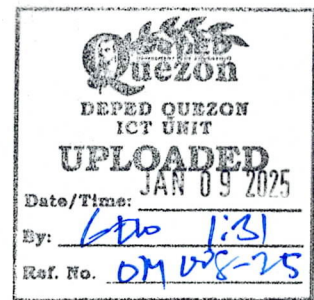




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**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



02 January 2025

**OFFICE MEMORANDUM**  
 DM No. 008, s. 2025

**OFFICE POLICY ON THE HIRING AND/OR RENEWAL OF  
 JOB ORDER SUPPORT SERVICES**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section Heads  
 Rewards and Recognition Committee Members  
 All Others Concerned

In adherence to **CSC Memorandum Circular No. 40, s. 1998**, **CSC-COA-DBM Joint Circular No. 1, s. 2017**, and **COA-DBM Joint Circular No. 2, s. 2020**, the Schools Division Office (SDO) of Quezon establishes this policy to standardize the hiring and renewal of Job Order (JO) personnel. While JO contracts are not governed by Civil Service Law, they remain subject to the Commission on Audit's rules and regulations.

Attached is the **Office Policy on the Hiring and/or Renewal of Job Order Support Services**, designed to ensure merit-based selection, operational efficiency, and compliance with fairness and Equal Opportunity Principles. This policy also outlines performance-based evaluation mechanisms to guide contract renewals.

This policy shall take effect immediately and remain valid within the Schools Division Office only until superseded by new directives from higher governance levels or oversight agencies. For information, guidance, and strict compliance of all concerned.

For guidance and information.

  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

Parmjdf01/02/2024

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**OFFICE POLICY ON THE HIRING AND/OR RENEWAL OF JOB ORDER**

**I. RATIONALE**

The Schools Division Office (SDO) of Quezon recognizes the critical role of **Job Order (JO)** Support Services in supporting the operational and administrative needs of its various offices and schools. To address these needs, this policy ensures that the hiring process for Job Order personnel is **transparent, standardized, and efficient**, adhering to relevant government regulations while promoting fairness, accountability, and inclusivity.

This policy is anchored on the following legal references and circulars:

1. **CSC Memorandum Circular No. 40, s. 1998** – Provides guidance on the general principles of contractual employment and its alignment with government service needs.
2. **Civil Service Commission (CSC)-Commission on Audit (COA)-Department of Budget and Management (DBM) Joint Circular No. 1, s. 2017** – Defines the policies on contracts of service (COS) and job orders in government agencies.
3. **COA-DBM Joint Circular No. 2, s. 2020** – Clarifies that contracts of service and job orders are *not* covered by the Civil Service Law, Rules, and Regulations. However, they are governed by COA rules on accountability, proper documentation, and fund utilization.

This policy reflects the SDO's commitment to delivering quality public service by hiring competent Job Order personnel while upholding principles of **good governance, transparency, and merit-based selection**.

**II. OBJECTIVES**

This policy aims to:

- 2.1 Provide a clear and standardized procedure for hiring JO personnel.
- 2.2 Ensure that the hiring process is based on merit, qualifications, and operational needs.
- 2.3 Promote equal employment opportunities while adhering to the principles of transparency and fairness.
- 2.4 Establish monitoring and evaluation mechanisms to assess the performance and renewal of JOs.

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### III. DEFINITION OF TERMS

3.1 **Job Order (JO)** refers to piece work (pakyaw) or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/ man-made disasters/occurrences, and other manual/trades and crafts services such as carpentry, plumbing, electrical, and the like. These jobs are of short duration and for a specific piece of work (COA-DBM Joint Circular No. 2, s. 2020).

3.2 **Support services** may include janitorial, security, driving, data encoding, equipment and grounds maintenance, and other services that support the day to day operations of the agency.

### IV. SCOPE

This policy applies to all functional divisions within the Schools Division Office requesting Job Order personnel/renewal. It includes all stages of the hiring process, from job posting to monitoring and performance evaluation.

### V. REFERENCES

- 5.1 CSC Memorandum Circular No. 40, s. 1998
- 5.2 Civil Service Commission (CSC)-Commission on Audit (COA)-Department of Budget and Management (DBM) Joint Circular No. 1, s. 2017
- 5.3 COA-DBM Joint Circular No. 2, s. 2020

### VI. RESPONSIBILITIES

- 6.1 Requesting Unit: Submits a justified request for JO Support Service with initial analysis and justification.
- 6.2 HRMO: Manages job postings, facilitates the assessment process, and monitors the hiring.
- 6.3 Assessor/Validator: which can be an NC/TM holder or degree holder related to the function shall facilitate the conduct of assessment to new job order applicants.

