



Republic of the Philippines
Department of Education
Region I



Office of the Regional Director

SEP 29 2021

REGIONAL MEMORANDUM
No. 1112, s. 2021

POLICY GUIDELINES ON THE EMPLOYMENT OF SENIOR HIGH SCHOOL GRADUATES AS JOB ORDERS/CONTRACT OF SERVICE EMPLOYEE IN DEPARTMENT OF EDUCATION OFFICES OF REGION 1

To: **All Schools Division Superintendents**

1. This is reference to the attached Policy Guidelines re: Employment of Senior High School Graduates as Job Orders/Contract of Service Employee in the Department of Education Offices of Region 1. The policy really caters to give equal employment opportunity to Senior High School Graduates in the workforce.
2. In line with this, please take into consideration page 7, Item No. 8 on the creation of Network for Employment (NEO) Section at the Schools Division Office. It is requested for the Schools Division Offices, through the NEO Section to submit the periodic report on the implementation of this policy at DepEd RO I, Administrative Division–Personnel Section.
3. For information, guidance and strict compliance.

TOLENTINO G. AQUINO
Director IV

Encl.: As stated
Reference: Policy Guidelines

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYMENT
SENIOR HIGH SCHOOL

GRADUATES

POLICY

AD/hfa/RM
September 23, 2021



DepEd RO1 PERS210837

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Republic of the Philippines
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Region I

TITLE

This policy shall be referred to as **“POLICY GUIDELINES ON THE EMPLOYMENT OF SENIOR HIGH SCHOOL GRADUATES AS JOB ORDERS/CONTRACT OF SERVICE EMPLOYEE IN DEPED OFFICES OF REGION 1”**.

I. GENERAL PROVISIONS

SECTION 1. STATEMENT OF THE POLICY

The Department of Education (DepEd) recognizes that the success of a country greatly depends on its education system. In harmony with this theory is the enactment of the R.A 10533 or the K to 12 Program. After producing four (4) batches of Senior High School Graduates, one of the primary concerns today that the Department aims to address is the discrimination of the newly produced graduates of Senior High School when entering the workforce.

On top of the economic policies enunciated in the Constitution, the DepEd Region 1 formulates this policy which would suitably implement and reiterate the Equal Opportunity Principle (EOP) in employment opportunities in the Department. Senior High School graduates will now be considered to join the workforce as Job Orders or Contract Services in DepEd Offices of Region I whether in full time or part-time basis.

Faithful to the merit and fitness principle of the Civil Service Doctrine of the Constitution and DepEd’s continuing thrust to enhance the quality of basic education, these hiring guidelines are hereby promulgated for Senior High School graduates who intend to apply in the Department consistent with the pertinent provisions of existing laws, rules, and regulations.

These guidelines shall govern the hiring procedure of Senior High School graduates for employment covering the following areas/aspects:

- a. Announcement of job opportunity and receiving of applications;
- b. Verification and validation of submitted documents;
- c. Evaluation criteria and selection process of qualified applicants;
- d. Appointment of qualified applicants; and
- e. Monitoring of Schools Division Offices (SDOs) compliance by the Regional Office (RO).

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SECTION 2. REFERENCES

- a.) The 1987 Constitution specifically Article II, Section 17, Article XIV, Section 1, Article XIV, Section 4¹
- b.) RA 10533²
- c.) Article 3, Section 1, Article 13, Section 3 of the 1987 Constitution³
- d.) CSC Memorandum Circular 24, s. 2016⁴
- e.) Joint Circular No. 1 of CSC, DBM and COA and Joint Circular No. 2 of DBM and CSC⁵
- f.) Memorandum Circular No. 01 series of 2007 dated January 12, 2007⁶
- g.) CSC Resolution No. 020790 dated June 5, 2002⁷

SECTION 3. DEFINITION OF TERMS- For purposes of these Rules, the terms shall be defined as follows:

1. **Contract of Service (COS)** refers to the engagement of the services of an individual, private firm, other government agency, non-governmental agency or international organization as consultant, learning service provider or technical expert to undertake special project or job within a specific period.
2. **DepEd Offices in Region I** refers to the Regional Office Proper, Schools Division Offices, District Offices and Schools (Public, Elementary, Junior and Senior High School).
3. **Equal Opportunity Principle (EOP)** refers to the policy which removes all barriers and discrimination in all personnel actions and employment decisions and sustain an efficient and productive workforce on account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation are recognized and respected, subject to the agency needs and requirements.
4. **Full Time Employees** are those who are required to render services of at least eight (8) hours per day or an equivalent of 40 hours per week.

¹ Provisions of the Constitution which serves as the fundamental framework in ensuring that education is highly valued in the country.

² An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefor and For Other Purposes

³ Constitutional framework of Equal Opportunity Policy

⁴ Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) mandating institutionalization

⁵ Government agencies, government-owned or controlled corporations (GOCCs), constitutional bodies, and state universities and colleges (SUC) are now allowed to engage the services of COS or JO workers through individual contracts and renew the individual contracts of their existing COS/JO workers December 31, 2022.

