



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

897.13 DPWH  
04-16-2013

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DEPARTMENT ORDER )

SUBJECT :

**GUIDELINES ON HIRING AND REHIRING OF  
JOB-ORDER PERSONNEL IN THE DPWH**

No. **43** )

Series of 2013 **04-16-13** )

To rationalize the hiring of personnel under contract of services, and to ensure prudent utilization of funds, the guidelines on the hiring and rehiring of job-order (JO) workers in this Department are hereby prescribed.

These guidelines shall apply to the hiring or rehiring of JO workers whose wages are charged to the Engineering Administrative Overhead (EAO) funds of the Department. The hiring of JO workers charged to MVUC funds shall follow the guidelines of the MVUC Board disseminated in the Department through separate issuances.

#### General Guidelines

1. The hiring of JO workers 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 for a job of short duration not exceeding six months and with pay computed on a daily basis. Any rehiring for another six months is subject to the continuing conditions in Item 3.
3. Although workers hired under 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.

#### Need for Hiring or Rehiring

4. The need to augment the regular workforce with JO personnel may be warranted by any of the following cases:
  - 4.1 When there is a **regular function for which there are no or only a limited number of positions** in the DPWH Personal Services Itemization and Plantilla of Personnel (PSIPOP), e.g., Drivers, and which cannot be performed by the existing casual employees or incumbents of Co-Terminous with the Incumbent (CTI) positions;
  - 4.2 When there is a **temporary, abnormal upsurge in the volume of a regular function** that can, under normal circumstances, be performed by the existing personnel; or
  - 4.3 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, contractual, casual or incumbents of CTI positions).

5. No JO workers shall be hired to perform the functions of regular positions that are left vacant. Priority shall be given to appointment of permanent personnel who meet in full the Qualification Standards (QS) of the regular positions.
6. Temporarily exempted from Item 5 is the Central Office where the moratorium on hiring of permanent employees is still in effect, pending the approval of the Rationalization Plan (RP). JO workers may be hired to do the functions assigned to regular positions that are proposed to be retained or created in the RP. However, once the RP is approved, the filling of vacant regular positions shall be facilitated, and the contract of services of the JO workers terminated or pre-terminated.
7. No JO workers shall be hired to fill the performance gap created by underperforming existing personnel. Offices concerned shall take the necessary step to bring the performance of their personnel up to par, or initiate their separation from the service, subject to existing civil service rules and regulations, and hire appropriate replacements.
8. No JO workers shall be hired to perform general support services that are already outsourced, e.g., security guards or utility workers when there are existing contracts for security or janitorial services.
9. Under no circumstances shall JO personnel be required to do work for which they were not hired, e.g., Laborers doing office work, especially work that is not related to the official mandate, functions and activities of the Department.

#### **Qualifications and Other Requirements**

10. JO personnel to be hired/rehired shall meet the minimum education requirement of the equivalent positions to which they are being hired/rehired, as prescribed under the QS Manual approved by the CSC. Other standards, such as eligibility requirement, are waived.
11. For positions equivalent to Salary Grade 08 (SG 08) and higher, hiring of JO personnel is subject to the selection and evaluation process to be conducted by the Personnel Division, AMMS, for those to be hired in the Central Office (OSEC, Bureaus, Services and PMOs) and by the respective Administrative Divisions for those to be hired in the ROs and DEOs. The selection process may include an aptitude or proficiency test relevant to the position, if available, such as the Computer Literacy Exam (CLE) conducted by MIS in the Central Office for those to be assigned to do clerical and data encoding work.
12. Although there is no employer-employee relationship, the rule on nepotism shall apply. This prohibits the hiring of 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 appointee, including but not limited to the concerned Regional/Bureau/PMO/Service Director and District Engineer.
13. The hiring of new JO personnel is also subject to the submission of medical clearance from any government hospital, and psychological clearance from any government-authorized assessment psychological center, certifying that the individual applicant is mentally and physically fit to work. This requirement may be waived if the duration of the contract of service is less than six months. Although this is required only in the initial hiring, it will also be required in the rehiring of those who have not submitted the clearance in the initial hiring.
14. Drug testing, if warranted, may also be required before hiring or anytime during the stay of the JO workers in the Department, at the expense of the JO worker.

### **Funding/Applicable Rates**

15. The hiring/rehiring of 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.
16. The services fees of the JO personnel shall be commensurate to Step 1 of the Salary Grade (SG) of the equivalent positions to which they are being hired/rehired. The minimum service fees or daily rate of these personnel shall not be less than Php409.00 - the minimum daily rate of positions allocated to Step 1, SG-1, of civilian personnel, as prescribed under DBM NBC No. 540 dated 10 May 2012.

### **Required Documents**

17. Any request for hiring/rehiring of JO personnel shall be submitted to the Personnel Division (for Central Office) and Regional Administrative Division (for ROs and DEOs), accompanied by the following:
  - 17.1. Documents to establish the need for hiring
    - a) PSISOP of the proponent organizational unit, with updates on vacant and filled positions; and list of other personnel not indicated in the PSISOP such as incumbents of CTI positions, contractual, casual and JO workers.
    - b) Description of the work to be done by the proposed JO, including expected outputs and indicators
    - c) Justification as to why the existing workforce cannot perform the work to be done by the proposed JO
  - 17.2. Documents to establish the qualifications/fitness of the proposed hiree
    - a) For positions equivalent to SG 08 or higher, list of at least 3 candidates and their updated Personal Data Sheet (PDS) with supporting documents. (PDS is required; Resume or CV in other forms is optional.)
    - b) For lower positions, only the PDS of the proposed hiree
    - c) Medical/psychological certificates and result of drug testing, if required. However, these may be submitted within 30 days upon issuance of the contract of service.
    - d) For rehiring, Satisfactory performance rating of the proposed hiree
  - 17.3. Certification of Availability of Funds
18. For positions equivalent to SG 08 or higher, in addition to the documents listed in Item 17 to be submitted by the proponent office, the Personnel Division in the Central Office and the Regional Administrative Division in field offices, shall also submit an evaluation of the candidates (at least three).
19. The evaluation of at least three candidates is not required for rehiring, provided that the person to be rehired has undergone the evaluation process in the initial hiring.

**Approving Authorities**

20. In the Central Office, the Secretary shall approve the initial hiring of JO personnel. For this purpose, any gap in the contract of service of a former JO worker shall be considered initial hiring.
21. Other officials down to the level of Bureau/Service/PMO Director may approve subsequent rehiring provided that the initial hiring has been approved by the Secretary.
22. The Secretary shall also approve the rehiring to positions equivalent to SG 08 or higher if it requires an evaluation provided for under Item 19.
23. In the ROs and DEOs, the Regional Director shall approve the hiring/rehiring of JO personnel in the RO and the initial hiring of JO personnel in the DEOs. The District Engineer shall approve the rehiring of JO personnel in the DEO.

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

  
**ROGELIO L. SINGSON**  
Secretary

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