



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 3, 2026

OFFICE MEMORANDUM

AD-2026- **269**

**REQUIREMENTS AND PROCEDURE FOR THE HIRING AND RENEWAL OF
CONTRACT OF SERVICE AND JOB ORDER PERSONNEL**

To: Assistant Regional Director
RO Functional Division Chiefs
Section/Unit Heads
All Others Concerned

1. To ensure compliance with COA-DBM Joint Circular No. 02, s. 2020, as amended by CSC-COA-DBM JC No. 1, s. 2025 entitled Revised Rules and Regulations on the Engagement of the Contract of Service and Job Workers in the Government, this Office hereby prescribes the requirements and procedure for the hiring and renewal of Contract of Service (COS) and Job Order (JO) personnel.
2. The concerned Functional Division Chief, Unit or Section Head shall submit the following documentary requirements at least two (2) weeks prior to the intended effectivity date of hiring/renewal of contract:
 - a. A Letter-request indicating the necessity for the hiring or renewal of the COS/JO personnel citing the applicable provisions of the CSC-COA-DBM JC No. 1, s. 2025; and
 - b. A duly accomplished Comprehensive Review Form, signed by the requesting official, certified by the Accountant as to the availability of funds, and approved by Regional Director, using the prescribed template.
3. Upon receipt of the complete documentary requirements, the Personnel Section shall prepare and publish the Vacancy Announcement and Invitation to Apply for a minimum of three (3) working days.
4. After the application period, the Human Resource Merit Promotion and Selection Board (HRMPSB) shall convene to evaluate and screen applicants in accordance with the provisions of DepEd Order No. 7, s. 2023.
5. The HRMPSB shall prepare and submit the Comparative Assessment Results (CAR) to the Regional Director for consideration and selection of the most qualified applicant. The Personnel Section shall facilitate the preparation of the corresponding Contract of Service.



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6. The Regional Director may likewise select an applicant from an existing and valid CAR, subject to applicable rules and regulations.
7. For information, guidance, and strict compliance.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

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