⁶ COS and Job Order Contracts will no longer be submitted to the Civil Service Commission Regional Office (CSCROs) for review and requests for exemptions will no longer be required with respect to hiring under contract or service or job order.

⁷ The employee's performance shall be evaluated by the government agency.

5. **Implementing Unit** refers to public elementary and secondary schools which maintain separate book of accounts.
6. **Job Order (JO)** refers to employment described as follows: 1. The contract covers lump sum work or services such as janitorial, security, or consultancy where no employer- employee relationship exists between the individual and the government. The job order covers piece work or intermittent job of short duration not exceeding six months and pay is on a daily basis.
7. **K-12 Program** or the Enhanced Basic Education Program consists of at least one (1) year of kindergarten education, six (6) years of elementary education, and six (6) years of secondary education, in that sequence. Secondary education includes four (4) years of Junior High School and two (2) years of Senior High School education.
8. **Non-implementing Units** refers to public elementary and secondary schools without separate book of accounts that are under the direct supervision of the Division Offices.
9. **Part Time Employees** are those whose regular hours of work are substantially less than the normal hours prescribed. They get paid on an hourly basis and they get compensation that is worth the amount of the work they do.
10. **Qualified applicant** refers to a person who meets the evaluation and selection criteria in accordance with DepEd policy, rules and regulations set forth in these guidelines.
11. **Senior High School Graduates** refers to those who have successfully completed Grade 12 and have been issued a diploma evidencing the same.

II. OPERATIONAL GUIDELINES

SECTION 4. RULES AND REGULATIONS

4.1 Selection Process

Selection process in the engagement/hiring of JO's/COS shall be the primary responsibility of the Regional Director (for Regional Office applicants), Schools Division Superintendents (for SDO Proper and District Offices applicants) and the School Heads (for applicants in the school).

4.1.1 Selection in the DepEd Regional Office 1

- a. Functional Divisions or Units who desire to engage the services of a JO's/COS shall submit a request to the Regional Director detailing the nature of work and justification for the hiring of the said personnel.

- b. The Regional Director, through the Administrative Division, shall evaluate and examine the said request and recommend appropriate action therefrom.
- c. The Regional Director, through the Finance Division, shall determine the availability of funds and recommend appropriate action therefrom.
- d. If the request has been approved, the Administrative Division shall publish the said hiring of personnel through posting of the vacancy in three (3) conspicuous places in the Regional Office and through other modes of publication such as agency website.

4.1.2 Selection in the Schools Division Office Proper and District Office

- a. Functional Divisions/Units, District Offices who desire to engage the services of a JO's/COS shall submit a request to the Schools Division Superintendent detailing the nature of work and justification for the hiring of the said personnel.
- b. The Schools Division Superintendent, through the Administrative Division, shall evaluate and examine the said request and recommend appropriate action therefrom.
- c. The Schools Division Superintendent, through the Budget Office, shall determine the availability of funds and recommend appropriate action therefrom.
- d. If the request has been approved, the Administrative Division shall publish the said hiring of personnel through posting of the vacancy in three (3) conspicuous places in the Schools Division Office and in the District Offices, and through other modes of publication such as agency website.

4.1.3 Selection in Schools

- a. Schools who desire to engage the services of a JO's/COS shall submit a request to the Schools Division Superintendent detailing the nature of work and justification for the hiring of the said personnel. The request shall also indicate the availability of MOOE fund for the said purpose or the same may be included in their Work and Financial Plan.
- b. The Schools Division Superintendent through, the Administrative Division, shall evaluate and examine the said request and recommend appropriate action therefrom.
- c. If the request has been approved, the school shall publish the said hiring of personnel through posting of the vacancy in three (3) conspicuous places in the school and through other modes of publication such as school website.

5. Application Process and Documentary Requirements

5.1 Applicants for the Regional Office Proper

- a.** All qualified applicants shall undergo basic screening process based on competency required which will be conducted by the Regional Personnel Selection Board.
- b.** Selected applicants shall undergo contract signing to be administered by the Administrative Division.

5.2 Applicants for the Schools Division Offices/ District Offices

- a.** All qualified applicants shall undergo basic screening process based on competency required which will be conducted by the Division Personnel Selection Board
- b.** Selected applicants shall undergo contract signing to be administered by the Administrative Division

5.3 Applicants for the Schools

- a.** All qualified applicants shall undergo basic screening process based on competency required which will be conducted by the School Personnel Selection Board as may be established by the School Head which shall be composed of the following:
 - 1.** School Principal / School Head as Chairperson
 - 2.** Two members (One should be at least with the position of Teacher III and the other member must be a Guidance Counselor or Teacher Designate)
- b.** Selected applicants shall undergo contract signing to be administered by the School Head.

6. Qualifications

The qualifications of a JO's/COS personnel may vary depending upon the need of the Offices of the Department of Education Region 1 concerned. The concerned Office may provide additional and specific qualifications. The minimum qualifications are the following:

- a.** At least 18 years of age;
- b.** Must be a Filipino Citizen;
- c.** Must be at least a Senior High School Graduate;
- d.** Those not prohibited to be hired as JO's/COS as provided in Section 4 of CSC Resolution No. 020790 dated June 5, 2002

6.1 Additional Requirements for JO's/COS

For JO's/COS, execution of either a contract of service or MOA between the Department of Education and the Individual shall be in accordance with the rules and regulations of the COA.

