Department of Agriculture
BUREAU OF PLANT INDUSTRY
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MEMORANDUM ORDER
No. 191
Series of 2023

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

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

I. GENERAL GUIDELINES

a. The hiring of personnel shall be based on the need to 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; and
f. Other documentary requirements as required by the 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 shall endorse the top three (3) shortlisted applicants to the Director for final selection. Further interviews may also be conducted if necessary;
f. The Director shall serve as the approving authority for the selection of the most suitable candidate for the position;
g. 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; and
h. HRS to develop a roster of applicants for future reference.

IV. RENEWAL OF COS / JO PERSONNEL

a. A performance evaluation sheet shall be established by the HRS in coordination with the Division/Section/Unit which shall serve as the basis for the renewal of the contracts of the concerned personnel subject to the approval of the Director;
b. 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;
c. 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;
d. An endorsement letter is required from the Division Chief/ Unit Head for the renewal of contract;
e. 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.

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Director

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Reference:
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"