PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE OF
MISAMIS ORIENTAL / CAGAYAN DE ORO

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MAR 2 2 2018

PMO MOC ADMINISTRATIVE CIRCULAR
No. 009-2018

T O : **All Employees**
This PMO

FROM : **The Manager**
Administrative Division
This PMO

SUBJECT : **Rules and Regulation Governing Contract of Service and Job Order Workers in the Government**

Disseminated herewith is the Unnumbered Memorandum of the Manager, Human Resource Management, Head Office relative to the Civil Service Commission, Commission On audit and Department of Budget and Management Joint Circular No. 1, s. 2017 on the Rules and Regulations Governing Contract of Service and Job Order Workers in the Government.

For information and guidance.

GUILBERT ANTHONY D. GIMENO

cc : OPM

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Date By

March 5, 2018

MEMORANDUM

FOR : **All RC Heads**
Head Office/PMOs Nationwide

FROM : **The Manager**
Human Resource Management Department

SUBJECT : **RULES AND REGULATION GOVERNING CONTRACT OF SERVICE AND JOB ORDER WORKERS IN THE GOVERNMENT**

This refers to Civil Service Commission, Commission on Audit and Department of Budget and Management Joint Circular No. 1, s. 2017 on the Rules and Regulations Governing Contract of Service and Job Order Workers in the Government.

Item 7.0 on Limitations of the abovementioned Circular states that:

> *"7.2 Contract of service and job order workers should not, in any case, be made to perform functions which are part of the job description of the agency's existing regular employees."*

As such, and since item 11.2 of the same Circular also states that agencies have until December 31, 2018 to renew individual contracts and existing contract of service, PPA has to affect necessary changes in terms of position title as well as the functions of existing outsourced personnel.

Moreover, Item 11.0 on Transitory Provisions Circular states that:

> *"11.2 Existing Contract of Service or Job Order workers shall be given priority in the appointment by the agency to its vacant positions provided that these workers meet the appropriate eligibility and other qualification requirement for the position subject to Civil Service law and rules."*

In view of the above, all RC Heads are advised to hire Outsource Personnel (OP) with eligibility.

Further, RC Heads are also requested to advise their existing OPs without eligibility to take the prescribed examinations within the year.

For your guidance.

MARK JON S. PALOMAR

MM-031418