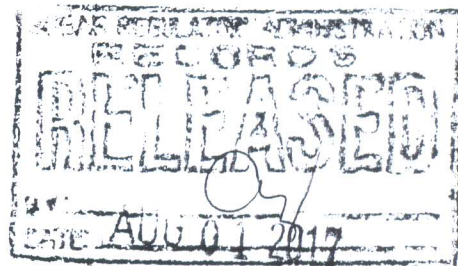




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MEMO-DEP-2017-Jul-002

July 28, 2017

MEMORANDUM CIRCULAR No. 12

TO : All SRA Department/OIC Managers, Division/OIC Chiefs
Concerned Contract of Service (COS) and Job Order (JO)
Workers in the SRA

SUBJECT : Reiteration of the CSC-DBM-COA Joint Circular No. 1 Series
2017 re Rules and Regulations Governing Contract of
Service (COS) and Job Order (JO) Workers in the
Government

This is to reiterate the **Rules and Regulations Governing Contract of Service and Job Order Workers in the Government** pursuant to the CSC-DBM-COA Joint Circular No. 1 Series 2017, which became effective on July 20, 2017.

The issuance of this Joint Circular No. 1, series of 2017 was prompted by President Rodrigo Duterte's directive to put an end to contractualization at work, the rising number of COS and JO workers in the government, and the numerous complaints the Civil Service Commission has received on the matter.

Section 7.0 of the Joint Circular No. 1 S. 2017 states, among others that:

- 7.1 Hiring under contract of service shall be limited to consultants, learning service providers, and/or other technical experts to undertake special project or job within a specific period. The project or job is not part of the regular functions of the agency, or the expertise is not available in the agency, or it is impractical or more expensive for the government agency to directly undertake the service provided by the individual or institutional contractor.
- 7.2 Hiring of Job Order workers shall be limited to emergency or intermittent work, such as clearing of debris on the roads, canals, waterways, etc. after natural/ man-made disasters/occurrences; other trades and crafts, and manual tasks such as carpentry, plumbing, painting, electrical, and the like which are not part of the regular functions of the agency.

