



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

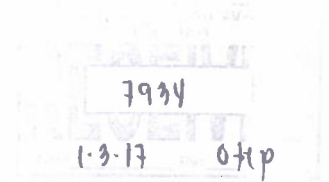
NO. 02 S. 2017

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Regional Director

SUBJECT : HIRING OF JOB ORDER PERSONNEL TO ASSIST THE PLANNING OFFICERS IN THE ENCODING OF SCHOOL BUILDING DATA ELEMENTS AND ENROLMENT, UPDATING OF SENIOR HIGH SCHOOL LEARNER'S PROFILE IN THE EBEIS AND LIS

DATE : January 3, 2017



In response to the letter of appeal from the DepEd CALABARZON's Planning Officers dated December 2, 2016 and in the exigency of service, this Office hereby authorizes the hiring of Job Order Personnel to assist the Planning Officer of your division in the encoding of school building data elements and enrolment, updating of Senior High School Learner's Profile in the EBEIS and LIS. However, hiring of service contract under the Job Order status should be consistent with the policy guidelines stipulated in the DepEd Order No. 50, s. 2014 and Rule XI of CSC Memorandum Circular No. 40, series of 1998 as amended by CSC Memorandum No. 15, series of 1999, which provides that:

"Rule XI – Contracts of Service/Job Orders

"Section 1. Contracts of Service/Job Orders, as distinguished from those covered under sec. 2(e) and (f), Rule III of these Rules, need not be submitted to the Commission. Services rendered thereunder are not considered government services.

"Section 2. Contracts of Service/Job Orders refer to employment described as follows:

"a. The contract covers lump sum work or services such as janitorial, security or consultancy services where no employer-employee relationship exists.





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"b. The Job Order covers piece of work or intermittent job of short duration not exceeding six months on daily basis;

"c. The contracts of service or job orders are not covered by Civil Service Law, rules and regulations but covered by COA Rules;

"d. The employees involved in the contracts or job orders do not enjoy the benefits enjoyed by government employees, such as PERA, COLA and RATA."

Furthermore, hiring of personnel under the Job Order arrangement shall be subject to the availability of existing MOOE funds and the existing government accounting and auditing rules and regulations.

Immediate dissemination of and strict compliance with this Memorandum is directed.

