POLICY GUIDELINES FOR HIRING/REHIRING JOB ORDER PERSONNEL IN THE DOST-CENTRAL OFFICE

Read online (full-text search, related cases, audio case brief): https://batas.org/library/f972cb698b2e/

In the interest of the service and in view of the need to standardize the qualifications and daily wage rates of all Job Order Personnel in the DOST-Central Office, the following guidelines are hereby adopted:

- Civil Service Commission (CSC) Memorandum Circular (MC) No. 24, s. 2002 provides the following:

> "Job Order refers to the hiring of a worker for piece of work or intermittent job of short duration not exceeding six months and pay is on a daily or hourly basis. It is to be understood that the piece of work or job to be performed requires special or technical skills not available in the agency and the same is to be accomplished under the worker's own responsibility and with minimum supervision by this hiring agency."

> "A contract of service or job order which does not cover special or technical skills or where the functions to be performed are clerical or technical skills or where the functions to be performed are clerical or administrative in nature or where the work is also performed by the regular personnel of the agency may be entered only when done in the exigency of the service and it is not feasible for the agency to hire said services under a casual or contractual appointment."

> "Further, for contracts of services and job orders, there exists no employer-employee relationship between the hiring agency and the persons hired and it should be made clear in the contracts that services rendered thereunder can never be accredited as government service."

- The qualifications and daily wage rates of Job Order personnel in the DOST Central Office shall be standardized by the Committee for Non-Permanent Personnel in the DOST-Central Office which has been created under Special Order No. 17, January 17, 2012.

- Jon Order titles and daily wage rates shall be based on actual duties and responsibilities with due consideration to educational qualifications, relevant work experience and daily wage rates as approved by the DOST Secretary and as shown in Appendix. Said Jon Border position titles shall not duplicate the position titles covered under the plantilla. The Jon Order position titles corresponding qualifications and daily wage rates shall be subject to periodic review by the Committee.

- Written request for Jon Order shall be submitted to the Committee by the End-User citing the specific need, scope of work and required qualifications. End-user shall be any concerned Undersecretary, Assistant Secretary, Service Director, or Head Executive Assistant.

- All request for Job Order shall be reviewed and endorsed by the Committee for appropriate action by the DOST Secretary.

- Regular contact period for Job Order personnel shall be for a maximum of 6 months. For administrative and budgeting purposes, contract period shall be within January to June or July to December.

- Job Order personnel shall not be automatically rehired. However, rehiring of Job Order personnel may be allowed subject to submission to the Committee of End User's written requests, justification and the proposed effectivity of the contract.

- Start of contracts of rehired personnel shall be at least one week for office personnel and one day for non-office personnel after the termination of the previous contract.

- Job Order personnel shall report for work from 8:00 am to 5:00 pm, Monday to Friday only and shall be paid on a daily wage basis. However due to the nature of their work or as necessity dictates, drivers and maintenance personnel may be entitled to overtime pay based on the number of hours of work rendered in excess of the regular daily 8-hour service and during Saturdays, Sundays and Holidays. Reporting during Saturdays, Sundays and Holidays shall be subject to written authority from their respective end-User.

This Order shall take effect on April 2, 2012. All issuances inconsistent herewith are hereby revoked.

Adopted: 09 March 2012

(SGD.) MARIO G. MONTEJO
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.