



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

097, 13 DPWH
03-24-2015

MAR 25 2015

DEPARTMENT ORDER)
No. **50**)
Series of 2015)

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

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 amended.

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.

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 one (1) year and with pay computed on a daily basis, and that any rehiring is subject to the conditions stipulated under Item Nos. 22 and 23.
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/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 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 cannot, 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 or incumbents of CTI positions).
5. No JO workers shall be hired to perform the functions of regular positions that are left vacant.
 6. 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.
 7. 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.
 8. 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.

PREPARATION OF REQUEST FOR AUTHORITY TO HIRE/REHIRE AND CONTRACT OF SERVICE

9. In the request for authority to hire JO personnel, only the positions requested and the particular time frame or period of hiring should be indicated. (Sample format in *Annex "A-1"* (for Central Office) and *Annex "A-2"* (for Field Offices))
10. Upon renewal of contract of services, the name, position and salary grade of the concerned JO personnel and the particular time frame and period of hiring should be indicated.
11. Should the renewal of contract involves an "upgrading" of previously approved positions, the Head of Office shall justify the need for such "upgrading" based on the needs of the office concerned. The "upgrading" of positions presupposes that there is an increase volume of work, the risk of doing the tasks is high, and the work requires higher level of skills. For a Job Order, "upgrading" means assigning him/her to a higher position which is equivalent to "promotion", a personnel action applicable only to regular employees. Hence, upgrading of JO positions falls under "new hiring" and, therefore, requires prior authority from the Secretary (Central Office) and Regional Directors concerned (ROs and DEOs).
12. All contracts of services of JO personnel hired in the Central Office shall be signed in the presence of the Chief, Human Resource Management Division (HRMD), HRAS, and of the Chief, Administrative Division and Chief, Administrative Section, for those JOs hired in the Regional Offices and District Engineering Offices, respectively.

QUALIFICATIONS AND OTHER REQUIREMENTS

13. For 2nd level positions, proposed JO personnel shall meet the minimum educational requirement of the positions as prescribed under the QS Manual approved by the CSC, including the eligibility requirement.

14. For 1st level positions, proposed JO personnel shall meet the minimum educational requirement per QS of the positions as prescribed under the QS Manual approved by the CSC. Other qualification requirements, such as eligibility, may be waived. However, **Computer Literacy Exam (CLE)** conducted by IMS in the Central Office is required for those to be assigned in clerical and data encoding work or computer operator positions.
15. 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/Service Director and District Engineer.
16. 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 (6) months.
17. 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/PAYMENT OF SERVICE FEES

18. 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.
19. The service fees of the JO personnel shall be commensurate to Step 1 of the Salary Grade (SG) of the equivalent regular plantilla positions to which they are being hired/rehired. The minimum service fees or daily rate of these personnel shall not be less than Php 409.00 – 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, subject to future adjustments, if any.

REQUIRED DOCUMENTS

20. Any request for hiring/rehiring of JO personnel shall be submitted to the Human Resource Management Division (HRMD), HRAS (for Central Office) and Regional Administrative Division (for ROs) and Administrative Section (for DEOs), for evaluation prior to the request for funding, with the following documents:
 - 20.1 Documents to establish the need for hiring
 - a) An updated organizational chart of the office concerned, including vacant positions, incumbents of CTI positions, existing JO personnel and the proposed position for hiring.
 - 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.

20.2 Documents to establish the qualifications/fitness of the proposed hiree

- a) For 2nd level positions - updated Personal Data Sheet (PDS) with supporting documents, including certification of the required eligibility.
- b) For 1st level positions, updated PDS with supporting documents.
- 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, at least "*Satisfactory*" performance rating of the proposed hiree, as shown in their Individual Performance Commitment and Review (IPCR).


21. The evaluation of candidates for initial hiring of JO personnel shall be done by the offices concerned.

APPROVING AUTHORITIES

22. In the Central Office, the authority to hire JO personnel shall be approved by the Secretary. If and when the services of the JO personnel are still needed, there must be requests for authority to rehire on annual basis, including justifications for such renewal, to be approved by Undersecretaries concerned who are also authorized to approve requests for replacement of JO personnel. The Bureau/Service/Project Directors concerned shall approve the initial and renewal of contracts of services of JO personnel on semi-annual basis.
23. In the Regional Offices, the Regional Directors concerned shall approve the authority to hire/rehire/replace JO personnel in the ROs and DEOs. The Regional Directors concerned shall also approve the initial contracts of services of JO personnel in the DEOs.

The District Engineer shall approve the renewal of contracts of services of JO personnel in their respective DEOs.

This Order takes effect immediately and supersedes D.O. No. 41, s. 2014, D.O. No. 43, s. 2013 and other previous issuances inconsistent herewith.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN5L06678

MEMORANDUM

FOR : The **Secretary**
This Department

THRU : The **Undersecretary for Support Services**

SUBJECT : **REQUEST FOR AUTHORITY TO HIRE JOB ORDER PERSONNEL**

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

POSITION	SALARY GRADE	RATE PER DAY

JUSTIFICATION:

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. 50, s. 2015, "Guidelines on Hiring and Rehiring of Job Order Personnel in the DPWH."

