

DRN: III-FO-HRMDA-COMM-24-03-14639-S

## MEMORANDUM

**TO :** **DIR. MARIBEL M. BLANCO**  
Assistant Regional Director for Administration  
**MR. ARMONT C. PECINA**  
OIC - Assistant Regional Director for Operations  
**ALL DIVISION CHIEFS**  
**ALL SECTION, PROGRAM & UNIT HEADS**  
**ALL CENTER HEADS**

**FROM :** **THE REGIONAL DIRECTOR**  
DSWD Field Office III

**SUBJECT :** **HR ADVISORY NO. 03 RE REGIONAL GUIDELINES ON  
FILLING UP OF CONTRACT OF SERVICE (COS)  
POSITIONS**

**DATE :** **2 APR 2024**

This advisory is issued to provide guidance on optimizing the placement of vacant Contract of Service positions, with the objective of improving overall operational efficiency.

### IMPORTANT POINTS:

1. The request for authority to fill-up will no longer be required;
2. The Hiring Office may already **RECOMMEND** an applicant to the vacant Contract of Service (COS) position PROVIDED that the applicant met the **“Minimum” Qualification Standards** by the **Civil Service Commission (CSC)**, qualification comparable to that of a regular position **except eligibility**.

However, for COS position which functions constitute practice of profession, appropriate eligibility should be met.

3. It shall NO LONGER BE SUBJECT to the screening of Human Resource Merit Promotion and Selection Board (HRMPSB);
4. Such appointments NEED NOT PASS through the initial Qualifying Test (IQT).

**STREAMLINED PROCEDURES:**

| STEPS | PROCEDURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TURN-AROUND TIME                                                 |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1     | The recommendation (using Template A) should pass through the Human Resource Management and Development Division (HRMDD) for evaluation complete with documents enumerated in Step 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |
| 2     | <p>It must be submitted COMPLETE with the following supporting documents:</p> <ul style="list-style-type: none"> <li>a. APPROVED Competency Based Job Description (CJD)/Terms of Reference (TOR) of the position;</li> <li>b. Duly accomplished and updated Personal Data Sheet (PDS) with Work Experience Sheet;</li> <li>c. Photocopy of Diploma/transcript;</li> <li>d. Photocopy of certificates of relevant training/seminars attended;</li> <li>e. Copy of NBI Clearance or Police Clearance (for extremal applicants); and</li> <li>f. Certificate of No Relative (template attached as Annex B signed by the Immediate Supervisor and noted by the Division Chief concerned).</li> </ul>                                                                                                                                           | <p><b>FIVE (5)</b> working days</p>                              |
| 3     | <p>The recommendation together with the supporting documents shall be endorsed by the HRMDD to the Regional Director for selection/approval coursed through the Recommending Authority in accordance with the existing Delegation and Delineation of Authority.</p> <p>For Creation and Abolition of COS/JO: (Technical and Non-Technical Positions)<br/>                     Requesting Party – DC concerned<br/>                     Recommending Authority: RD as to purpose &amp; Funding</p> <p>For Filling up of Existing COS/JO (Technical and Non-Technical Positions)<br/>                     Requesting Party – DC concerned<br/>                     Certifying authority – Chief, Budget Section<br/>                     Approving authority – RD</p> <p><u>Hiring of COS/JO</u> (Technical and Non-Technical Positions)</p> | <p>Within <b>SEVEN (7)</b> working days after the evaluation</p> |

|                                                            |                                                                                                                                                                                                                                                                                                                                                                        |                                                   |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
|                                                            | <p>Recommending Authority – DC concerned<br/>                 Approving authority - RD</p> <p>(AO 16, Series of 2019)</p> <p>A Background Investigation (BI) may be conducted to verify the information declared by the Recommendee.</p>                                                                                                                               |                                                   |
| 4                                                          | The Regional Director shall act on the recommendation either approving or denying the approval.                                                                                                                                                                                                                                                                        | Within <b>THREE (3)</b> working days upon receipt |
| 5                                                          | <p>For positions <b>SG 15 and above</b>, the Hiring Office must submit a list of <b>THREE (3) recommendees</b> who have successfully completed and passed their internal screening following the Screening Activities mentioned below.</p> <p>The recommendation must also be supported with pertinent exemplary contribution and achievement of its recommendees.</p> |                                                   |
| <b>TURN AROUND TIME<br/>FROM RECEIPT OF RECOMMENDATION</b> |                                                                                                                                                                                                                                                                                                                                                                        | <b>FIFTEEN (15) DAYS</b>                          |

