

PRESCRIBING GUIDELINES ON THE HIRING OF CONSULTANTS

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Purpose

This Circular is issued to prescribe the rules and regulations on the hiring of individual consultants or experts.

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Definition of a Consultant

A consultant is one who is contracted to render professional services requiring highly specialized or technical expertise in a field of special knowledge or training which cannot be provided by the regular staff of the agency. He is hired as a professional on a part-time or full-time basis.

3

Guidelines on Hiring Consultants

3.1 Heads of agencies may hire consultants or experts provided there are funds in their respective appropriations specifically for the purpose, as certified by the Agency Chief Accountant.

3.2 The consultant to be hired shall be a known expert in his field as manifested by his work experience and/or training.

3.3 The services of a consultant shall be engaged for a limited period only.

3.4 The consultant shall be hired to perform specific vital activities or services which cannot be provided by the regular staff of the agency.

4

Remuneration of Consultants

4.1 Consultants shall be paid remuneration of not more than 120% of the minimum basic salary of their equivalent position in the agency based on the position allocation list duly approved by the Department of Budget and Management. However, in the case of those working on a part-time basis, the remuneration shall not exceed 50% of that received by a full-time consultant of equivalent responsibility.

4.2 Consultants' remuneration shall be inclusive of all benefits accruing for the services rendered. Thus, they shall not be entitled to any other benefits otherwise accruing to a regular personnel of the government.

5

Hiring Authority

5.1 When a specific appropriation for the hiring of consultants has previously been authorized by the DBM in the budget of the agency, the head of agency may proceed to hire consultants without need for authority from DBM, subject to the provision of this Circular and to the guidelines that may be prescribed by the Civil Service Commission. Without such specific appropriation, no hiring shall be allowed.

5.2 A copy of the contract of services of a consultant shall be furnished the Department of Budget and Management through the Compensation and Position Classification Bureau for post-audit on compliance with this Circular.

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Effectivity

These guidelines shall take effect immediately.

Adopted: 1 Mar. 1994

(SGD.) SALVADOR M. ENRIQUEZ, JR.

Secretary

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