



Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres St., Malate, Manila, Philippines
Email Address: info@buplant.da.gov.ph
Tel. No. (02) 8521-7650, (02) 8353-6976



13 March 2025

MEMORANDUM ORDER

No. 134
Series of 2025

SUBJECT: GUIDELINES ON THE SELECTION, HIRING AND REHIRING OF CONTRACT OF SERVICE (COS) PERSONNEL OF THE BUREAU OF PLANT INDUSTRY

To rationalize the hiring of Contract of Service (COS) and Job Order (JO) personnel, promote responsible allocation of funds, and comply with regulations set forth by the Commission on Audit (COA) and Civil Service Commission (CSC), these guidelines on the selection hiring and rehiring of COS/JO Personnel is hereby created.

I. GENERAL GUIDELINES

- a. The hiring of personnel shall be based on the necessity to supplement and/or augment the regular workforce of the Bureau, provided, ensuring that the prospective hires are qualified to perform the assigned tasks and that sufficient funds are allocated for this purpose.
- b. COS/ JO Personnel should not be designated to positions that involve exerting authority or overseeing regular and permanent employees.
- c. Despite being referred to as COS/ JO Workers, those employed under a contract of service **do not have an employer-employee relationship** with the Bureau. Their temporary employment does not fall under government service, and although they have the freedom to apply for any available regular position that aligns with their qualifications, they do not possess an automatic entitlement to be included in the evaluation process.
- d. The hiring shall be a job of short duration not exceeding one (1) year and with pay computed on a daily basis. Any subsequent rehiring is subject to the conditions specified in this order.

II. DOCUMENTARY REQUIREMENTS

- a. Approved Purchase Request (PR);
- b. Description of the duties and responsibilities, expected outputs and indicators of the proposed COS/JO Personnel;
- c. Justification of the COS Personnel hiring of the said/ requesting operating unit;
- d. Approved Project Procurement Management Plan (PPMP)
- e. Personal Data Sheet (PDS) and other credentials such as diploma, transcript of records, professional license if applicable, etc. of each contract of service personnel;
- f. Organizational Chart of the requesting office indicating the plantilla positions under the division/section/unit and personnel occupying the respective



Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres St., Malate, Manila, Philippines
Email Address: info@buplant.da.gov.ph
Tel. No. (02) 8521-7650, (02) 8353-6976



positions including the existing Contracts of Service who are proposed to be hired/renewed.

- g. Other documentary requirements as required by the Human Resources Section (HRS)

III. HIRING PROCEDURES OF COS PERSONNEL

- a. The concerned Division/Section/Unit shall address to the Director all vacant COS/JO positions thru the Human Resources Section (HRS).
- b. HRS shall then post the vacancy in coordination with the Information and Computer Section (ICS) and the concerned Division/Section/Unit.
- c. Applications shall be submitted primarily online through Google Forms, email, or thru hardcopies and other communication means;
- d. All applications received shall be evaluated (which includes a written examination, initial interviews and the like) by the concerned Division/Section/Unit. Results of the evaluation of the Division/Section/Unit shall then be submitted to HRS for documentation;
- e. HRS will then evaluate the authenticity and veracity of the requirements submitted by applicants prior to endorsement to the Director;
- f. HRS shall endorse the top three (3) shortlisted applicants to the Director for final selection. Further interviews may also be conducted if necessary.
- g. The Director shall serve as the approving authority for the selection of the most suitable candidate for the position.
- h. The Division/Section/Unit shall prepare a contract and the HRS shall review the stipulated terms in the contract in accordance with the mandate/ functions of the office and CSC rules and regulations;
- i. HRS to develop a roster of applicants for future reference.

IV. RENEWAL OF COS / JO PERSONNEL

- a. The Performance Evaluation Sheet (PES) (attached as ANNEX A) established by the HRS in coordination with the Division/Section/Unit shall serve as the basis for the renewal of the contracts of the concerned personnel subject to the approval of the Director;
- b. The Head of Division/ Section/ Unit must set the output indicator and targets and discuss it with the concerned COS personnel;
- c. Evaluation of the COS personnel include other factors as follows: (1) Initiative – ability to assess and take action on tasks; (2) Autonomy – working with minimal supervision; (3) Punctuality – covers absences and tardiness; and Others – includes Teamwork, Courtesy, Good Manners and Right Conduct, etc.
- d. HRS may require supporting documents to validate the evaluation of the rating of the COS personnel;
- e. The result of the performance evaluation shall be attached to the request for renewal of the contract. Only individuals who receive a rating of Very Satisfactory or Outstanding shall be recommended for renewal;



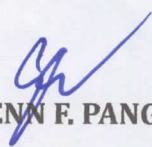
Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres St., Malate, Manila, Philippines
Email Address: info@buplant.da.gov.ph
Tel. No. (02) 8521-7650, (02) 8353-6976



- f. COS/ JO Personnel terminated on or before the term of the contract ends due to loss of confidence, trust and/or any violation of the provisions of his/her contract shall not be considered for hiring by another Division/Section/Unit;
- g. The HRS will review the submitted documents to ensure that the hiring and renewal of COS and JO personnel are within the scope of the division/ section/ unit and there are no redundancies in functions;
- h. The HRS staff may be asked to validate the actual duties and responsibilities of the proposed COS and JO personnel;
- i. An endorsement letter is required from the Division Chief/ Unit Head for the renewal of the contract;
- j. The Director will serve as the approving authority for the renewal of the COS personnel.

This order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 4th day of April, 2025.


GERALD GLENN F. PANGANIBAN
Director

References:

Department of Agriculture Administrative Order (AO) No. 23 series of 2022 subject, "Revised Guidelines on the Selection, Hiring and Adoption of Compensation System for Contract of Service Personnel"

Department of Budget and Management Joint Circular No. 2 series of 2020 subject, "Updated Rules and Regulations Governing Contract of Service (COS) And Job Order (JO) Workers in Government"

PERFORMANCE EVALUATION SHEET
Period:

ANNEX A

NAME OF CONTRACT OF SERVICE PERSONNEL:
POSITION:
OFFICE:

ACTIVITY	OUTPUT INDICATOR	TARGET	ACCOMPLISHMENT	Quantity (1)	Quality (2)	Timeliness (3)	
1. PERFORMANCE (75%) Based on the actual duties and responsibilities							
<i>A. Total Performance Rating= (sum of 1+2+3)</i>							
<i>B. Average Performance Rating= (A./No.of items)</i>							
<i>C. Final Performance Rating(B x 75%)</i>							
II. OTHER FACTORS (25%)							
D. Initiative (10%)							
E. Autonomy (Work with minimal supervision) (5%)							
F. Punctuality (5%)							
G. Others (Teamwork, Courtesy, Good Manners & Right Conduct (GMRC) (5%)							
H. Rating of other Factors in %							
<i>I. D x 10%=</i>							
<i>J. E x 5%=</i>							
<i>K. F x 5%=</i>							
<i>L. G x 5%=</i>							
<i>M. Final Other Factor Rating (Sum of I+J+K+L)</i>							
N. Final Rating = C+M							
O. Final Adjectival Rating *							

Name of COS Personnel:

Final Rating by:

Signature over Printed Name of COS Personnel

Signature over Printed Name of Head of Office Unit
Position

FINAL RATING SCALE*	
Numerical	Adjectival
4.5-5.0	Outstanding
4.0-4.49	Very Satisfactory
3.5-3.99	Satisfactory
3.0-3.49	Unsatisfactory
2.99 and below	Poor