**DETERMINATION OF MERIT AND FITNESS**

**OPTIONAL SCREENING PROCESS**

The Hiring Office, however, may still establish a **Screening Process** in order to facilitate the filling up of their vacancies.

The Screening Process shall consist of the following activities:

- a. Review of Longlist;
- b. Invitation, Administration of Technical/ Skills/ Special Examination and Checking/ Scoring of Answer Sheets of the Applicants;
- c. Invitation for Panel Interview to the Applicants;
- d. Panel Interview and Deliberation; and
- e. Preparation of Documents to Support the Recommendation for Appointment.

**SPECIAL REQUESTS**

The Hiring Office is NOT PRECLUDED from requesting the Human Resource Management and Development Division (HRMDD) to PUBLISH the noncareer position and/or administer the IQT/ Technical Examination.

In this case, below are the following actions to be taken:

| STEP | ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | TURN AROUND TIME                                                      |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1    | Upon receipt of Request for Publication from the Hiring Office, the HRMDD shall PUBLISH the position.                                                                                                                                                                                                                                                                                                                                                                                           | Within <b>THREE (3)</b> working days                                  |
|      | Publication Period in at least 3 platforms inclusive of CSC website and conspicuous place                                                                                                                                                                                                                                                                                                                                                                                                       | <b>TEN (10)</b> Calendar Days                                         |
| 2    | After the publication period, the HRMDD shall submit to the Hiring Office the result of evaluation of application/s and IQT/Technical Examination.                                                                                                                                                                                                                                                                                                                                              | Within <b>SEVEN (7)</b> working days                                  |
|      | Should the Hiring Office opt to request for IQT and/or Technical Examination, the HRMDD shall facilitate the same as well as with the submission of the IQT result and decoded answer sheets of the applicants                                                                                                                                                                                                                                                                                  | Within <b>TEN (10)</b> working days upon receipt of the OBSU request. |
| 3    | The Budget Officer shall certify that the funds are available and positions are included in the Work and Financial Plan of the Hiring Office upon receipt of the recommendation documents with complete documents specified in the checklist.                                                                                                                                                                                                                                                   | Within <b>THREE (3)</b> working days upon receipt thereof             |
| 4    | <p>The Screening Process shall consist of the following activities:</p> <ul style="list-style-type: none"> <li>a. Review of Longlist;</li> <li>b. Invitation, Administration of Technical/ Skills/ Special Examination and Checking/ Scoring of Answer Sheets of the Applicants;</li> <li>c. Invitation for Panel Interview to the Applicants;</li> <li>d. Panel Interview and Deliberation; and</li> <li>e. Preparation of Documents to Support the Recommendation for Appointment.</li> </ul> | Within <b>TWENTY-THREE (23)</b> working days                          |
| 5    | After the screening process above-mentioned, the Hiring Office shall submit their recommendation to HRMDD                                                                                                                                                                                                                                                                                                                                                                                       | Within <b>THREE (3)</b> working days                                  |
| 6    | For positions <b>SG 15 and above</b> , the Hiring Office must submit a list of <b>THREE (3) recommendees</b> .                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |

|                               |                                                                                                                                                                                                                                                     |                                                          |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|                               | The recommendation must also be supported with pertinent exemplary contribution and achievement of its recommendees.                                                                                                                                |                                                          |
| 7                             | HRMDD shall then endorsed the recommendation complete with supporting documents to the Regional Director for selection/approval coursed through the Recommending Authority in accordance with the existing Delegation and Delineation of Authority. | Within <b>FIVE (5)</b> working days after the evaluation |
| 8                             | The Regional Director shall act on the recommendation either approving or denying the approval.                                                                                                                                                     | Within <b>THREE (3)</b> working days upon receipt        |
| <b>TOTAL TURN-AROUND TIME</b> |                                                                                                                                                                                                                                                     | <b>SIXTY-TWO (62) WORKING DAYS</b>                       |