The following documents are submitted to the Human Resource Management Division (HRMD), HRAS, for evaluation prior to the request for funding purposes:

- 1) Updated Organizational Chart of the office (sample format in *Annex "B"*)
- 2) Functional Chart
- 3) List of Existing Personnel, including vacant positions, incumbents of CTI positions, reassigned personnel from other offices, existing J.O. personnel and the proposed JO positions for hiring. (sample format in *Annex "C"*)
- 4) Description of the work to be done by the proposed J.O., including expected outputs and indicators. Include explanation why the work cannot be done by the existing personnel.
- 5) For 2nd level positions – updated Personal Data Sheets (PDS) with supporting documents including certification of the required eligibility.
- 6) For 1st level positions – updated PDS with supporting documents.
- 7) Medical/Psychological certificates and result of drug testing (optional).

Head of Office concerned

Recommending Approval:

O.K. AS TO AVAILABILITY OF FUNDS:

ARDELIZA R. MEDENILLA, MNSA, CESO II
Undersecretary for Support Service

MARILOU D. ALFANTA
Chief, Budget Division, FMS

Approved:

ROGELIO L. SINGSON
Secretary

MEMORANDUM

F O R : The **Regional Director**
This Department

T H R U : The **Regional Administrative Officer**

SUBJECT : **REQUEST FOR AUTHORITY TO HIRE JOB ORDER PERSONNEL**

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

POSITION	SALARY GRADE	RATE PER DAY

JUSTIFICATION:

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. 50, s. 2015, "*Guidelines on Hiring and Rehiring of Job Order Personnel in the DPWH.*"

The following documents are submitted to the Administrative Division, for evaluation prior to the request for funding purposes:

- 1) Updated Organizational Chart of the office (sample format in *Annex "B"*)
- 2) Functional Chart
- 3) List of Existing Personnel, including vacant positions, incumbents of CTI positions, reassigned personnel from other offices, existing J.O. personnel and the proposed JO positions for hiring. (sample format in *Annex "C"*)
- 4) Description of the work to be done by the proposed J.O., including expected outputs and indicators. Include explanation why the work cannot be done by the existing personnel.
- 5) For 2nd level positions – updated Personal Data Sheets (PDS) with supporting documents including certification of the required eligibility.
- 6) For 1st level positions – updated PDS with supporting documents.
- 7) Medical/Psychological certificates and result of drug testing (optional).

Head of Office concerned

Recommending Approval:

O.K. AS TO AVAILABILITY OF FUNDS:

Regional Administrative Officer

Approved:

Regional Director

(NAME OF DIVISION)
SAMPLE ORGANIZATIONAL CHART

ANNEX "B"

Name of Permanent Employee 1
Division Chief
(Chief Administrative Officer)

Name of Permanent Employee 3
(Administrative Officer II)

Name of Permanent Employee 2
Assistant Division Chief
(Supervising Administrative Officer)

SECTION "A"

Name of Permanent Employee 4
Chief, Section "A"
(Administrative Officer V)

Name of Permanent Employees 5
(Administrative Officer IV)

Name of Permanent Employees 6
(Administrative Officer II)

VACANT 1
(Administrative Assistant II)

SECTION "B"

Name of Permanent Employee 7
Chief, Section "B"
(Administrative Officer V)

Name of Permanent Employees 8
(Administrative Officer IV)

VACANT 2
(Administrative Officer II)

No. of Positions per DBM Approved Staffing Pattern

Filled Positions: 8
Unfilled Positions: 2
TOTAL POSITIONS: 10

Prepared by:

Noted:

Administrative Officer

Head of Division/ Office

SAMPLE LIST OF EXISTING PERSONNEL*(Permanent, CTI, Reassigned and JO)***Name of Division:**

OFFICE/AREA OF ASSIGNMENT	POSITION	STATUS	NAME	SG	EFFECTIVITY	REMARKS
Office of the Division Chief	Chief Administrative Officer (HRMO V)	P	Name of Permanent Employees 1	24	-	
	Supervising Administrative Officer (HRMO IV)	P	Name of Permanent Employees 2	22	-	
	Administrative Officer IV (HRMO II)	P	Name of Permanent Employees 3	11	-	
	Administrative Aide IV (Driver II)	P	Name of <i>Reassigned</i> Employee 1	4	-	Reassigned from Bureau of Equipment (BOE)
Section A	Administrative Officer V (HRMO III)	P	Name of Permanent Employees 4	18	-	
	Administrative Officer IV (HRMO II)	P	Name of Permanent Employees 5	16	-	
	Administrative Officer II (HRMO I)	P	Name of Permanent Employees 6	11	-	
	Administrative Assistant II (HRMA)	P	Vacant 1	8	-	
	Administrative Assistant I (Computer Operator I)	JO	Name of Existing JO 1	7	January 1 - June 30, 2015	
Section B	Administrative Officer V (HRMO III)	P	Name of Permanent Employees 7	18	-	
	Administrative Officer IV (HRMO II)	P	Name of Permanent Employees 8	16	-	
	Administrative Officer II (HRMO I)	P	Vacant 2	11	-	
	Administrative Assistant IV (Bookbinder IV)	CTI	Name of <i>CTI</i> Employee 1	10	-	
	Administrative Assistant II (Clerk IV)	JO	Name of Existing JO 2	8	January 1 - June 30, 2015	

- Note: 1. Indicate the actual deployment of staff per area of assignment
 2. Include the reassigned employees, if any, & indicate the mother office

Summary	
No. of Permanent Employees	8
No. of Vacant Position/s	2
Sub total (No. of Positions per DBM Approved Staffing Pattern)	10
No. of CTI Employee/s	1
No. of Reassigned Employee/s	1
No. of Existing JO Personnel	2
Sub total	4
TOTAL NUMBER OF EXISTING PERSONNEL	14
No. of additional JO position/s requested	2
TOTAL NUMBER OF PROPOSED PERSONNEL	16