task.
3. The following are the required documents for hiring or renewal of JO applicant:
 - a. Authority To Hire/Renew JO Personnel

Prepared By	Budget Allocation/ Funds Available	Approval
Division Office		
Section Head/Chief	Budget Officer III and Accountant III	SDS
Schools		
School BAC Chairperson	School AO2 or ADAS3, Clustered Bookkeeper <i>(if AO2/ADAS3 not available)</i>	School Head



- b. Job Title and Job Description of the JO personnel prepared by the Requesting Office/Unit/School
- c. Letter of Intent signed by the Applicant
- d. Resume or Biodata of the Applicant
- e. Photocopy of any government-issued ID of the Applicant
- f. Photocopy of the current year Cedula of the Applicant
- g. 2 pcs 1x1 ID (latest)
- h. Php 100.00 for DBP ATM Account opening and maintaining balance

4. The hiring of JO personnel may only be allowed as a replacement of a previously terminated contract, subject to the availability of funds. Otherwise, a justification letter requesting additional JO shall be submitted addressed to the Schools Division Superintendent.

5. No JO personnel shall be, in any way, hired to perform the functions of the regular personnel or of that regular position that are left vacant.

6. The JO personnel shall be required to report to their office/station observing a work week schedule as may be required by his/her immediate supervisor. Rendering overtime services shall be allowed only with approved Memo from the Schools Division Superintendent.

7. JO workers shall be provided with an ARTA Big ID and pocket ID for safety and security reason to be charged against available MOOE of the school or office of his/her work station.

8. A Daily Time Record (DTR) generated by the office/school's Biometric machine together with the Daily Accomplishment Report duly signed by the immediate supervisor to support the claim of salary shall be done on the first working day of the ensuing month covering the period 1 to 30/31 of the preceding month. JO personnel assigned in the Division Office; the Biometric-generated DTR, Daily Accomplishment Report and Approved Contract of Services covering the period shall be submitted to the Finance Section. JO personnel assigned in schools/field; the same requirements shall be submitted to the school finance personnel.

9. The JO personnel salary is equivalent to the daily salary of comparable positions in government and a 20% premium is charged against the Maintenance and Other Operating Expenses (MOOE) in the approved Division budget or school budget. Division Office may download additional funding requirement to schools if necessary, and subject to availability of Division funds.

10. Due to budget constraints, any increase or decrease of the salary shall be decided by the Top Management for Division Office JO workers; School Planning Team for School JO workers. This office encourages that schools may also adopt Wage Orders from the Regional Tripartite Wages and Productivity Board Region 10 under the Department of Labor and Employment (DOLE) for JO personnel salaries.

11. JO workers are entitled to a one-time Gratuity Pay subject to the issuance of an Administrative Order from the Office of the President and DBM Circular guidelines.



12. JO personnel are required to open an ATM Payroll Account of the agency's government servicing bank, Development Bank of the Philippines (DBP) at Limketkai Branch, Cagayan de Oro City. No ATM Payroll Account No Salary claim shall be imposed.

13. Any absences, undertime and tardiness incurred shall be deducted against the salary.

14. The term of contract of the JO personnel is renewable every three (3) months for a maximum period of six (6) months depending on the office/school need, provided that the qualifications are met. The said Job Order shall automatically cease upon its expiration as stipulated in the JO contract, unless renewed. However, services of the JO personnel can be terminated prior to the expiration of the contract for lack of funds or when their services are no longer needed.

15. It shall be the responsibility of the JO personnel to have their JO contract notarized with the latest or current year Cedula every hiring or renewal period

16. The JO personnel contract of service signing authorities shall be as follows:

Prepared By	Budget Allocation/ Funds Available	Approval
Division Office		
AO V - Admin	Budget Officer III and Accountant III	SDS
Schools		
School BAC Chairperson	School AO2 or ADAS3; Clustered Bookkeeper <i>(if AO2/ADAS3 not available)</i>	School Head

17. The services of the JO personnel are not covered by Civil Service laws, rules, and regulations, thus, not creditable as government service. Likewise, not be eligible to enjoy the benefits being received by government employees, such as leave, Personnel Economic Relief Allowance, Representation and Transportation Allowances, and other bonuses and incentives.

18. Upon request, JO personnel shall be issued Certificate of Employment by the HRMO for services rendered of at least 1 term or three (3) months of service.

19. JO personnel shall submit Employee Performance Appraisal Rating using the (for evaluation purposes only) after the end of every JO contract. No Approved Performance Review Rating, strictly no renewal of contract.


20. Contract of the JO personnel may not be renewed on reasonable and lawful grounds such as end of contracts, non-availability of budget allocation, unsatisfactory performance for three (3) consecutive months and/or any analogous reasons.



21. The JO personnel shall ensure utmost confidentiality of official documents and records and abide by the rules and regulations set forth under RA No. 10173, s. 2012 or the Data Privacy Act and the corresponding policy of this Division.

22. The existing qualified JO personnel shall be considered for appointment in this division or school's vacant positions subject to existing civil service laws, rules, and regulations, as well as the DepEd Merit and Selection Plan.

For your guidance and strict compliance.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

References:

CSC-COA-DBM Joint Circular No. 1, s. 2017
CSC-COA-DBM Joint Circular No.1, s. 2018
COA-DBM Joint Circular No. 2, s. 2020

FINANCE/mltt