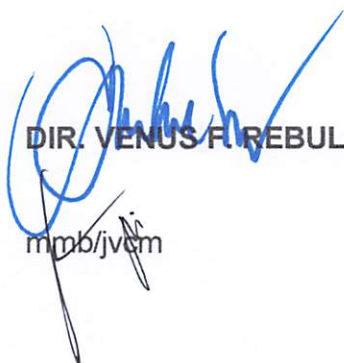
**EFFECTIVITY OF ENGAGEMENT**

In no case shall a COS Worker be asked to assume the position without a signed Memorandum of Agreement (MOA).

Likewise, kindly ensure that all requirements for initial cost of service, attached as Annex E, are complied with.

Corresponding request for the issuance of Regional Special Order (RSO) reconstituting your Merit, Promotion and Selection Committee must be endorsed thru HRMDD in the event the Hiring Office intends to conduct Panel Interviews.

**For your reference and strict observance.**

  
**DIR. VENUS F. REBULDELA**  
 mmb/jvc



**OFFICE OF THE REGIONAL  
DIRECTOR  
FIELD OFFICE III**  
DSWD-GF-002 | REV 03 | 22 SEP 2023

DRN: \_\_\_\_\_

**MEMORANDUM**

**FOR** : **DIR. VENUS F. REBULDELA**  
Regional Director  
DSWD Field Office III

**THROUGH** : **MS. MARY CHRISTIE V. TORNO**  
Administrative Officer V/Budget Section Chief

**FROM** : **POSITION OF THE HEAD OF REQUESTING OFFICE**  
<Name of Office>

**SUBJECT** : **RECOMMENDATION TO THE VACANT CONTRACT OF SERVICE (COS)  
POSITION**

**DATE** : **DATE MONTH YEAR**

In the exigency of service, may we recommend the following individuals to the Contract of Service (COS) position indicated opposite their names to be assigned at the <Name of Office>:

| Name of Recommende | Position Title | Item Code | Date Vacated by former incumbent <sup>1</sup> |
|--------------------|----------------|-----------|-----------------------------------------------|
|                    |                |           |                                               |
|                    |                |           |                                               |

<State the justification for hiring the said individual>

The funding requirement for the abovementioned COS positions shall be charged against <Indicate Fund Source>, with details as follows:

| Position Title     | Monthly Cost of Service+Premium | Total Cost of Service for <Include Period Covered> |
|--------------------|---------------------------------|----------------------------------------------------|
|                    |                                 |                                                    |
|                    |                                 |                                                    |
| <b>Grand Total</b> |                                 |                                                    |

<State the supporting documents attached to this recommendation (e.g. Personal Data Sheet of the recommendee and other application documents, Competency-based Job Description (CBJD) of the COS position, Certification of No Relative)

<sup>1</sup> If newly created, please indicate

For your consideration and approval.

<HEAD OF REQUESTING OFFICE>

Certified as to Availability of Funds:

**MARY CHRISTIE V. TORNO**

Administrative Officer V/Budget Section Chief

APPROVED/DISAPPROVED:

**DIR. VENUS F. REBULDELA**

Regional Director



OFFICE OF THE FIELD  
DIRECTOR  
FIELD OFFICE III  
DSWD-GF-002 | REV 03 | 22 SEP 2023

## CERTIFICATION OF NO RELATIVE

This is to certify that that Mr./Ms. \_\_\_\_\_, being recommended for the \_\_\_\_\_ Contract of Service (COS) position is not related within third (3<sup>rd</sup>) degree either by consanguinity or by affinity to the undersigned.

