

**[DPWH DEPARTMENT ORDER NO. 09, S. 2010,
January 25, 2010]**

**GUIDELINES ON THE HIRING AND/OR REHIRING OF JOB ORDER
PERSONNEL IN THE DPWH UNDER EXECUTIVE ORDER NO. 782,
S. 2009**

Pursuant to Section 1.3 of DBM Circular Letter No. 2009-13, dated 18 December 2009, as circularized under Department Memorandum Circular No. 05, s. 2010, the following policies and guidelines on the hiring and/or rehiring of job order personnel pursuant to Executive Order No. 782, s. 2009, are hereby prescribed:

1. No personnel on job-order (JO) basis shall be hired/rehired unless urgently necessary for the efficient operations of the concerned DPWH offices. In this regard, prior to the hiring/rehiring JO employees, concerned offices are directed to identify first the specific job, project or activity that they intend to complete for a period not exceeding six (6) months for which the JO personnel will be required, including the expected outputs/ tasks to be performed.
2. Such job/project/activity should be critical to the attainment, accomplishment and/or completion of the mandate and/or OPLAN of each office in particular and Department's priority programs in general. Only those that are urgent and with deadlines and could not be met due to insufficient number of regular personnel can justify the hiring/rehiring JO employees. In no case shall the specific job/project/activity to be given to JO personnel duplicate with the workload of regular personnel.
3. To carry out this job-generation program of the government, all concerned officials are hereby authorized to set aside 0.75% of their respective MOOEs to hire/rehire personnel on a job order basis, for a period not to go beyond 30 June 2010. Additional funds for the purpose may also be sourced from the savings derived from funded vacant positions which each Regional Office has to request to be aligned.
4. The hiring/rehiring of JO personnel shall be subject to availability of appropriate funds for the purpose.
5. In no case shall the number of job order employees to be hired/rehired, exceed 25% and 50% of the warm bodies (permanent, temporary, contractual and casual) of the concerned Regional Offices and District Engineering Offices, respectively. For those to be hired/rehired in the Central Office, the 25%-rule shall apply.
6. Personnel to be hired/rehired shall not have reached the compulsory retirement age of 65 at the time of employment/engagement; not related within the 3rd degree of consanguinity or affinity to the hiring authority and/or his/her representative; and not previously dismissed from government service.