

**[DBM NATIONAL BUDGET CIRCULAR NO. 466,
December 17, 1999]**

**GUIDELINES ON THE IMPLEMENTATION OF ADMINISTRATIVE
ORDER NO. 100**

1.0 Purpose

To provide guidelines for the effective implementation of Administrative Order (AO) No. 100 entitled, "Directing the Suspension of the Hiring of New Personnel for Purposes of Generating the Additional Funds for the Implementation of the 10% Across-the-Board Salary Increase for Fiscal Year 2000" dated 01 December 1999.

2.0 Coverage

2.1 These guidelines shall apply to all positions in all departments and agencies of the Executive Branch including government-owned and/or -controlled corporations (GOCCs) and state universities and colleges (SUCs).

2.2 The Legislative and Judicial Branches of Government, including Local Government Units, are encouraged to adopt these guidelines at their discretion.

3.0 Prohibition and Exemptions

3.1 General Prohibition. The hiring of new personnel whether on a permanent, temporary, substitute, co-terminous, contractual or casual status, is hereby suspended.

"Hiring of new personnel" as used in Section 2 of AO 100 refers to the first-time entry of personnel in the career and non-career service, involving the issuance of an original appointment/contract, or reemployment, whether on a permanent, temporary, substitute, co-terminous, contractual or casual status.

As used in this Circular, the definition of terminologies pertaining to employment status (i.e., permanent, temporary, substitute, co-terminous, contractual, and casual) and nature of appointment (i.e., original, promotion, transfer, reemployment, reappointment, reinstatement, renewal, change of status, demotion, upgrading/reclassification, reassignment, detail, secondment, job rotation and adjustments or movements of personnel involving changes in position title, rank or status) shall be in accordance with CSC Memorandum Circular (MC) No. 40, s. of 1998, as amended by MC 15, s. of 1999.

3.2 *Exemptions.* The following positions may be filled through the hiring of new personnel:

- 3.2.1 Positions in agencies with fiscal autonomy as provided for by law;
- 3.2.2 Key positions;
- 3.2.3 Teaching positions in schools and educational institutions;

3.2.4 Uniformed positions in the Department of the Interior and Local Government; and

3.2.5 Positions to be filled by personnel currently employed in the Executive Branch, by transfer or promotion.

4.0 Definition of Restriction/Exemptions

In the implementation/application of the restrictions/exemptions covered under Section 2 of AO 100, the following definitions/interpretations are hereby adopted:

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| 4.1.1 Civil Service Commission; | 4.1.4 Commission on Human Rights; and |
| 4.1.2 Commission on Audit; | 4.1.5 Office of the Ombudsman. |
| 4.1.3 Commission on Elections; | |

However, agencies with fiscal autonomy are enjoined to fund their total Personal Services requirements, inclusive of the 10% salary increase in FY 2000, within the level of funds released to them.

4.2 *Key Positions.* Key positions refer to the following:

4.2.1 Secretary and other positions of Cabinet rank, the incumbents of which hold their positions at the pleasure of the President;

4.2.2 Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Provincial Director, and Chief of Department Service;

4.2.3 Heads of division level-organizational units; and

4.2.4 Other executive/managerial positions of equivalent rank to those in items 4.2.1, 4.2.2 and 4.2.3.

4.3 *Teaching Positions.* Teaching positions in schools and educational institutions refer to those in DECS-operated schools providing basic education (primary and secondary) and DOST-supervised Philippine Science High Schools.

It is understood that allied teaching and non-teaching positions in the aforesaid institutions are not exempted from the limitations in the filling of vacant positions.

4.4 *Uniformed Positions.* These are uniformed positions in the following agencies of the DILG:

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| 4.4.1 Philippine National Police; | 4.4.3 Bureau of Jail Management and Penology |
| 4.4.2 Bureau of Fire Protection; and | |

4.5 *Transfer and Promotion.* Positions to be filled by personnel who are currently employed in the Executive Branch by transfer or promotion are likewise exempted. Within the context of AO 100, the terms "transfer" and "promotion" shall mean as follows: