

**[DOST ADMINISTRATIVE ORDER NO. 001, S.
2012, March 09, 2012]**

**POLICY GUIDELINES FOR HIRING/REHIRING JOB ORDER
PERSONNEL IN THE DOST-CENTRAL OFFICE**

In the interest of the service and in view of the need to standardize the qualifications and daily wage rates of all Job Order Personnel in the DOST-Central Office, the following guidelines are hereby adopted:

1. Civil Service Commission (CSC) Memorandum Circular (MC) No. 24, s. 2002 provides the following:

"Job Order refers to the hiring of a worker for piece of work or intermittent job of short duration not exceeding six months and pay is on a daily or hourly basis. It is to be understood that the piece of work or job to be performed requires special or technical skills not available in the agency and the same is to be accomplished under the worker's own responsibility and with minimum supervision by this hiring agency."

"A contract of service or job order which does not cover special or technical skills or where the functions to be performed are clerical or technical skills or where the functions to be performed are clerical or administrative in nature or where the work is also performed by the regular personnel of the agency may be entered only when done in the exigency of the service and it is not feasible for the agency to hire said services under a casual or contractual appointment."

"Further, for contracts of services and job orders, there exists no employer-employee relationship between the hiring agency and the persons hired and it should be made clear in the contracts that services rendered thereunder can never be accredited as government service."

2. The qualifications and daily wage rates of Job Order personnel in the DOST Central Office shall be standardized by the Committee for Non-Permanent Personnel in the DOST-Central Office which has been created under Special Order No. 17, January 17, 2012.