This certification is issued in compliance to the DSWD Memorandum Circular No. 21, series of 2012 or the Enhanced Guidelines on the Code of Conduct for Personnel of the Department of Social Welfare and Development specifically Section V thereof.

Issued this \_\_\_ day of \_\_\_\_\_ 2023, City of San Fernando, Pampanga.

**[NAME OF IMMEDIATE SUPERVISOR]**  
Position/Designation

**[NAME OF DIVISION CHIEF]**  
Position/Designation

**[ARD CONCERNED]**  
ARD for \_\_\_\_\_

**DIR. VENUS F. REBULDELA**  
Regional Director  
Date: \_\_\_\_\_







**HUMAN RESOURCE MERIT  
PROMOTION AND SELECTION  
COMMITTEE  
FIELD OFFICE III**

DSWD-GF-002 | REV 03 | 22 SEP 2023

**CERTIFICATION**

This is to certify that the following Contract of Service (COS) position/s of the Division/Section is/are vacant and that the recommendee/s met the minimum qualification standard of the position:

| Name of Recommendee | Position Title | Salary Grade | Item Code |
|---------------------|----------------|--------------|-----------|
| 1.                  |                |              |           |
| 2.                  |                |              |           |
| 3.                  |                |              |           |
| 4.                  |                |              |           |

This certification is issued to support the filling up of the COS position/s mentioned above.

Issued at DSWD Field Office III in City of San Fernando, Pampanga.

\_\_\_\_\_  
**JENNIFER C. MORALES**  
OIC Division Chief, HRMDD  
Date: \_\_\_\_\_





## OFFICE OF THE BUDGET SECTION

DSWD-GF-002 | REV 03 | 22 SEP 2023

### Checklist

Filling-up of existing COS/MOA Position

|                  |   |   |
|------------------|---|---|
| <b>Date/Time</b> | : |   |
| <b>From</b>      | : |   |
| <b>Subject</b>   | : |   |
| <b>Amount</b>    | : | ₱ |

| Particulars                                                                    | Available |    | Remarks                          |
|--------------------------------------------------------------------------------|-----------|----|----------------------------------|
|                                                                                | Yes       | No |                                  |
| <b>Common to All CAF</b>                                                       |           |    |                                  |
| 1. Activity/Training must be included in the WFP                               |           |    |                                  |
| 2. If fund source is SARO, review/check specific requirements/purpose per SARO |           |    |                                  |
| <b>Required documents:</b>                                                     |           |    |                                  |
| 1. HR Certification (Annex B)                                                  |           |    |                                  |
| 1.1 Item No.                                                                   |           |    |                                  |
| 1.2 Effective date of separation from Office                                   |           |    |                                  |
| 2. Certified Availability of Funds in the recommendation to fill up            |           |    |                                  |
| 2.1 Are the positions included in the WFP (note: WFP must be submitted)        |           |    |                                  |
| 3. If previously filled-up position                                            |           |    |                                  |
| 3.1 NORSA to adjust previous ORS                                               |           |    |                                  |
| 3.2 copy of previous ORS                                                       |           |    |                                  |
|                                                                                |           |    |                                  |
|                                                                                |           |    | For compliance as stated above.  |
|                                                                                |           |    | Thank you.                       |
|                                                                                |           |    |                                  |
|                                                                                |           |    | <b>MARY CHRISTIE V. TORNO</b>    |
|                                                                                |           |    | <b>AO V/Budget Section Chief</b> |

## Annex E

| <b>LIST OF REQUIREMENTS FOR PROCESSING OF INITIAL COST OF SERVICE</b>                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| One (1) Original Copy of Signed and Notarized Contract with certification from Financial Management Service                                                               |
| Medical Certificate                                                                                                                                                       |
| Two (2) Certified True Copies of Signed and Notarized Contract                                                                                                            |
| Five (5) Certified True Copy of Obligation Requests (ORs), with all original signature of Certifying Officer and with attached Certificate of Availability of Funds (CAF) |
| Two (2) Original copies of Certification of Assumption to Duty                                                                                                            |
| Duly Accomplished Daily Time Record (DTR)                                                                                                                                 |
| Accomplishment Report                                                                                                                                                     |
| Other documents such as LOCATOR SLIP, entries at LOGBOOK, TRAVEL AUTHORITY & CERTIFICATE OF APPEARANCE, etc. with CTC, as may be applicable                               |
| If former DSWD employee/MOA worker: Duly approved Office Clearance                                                                                                        |

