

MAR 22 2018

PMO MOC ADMINISTRATIVE CIRCULAR

No. 009-2018

TO : 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

VISION

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.

Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.

Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.

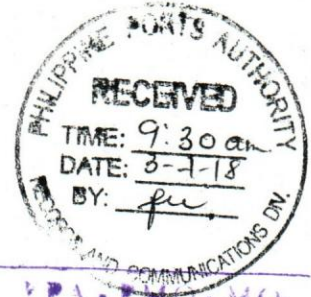
Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.





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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.

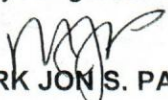
Moreover, Item 11.0 on Transitory Provisions Circular states that:

"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

VISION

"By 2020, PPA shall have provided port services of global standards."

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

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