

Republic of the Philippines

Province of Benguet

Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

e-mail address: mayorsofficeitogon@gmail.com; vic.palangdan@itogon.gov.ph

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MTO
JAN 28 2020

BY: [Signature]
SANGGUNIANG BAYAN OFFICE
ITOGON, BENGUET

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Administrative Order No. 05
Series of 2020

ESTABLISHING POLICIES ON THE ENGAGEMENT OF CONTRACT OF SERVICES (COS) AND JOB ORDER (JO) WORKERS IN THE MUNICIPAL GOVERNMENT OF ITOGON

Whereas, section 77 of the Local Government Code (LGC) provides: The chief executive of every local government unit shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the constitutional provisions on civil service, pertinent laws, and rules and regulations thereon, including such policies, guidelines and standards as the Civil Service Commission may establish: Provided, that the local chief executive may employ emergency or casual employees or laborers paid on a daily wage or piecework basis and hired through job orders for local projects authorized by the sanggunian concerned, without need of approval or attestation by the Civil Service Commission: Provided, further, that the period of employment of emergency or casual laborers as provided in this section shall not exceed six (6) months;

Whereas, there is a need to establish appropriate policies on the engagement of contract of services and job order workers pursuant to above-cited provision as well as other laws, rules, and regulations pertinent thereto;

Now, therefore, by virtue of the powers vested in me as the Local Chief Executive of the Municipality of Itogon, I, Atty. VICTORIO T. PALANGDAN, do hereby establish the policies on the engagement of contract of services and job order workers as follows:

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- Hiring of job order workers shall be limited to intermittent or emergency jobs such as clearing of debris on roads, canal, 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, which are not part of the regular functions of the municipal government;
- Contract of services shall be limited to the engagement of the services of an individual to undertake technical or special project or job within a specific period. Provided, that the expertise needed is not available in the municipal government;
- Contract of services and job order workers shall not be made to perform functions which are part of the job description of existing regular employees. However, for jobs where the functions to be performed are clerical or administrative in nature, or where the work is performed by the regular personnel but such services are needed in the exigency of the service and it is not feasible for the municipal government to hire said services under a casual or contractual appointment, hiring of personnel under COS or JO may be allowed;
- Contract of services and Job order workers shall not be designated to positions exercising control or supervision over regular and career employees;

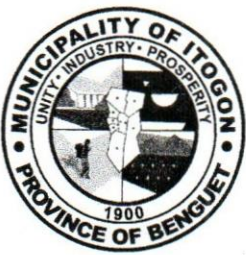


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- Job order workers shall be paid wages equivalent to the Fourth Tranche (2019) daily wage/salary of comparable positions in the municipal government and a premium of up to 20% of such salary/wage. The payment of services shall be charged against the Maintenance and Other Operating Expenses (MOOE) in the approved annual performance budget;
- Contract of service shall be paid the prevailing market rates for technical experts. The payment of services shall be charged against the Maintenance and Other Operating Expenses (MOOE) in the approved annual performance budget;

The term of contract of services shall be for a maximum period of twelve (12) months and job order workers for a maximum period of six (6) months, renewable at the option of the municipal government through the Local Chief Executive, but in no case shall exceed the term provided;

Contract of services and job order workers are not covered by civil service laws and rules, thus not creditable as government service. They do not enjoy the benefits enjoyed by government employees, such as creditable leaves, Personnel Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), mid-year bonus and year-end bonus;

- Existing qualified COS and JO workers shall be given preference in case they apply for vacant regular positions in the municipal government subject to existing civil service laws, rules, and regulations and agency CSC-approved Merit Selection Plans;

- Contract of services and job order workers shall be subject to pertinent budgeting, accounting and auditing rules and regulations.

This Administrative Order shall take effect immediately.

This 28 JAN 2020 at Poblacion, Itogon, Benguet.

LOCAL CIVIL REGISTRY OFFICE

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JAN 22 2020

BY: _____

Atty. VICTORIO T. PALANGDAN
Municipal Mayor

- CF:
-All Offices
-HRS
-SBO
-LFC

ACCOUNTING OFFICE
RECEIVED
DATE: Jan. 28, 2020
BY: Abelle
ITOGON, BENGUET

- References: - Local Government Code (LGC)
- CSC-COA-DBM Joint Circular No. 1, s. 2018
- CSC-COA-DBM Joint Circular No. 1, s. 2017
- Department Order No. 2012-10
- Government Procurement Policy Board 2012-11-21 PM 02-2012

MUNICIPAL ASSESSOR'S OFFICE
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MORRINO } Abelle 1/28/2020

Municipal Health Office
Itogon, Benguet
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MSWD
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