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- 6.4 Planning Officer: Reviews and analyzes the operational need for new JOs.
- 6.5 Budget Officer: Certifies fund availability for hiring.
- 6.6 Assistant Schools Division Superintendent: Recommends approval of requests and assessment result.
- 6.7 SDS: Approves hiring, contract signing, and performance-based renewals.
- 6.8 SMME Specialist: Provides monitoring and evaluation tool and furnish analysis of the evaluation to section.

## VII. POLICY

- 7.1 All hiring processes shall be conducted without discrimination based on gender, religion, age, ethnicity, political affiliation, or disability.
- 7.2 Job Order Support Service vacancies shall be publicly posted, and all applicants shall undergo fair and merit-based assessments.
- 7.3 Requests for JO Support Service shall include a detailed justification and analysis of operational needs with attached Activity Request or Authority to Conduct, JOB ORDER REQUEST FORM/ RENEWAL OF CONTRACT.
- 7.4. The JO Support Service applicants (new) shall be required to submit the following documents.
- a. Intent/Application letter
  - b. Form 137/SF10, TOR, or Certificate of Completion or Diploma
  - c. Clearances (NBI, Police and Barangay Clearance)
  - d. Professional Driver License (for Driver JO)
  - d. Form 212 and/or Resume
  - e. X-ray Result/Psychological Test (prior to contract signing)
- 7.5 JO support service performance shall be regularly monitored and evaluated to ensure alignment with organizational goals. Performance monitoring tools will evaluate JOs regularly to inform renewal decisions.

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7.6 Renewals shall be based on performance evaluations. Repeated violations or failure to meet performance standards may result in non-renewal or termination of contract. Reprimand shall be issued for the first offense; the second offense will lead to non-renewal.

7.7 Requesting unit shall submit the performance evaluation results, Activity Request/Authority to Conduct and JOB ORDER SUPPORT SERVICES REQUEST FORM/ RENEWAL OF CONTRACT for the renewal of contract.

7.8 The JO Support Services applicant shall be assessed by the following Section Head as assessor/validator and supervised by the Assistant Schools Division Superintendent-in-Charge of the requesting unit/sections or his/her alternate:

Target Function	Assessor/Validator
Janitorial/ Ground Maintenance	Administrative Officer V and Division Engineer, or invited personnel holding National Certificate (NC) or Trainer's Methodology (TM) credentials related to the function
Driving	Section Heads, or invited personnel with National Certificate (NC) or Trainer's Methodology (TM) credentials in Driving
Data-encoding/ Related/ Clerical Computer	IT Officer or Section Heads with a degree in computer-related courses
Special Program and Others	HRMO-identified personnel, preferably Section Heads with degrees or Key Result Areas (KRAs) relevant to the required function

7.9 Hiring procedure shall follow the following timelines.

Step	Timeline	Description
1. Request for Job Order	3 days	Submit a request with justification and analysis. Planning Officer reviews, Budget Officer certifies funding, and ASDS recommend approval.

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Step	Timeline	Description
2. Job Posting	5 calendar days	Post job vacancy on the Division's website and social media pages. Local hiring is highly encouraged.
3. Assessment	2 calendar days	Review applications, conduct interviews and practical tests, and evaluate candidates based on standardized tools.
4. Approval and Hiring	4 calendar days	Finalize hiring documents, sign the contract, and ensure submission of mandatory requirements by the selected JO Support Services.
5. Monitoring and Evaluation	Continuous	Conduct regular performance monitoring using evaluation tools. Address issues through coaching and mentoring. Submit consolidated performance reports.

## VIII. PROCEDURE

### 8.1 Request for Job Order Support Services

8.1.1 The requesting unit identifies the need for a Job Order Support Services and submits the request forms to the Planning Officer for evaluation.

8.1.2 The Planning Officer reviews and validates the data provided.

8.1.3 The Budget Officer certifies the availability of funds for the position.

8.1.4 The Assistant Schools Division Superintendent (ASDS) reviews and recommends the request for final approval.

8.1.5 The Schools Division Superintendent approves the request.

### 8.2 Job Posting

8.2.1 HRMO prepares the job posting based on the approved request and TOR via a Memorandum.

8.2.2 ASDS countersigns the Memorandum.

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8.2.3 SDS approves the Memorandum.

