NATIONAL ADMINISTRATIVE REGISTER · MARCH 1, 1994

PRESCRIBING GUIDELINES ON THE HIRING OF CONSULTANTS

DBM NATIONAL BUDGET CIRCULAR NO. 433, March 01, 1994

Read online (full-text search, related cases, audio case brief): https://batas.org/library/b49b0fc4994b/

1
Purpose

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

2
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

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

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.

6
Effectivity

These guidelines shall take effect immediately.

Adopted: 1 Mar. 1994

(SGD.) SALVADOR M. ENRIQUEZ, JR.
Secretary

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.