The contract of services or MOA shall not contain the following provisions:

- a. The employee performs work or regular function that is necessary and essential to the agency concerned or work performed by the regular personnel of the hiring agency.
- b. The employee is required to report to the Office and render service during the agency's prescribed office hours from 8:00 A.M to 5:00 PM or forty (40) hours per week.
- c. The employee is entitled to benefits enjoyed by government employees such as ACA, PERA and RATA and other benefits given by the agency such as mid-year bonus, productivity, incentive, Christmas bonus and cash gifts.
- d. The employee's conduct and performance shall be under the direct control and supervision of the government agency concerned; and
- e. The employee's conduct and performance shall be evaluated by the government agency.

7. Attendance Monitoring and Payment of Salaries of JO's/COS

The requesting unit shall have the Operational Supervision over JO's/COS personnel.

- 7.1** Personnel hired on a JO's/COS shall be required to report to the Office observing a work schedule as may be required by his/her immediate supervisor to be able to perform his/her assigned tasks efficiently and effectively. A written advice on the chosen schedule, duly signed by the immediate supervisor and acknowledged by the individual concerned must be furnished the Administrative Division/ School Head) for time keeping purposes. They may also be allowed render overtime work when needed.
- 7.2** He/She shall be required to submit a Daily Time Record (DTR) together with the Accomplishment Report duly certified by their immediate supervisor rendered to support the claim for payment of salaries covering the period of services rendered. Payment of salaries shall be done every 15th and 30th of the month.
- 7.3** DTR's and supporting documents shall be submitted to the Human Resource Personnel of the Office concerned after the 15th day of the month for the period 1 to 15 and the first

working day of the ensuing month for the period covering 16 to 30 of the preceding months. Processing of the salaries shall be done through a general payroll. Individual vouchers shall be done for initial and last salary; and

7.4 Individuals hired through COS shall be paid the prevailing salary rates, subject to the provisions of RA 9184 and its Implementing Rules and Regulations. The payment of services shall be charged against the Maintenance and Other Operating Expenses (MOOE) in the approved agency budget.

7.5 Individuals hired through JO shall be paid wages equivalent to the daily wage/salary of comparable positions in government and a premium of up to 20% of such wage/salary, subject to the availability of funds. The premium payment may be paid monthly, in lump sum or in tranches (i.e., mid-year and year-end payments) as may be stated in the agreement or contract with the agency.

7.6 Any absences, tardiness and under time incurred shall be deducted against their salaries/compensation.

7.7 Renewal of JO's/COS order shall be subject to availability of fund as certified by the Chief of the Finance Division for the Regional Office proper, the Division Accountant for SDO, and School Heads for Schools.

8. Creation of Network for Employment (NEO) Section at the Schools Division Office:

To carry out the above declared policy, the Schools Division Superintendent shall establish a Network for Employment Section which shall compose of the following members:

- a. Supervisor in the Division;
- b. Planning Officer of the Division; and
- c. President of the National Association of Public Secondary School Heads Inc. (NAPSSHI).

The NEO shall perform the following functions:

- a. To map employment opportunity in DepEd Offices;
- b. To match Senior High School graduates with the employment opportunity mapped;
- c. To encourage schools to submit a list of jobs that may be outsourced in their level in order to provide employment information services to senior high school graduate job seekers;
- d. To establish and maintain a computerized human resource and job registries to facilitate the provision and packaging of employment assistance to Senior High School Graduates;
- e. To undertake employability enhancement activities for senior high school graduates;

- f. To prepare and submit employment opportunity report to the Schools Division Superintendent and to the Regional Director; and
- g. To perform other functions as to fully carry out the objectives of this policy.

9. Performance Evaluation

- a. The performance evaluation system for Contract of Service/ Job Order personnel will be established by Human Resource Officer of the Office concerned for purposes of renewal and termination of services.

10. Extension or Termination of Services

10.1 Extension

In the interest of the service or under such justifiable circumstances, the services of JO's/COS may be extended.

10.2 Termination

Employment of JO's/COS may only be terminated through reasonable and lawful grounds such as:

- a. End of Contract;
- b. Unsatisfactory performance for the first 6 months or every after-rating period;
- c. Conduct Unbecoming of a Personnel; and
- d. Other Analogous Reasons

III. MISCELLANEOUS PROVISIONS

SECTION 5. SEPARABILITY CLAUSE

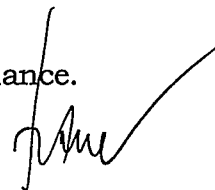
If any clause, sentence, provision, or section of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

SECTION 6. REPEALING CLAUSE

Any other guidelines, administrative order, office order, rule, or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

SECTION 7. EFFECTIVITY

These guidelines shall take effect immediately upon issuance.



TOLENTINO G. AQUINO
Director IV