8.2.4 The Records Section posts the Memorandum on the Division website.

### **8.3 Assessment**

8.3.1 HRMO calls applicants who submitted applications.

8.3.2 Assessor/Validator conducts practical tests for all applicants using a standardized checklist.

8.3.3 HRMO consolidates the scoresheet and submits it to the Schools Division Superintendent for approval.

### **8.4 Approval and Hiring**

8.4.1 The SDS reviews the consolidated assessment results and endorses the selected applicant.

8.4.2. The HRMO calls the applicant selected for the position and prepares the contract.

8.4.3. The applicants signs the contract.

8.4.4. The SDS approves the contract.

8.4.5. The HRMO endorses the hired JO Support Services to the requesting office.

8.4.6. The Section Head of the requesting office orients the JO.

### **8.5 Monitoring and Evaluation**

8.5.1 SMME releases performance monitoring and evaluation tools.

8.5.2 Section Heads and staff evaluate Job Order Support Services using standardized tools.

8.5.3 SMME provides evaluation results to Section Heads.

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### 8.6 Request for Renewal

8.6.1 The requesting unit identifies the need for a Job Order Support Services renewal, and submits the request form, performance evaluation result and an Activity Request to the Planning Officer for evaluation.

8.6.2 The Planning Officer reviews and validates the request.

8.6.3 The Budget Officer certifies fund availability.

8.6.4 The ASDS reviews and recommends the renewal request for final approval.

8.6.5 The Schools Division Superintendent approves the request.

8.6.6 HRMO processes the appointment renewal.

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**JOB ORDER SUPPORT SERVICES REQUEST / RENEWAL OF CONTRACT FORM**

| **Control No.:** \_\_\_\_\_ | **Date of Request:** \_\_\_\_\_ |

**I. Requesting Office and Justification**

Details	Information
<b>Type of Request:</b>	<input type="checkbox"/> New Request <input type="checkbox"/> Renewal
<b>Requesting Office:</b>	_____
<b>Requesting Official:</b>	<b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____
<b>Position/Job Title Requested:</b>	<input type="checkbox"/> Utility <input type="checkbox"/> Clerk <input type="checkbox"/> DEMO <input type="checkbox"/> Driver <input type="checkbox"/> Others: _____
<b>Duration of Engagement:</b>	From _____ to _____
<b>Justification for Hiring:</b>	
- <b>Purpose:</b>	
- <b>Specific Functions:</b>	
- <b>Expected Outcomes:</b>	

**II. Requirements**

Details	Information
<b>Educational Attainment:</b>	
<b>Specialization/Skills Required:</b>	
<b>Experience/Other Qualifications:</b>	

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Details	Information
<b>Analysis/Remarks:</b>	<input type="checkbox"/> There is a need for the position based on data.
	<input type="checkbox"/> Items are sufficient based on data.
	<input type="checkbox"/> Other operational needs:
	<input type="checkbox"/> Other remarks:
<b>Reviewed by (Planning Officer):</b>	<b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____

**V. Budget Certification**

Details	Information
<b>Certification Statement:</b>	<input type="checkbox"/> Hiring of Job Order support services is included in the Work and Financial Plan. <input type="checkbox"/> If not included, there is an approved Activity Request/Authority to Conduct (ATC) to support the request. <input type="checkbox"/> Allotment is available as of this date and has not been obligated for other purposes. <input type="checkbox"/> Others (Specify):
<b>Fund Source:</b>	<input type="checkbox"/> General Administration and Support Services (GASS) <input type="checkbox"/> Special Allotment Release Order (SARO)
<b>Certified by (Budget Officer):</b>	<b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____

**VI. Recommendations**

Details	Information
<b>Recommending Approval:</b>	
<b>- Reviewed by (ASDS):</b>	<b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____
<b>Final Approval:</b>	
<b>- Approved by (SDS):</b>	<b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____

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**VII. Attachments**

<b>Required Documents</b>	<b>Attached (Yes/No)</b>
Job Order Request Form	
Copy of Evaluation Results (For Renewal)	
Activity Request/Authority to Conduct	
Other Supporting Documents	

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