

PHASING-OUT OF ALL CASH ASSISTANCE AND SUBSIDY WORKERS

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Effective January, 1994, the hiring of Cash Assistance and Subsidy workers for the special projects or to augment the regular staff of this Department shall no longer be allowed. In their stead, contractual, emergency or casual workers shall be hired, wages to be charged against the funds for personal services of the project.

In the absence of appropriation for personal services for the project and where the services of extra workers are extremely necessary and urgent, contracting of the services of workers, chargeable against the Maintenance and Other Operating Expenses (MOOE) of the project may be resorted to. For this purpose, a Memorandum of Agreement (MOA), samples attached[*], shall be entered into by and between the worker and this Department represented by the official authorized to enter into such agreement, provided the workers have the expertise/competence to perform the job.

Each MOA shall be supported by the Personal Data Sheet (PDS) of the worker showing, among others, his/her qualifications relevant to the job and shall be forwarded to the Secretary, together with the recommendations of the concerned head of office for evaluation and appropriate action.

The MOA shall take effect upon the approval of the Secretary.

Strict compliance is hereby enjoined.

Adopted: 01 Feb. 1994

(SGD.) CORAZON ALMA G. DE LEON, M.D.
Secretary

[*] Not included here.

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