

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

June 18, 2024

OFFICE MEMORANDUM AD-2024- 3 1 2

PROCESS AND REQUIREMENTS ON THE HIRING AND/OR RENEWAL OF CONTRACT OF SERVICE EMPLOYEES

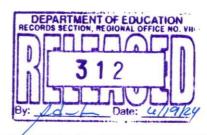
To: Regional Functional Division Chiefs All Others Concerned

- 1. To ensure adequacy of human resources and comply with the requirements under CSC-DBM Joint Circular No. 1, s. 2017, the hiring and/or renewal of Contract of Service (COS) employees shall be guided with the following conditions:
 - a. Services of a COS is necessary and is not a part of the job description of the agency's existing regular employees;
 - b. Fund is available based on the Work and Financial Plan of the requesting office;
 - c. COS to be hired shall be taken from the database of applicants available at the Personnel Section or other applicant who fits the qualifications required for the position; and
 - d. For renewal of contract, the COS employee shall have rendered satisfactory performance in the current or previous contract.
- 2. Based on the conditions set, the Chief of Division/requesting party shall prepare a letter-request addressed to the Regional Director for approval.
- 3. Upon approval of the request, the Personnel Section shall prepare the contract, facilitate signatures of the authorized signatories and release contract to the concerned COS.
- 4. For information, guidance, and compliance.

EVELYN R. FETALVERO CESO IV
Regional Director

Regional Director

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