DRN: \_\_\_\_\_

**MEMORANDUM**

**FOR :** **DIR. VENUS F. REBULDELA**  
Regional Director  
DSWD Field Office III

**ATTENTION :** **JENNIFER C. MORALES**  
OIC Division Chief  
Human Resource Management and Development Division

**FROM :** **THE HIRING OFFICE**  
Name of Office

**SUBJECT :** **REQUEST FOR PUBLICATION OF VACANCY –  
COMPREHENSIVE PROCESS**

**DATE :** **DATE MONTH YEAR**

Relative to the resignation/retirement/transfer of Ms./Mr. (Name of separated staff), (position held) effective (date of separation), the Undersigned hereby requests the publication of below position which is authorized to be filled at the (Name of Division):

| Position<br>(Parenthetical<br>Title, if<br>applicable) | Salary<br>Grade/Monthly<br>Salary | Qualification Standard |          |            |             | Place of<br>Assignment |
|--------------------------------------------------------|-----------------------------------|------------------------|----------|------------|-------------|------------------------|
|                                                        |                                   | Education              | Training | Experience | Eligibility |                        |
|                                                        |                                   |                        |          |            |             |                        |
|                                                        |                                   |                        |          |            |             |                        |
|                                                        |                                   |                        |          |            |             |                        |

Further, attached hereto the pertinent documents to facilitate the recruitment process, to wit:

- Competency Based job Description (CBJD)
- Technical Examination/Questionnaire sealed in a confidential manner

For your guidance and reference.

Thank you.

**DIVISION CHIEF**

DRN: \_\_\_\_\_

**MEMORANDUM**

**FOR :** DIR. VENUS F. REBULDELA  
Regional Director  
DSWD Field Office III

**ATTENTION :** JENNIFER C. MORALES  
OIC Division Chief  
Human Resource Management and Development Division

**FROM :** THE HIRING OFFICE  
Name of Office

**SUBJECT :** REQUEST FOR PUBLICATION OF VACANCY –  
STREAMLINED PROCESS

**DATE :** DATE MONTH YEAR

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Relative to the resignation/retirement/transfer of Ms./Mr. (Name of separated staff), (position held) effective (date of separation), the Undersigned hereby recommends Ms./Mr. \_\_\_\_\_.

Attached hereto are the pertinent documents for the thorough assessment of the Human Resource Planning and Performance Section (HRPPMS), to wit:

- Competency Based Job Descriptions (CBJD)/ Terms of Reference (TOR) of the position;
- Duly accomplished/signed Personal Data Sheet (PDS) with Work Experience Sheet
- Photocopy of Diploma and Transcript of Records;
- Photocopy of certificates of relevant trainings and seminars attended;
- Copy of NBI Clearance or Police Clearance (for external applicants);
- Certification of No Relative

For your guidance and reference.

Thank you.

**DIVISION CHIEF**

**DD MMMM YYYY**

**[MR./MS. COMPLETE NAME OF APPLICANT]**

[1<sup>st</sup> Line Address]

[2<sup>nd</sup> Line Address]

**Dear Mr./Ms. [Surname]:**

After careful evaluation of the required qualification standards, assessment, and deliberation of the candidates for the [vacant position – ex: Contractual Administrative Officer II], under [place of assignment – ex: Promotive Services Division], the Undersigned together with Selection Board of the Hiring Office regret to inform you that you have not been selected/appointed for the said position.

Nevertheless, your performance, commitment and interest were gratefully appreciated and we thank you for the time and effort you placed into this application. We wish you well and may future employment opportunities in the Department suit you in time.

Thank you.

Yours Truly,

**[NAME OF DIVISION CHIEF]**

[Position/Designation]