

DOST Administrative Order No. 003  
Series of 2008

JUN 26 2008

**SUBJECT: Guidelines in the Selection and Hiring of Personnel  
for GIA Positions in the DOST System**

## I. RATIONALE

It is the policy of the Department of Science and Technology to harmonize the selection of contractual personnel for Grants-In-Aid (GIA) positions within the DOST System. The selection of contractual personnel, whose salaries are chargeable to the GIA funds, includes the hiring and renewal of services, which may involve movement to higher position. For this purpose, the following policies shall be implemented.

## II. BASIC POLICIES

1. Selection of contractual personnel for Grants-In-Aid (GIA) positions in the DOST System shall be open to all qualified Filipino citizens pursuant to the principle of merit and fitness. Such selection of contractual personnel shall be subject to approval / affirmation of the Head of the agency concerned, or in the case of the Central Office, approval / affirmation of the EXECOM Official concerned.
2. Applicants shall meet the qualification standards / requirements of the position, except eligibility, as stated in the attached Annex, unless otherwise required by law.
3. Fairness and impartiality in the assessment of candidates shall be maintained at all times. Assessment / evaluation may be conducted even though there is only one (1) qualified candidate for the contractual position.
4. No contractual personnel shall be allowed to report for work without the Approved Contract of Services.

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5. The Contract of Service does not create "employer and employee relationship".
6. All contractual personnel hired through the GIA contract shall not be granted the benefits enjoyed by government employees, such as PERA, ACA, RATA, mid-year bonus, productivity incentive and cash gifts.
7. The contractual personnel's contract of services need not be submitted to the Civil Service Commission since services rendered thereunder are not considered government service.
8. The contract of service shall not be covered by Civil Service Law, Rules and Regulations. Instead, it shall be subject to pertinent COA rules and regulations.
9. A contractual personnel may be rehired to a higher position than the contractual personnel's present position.
10. A contractual personnel who shall be rehired or moved to a higher position shall meet the minimum requirements of the position as found in the Annex.
11. A contractual personnel shall have an acceptable performance following the agency assessment mechanism in order to be considered for rehiring to higher position.
12. Other concerns not covered by the guidelines shall be referred to the DOST Secretary for decision.

### **III. PROCEDURES**

#### **A. For Hiring**

1. The Program / Project Leader shall furnish the agency Personnel Division a copy of the following documents:
  - a.) Certification that the project has been approved by EXECOM
  - b.) Details of the contractual personnel to be hired
  - c.) Notice of hiring for vacant position
2. The Program / Project Leader may directly disseminate / post said vacancies or may request the Personnel Division to undertake the dissemination / posting. Dissemination may be

undertaken through the DOST website, DOST bulletin board, invitation, among others.

3. All applicants shall submit the following documents to the agency Program / Project Leader for initial screening:
  - a) Personal Data Sheet (PDS)
  - b) Diploma
  - c) Transcript of Records
  - d) Certificate of Eligibility / Board Exam (if applicable)
  - e) Certificates of Training, if any
4. The Program / Project Leader may administer the appropriate written examination and / or conduct interview of applicants who have passed the initial screening of the Personnel Division, or may request the Personnel Division to administer the written examination or to conduct interview.
5. The applicant (s) considered for contractual position(s) shall be notified in writing by the Program / Project Leader, copy furnished the Personnel Division, indicating position and salary, and date when to report to work. The Program / Project Leader shall likewise provide the Personnel Division with the relevant documents for file and other purpose.
6. Upon receipt of the notice of hiring, the concerned applicant(s) shall submit additional requirements to the Personnel Division:
  - a. NBI Clearance
  - b. Clearance from financial and property accountability from previous office or project, if applicable
  - c. Medical certificate
7. The Program / Project Leader shall prepare the appropriate Contract of Service/s for signature of the Head of agency or EXECOM concerned for the Central Office including notarization. Such Contract of Service shall have a term of one (1) year subject to renewal upon the mutual consent of the parties therein.
8. The Program / Project Leader shall submit to the Personnel Division the following documents as basis for the payment of salaries and for file:
  - a. Copy of the approved Contract of Service together with the complete documents earlier submitted by the contractual personnel
  - b. Personal Data Sheet (PDS)
  - c. Transcript of records

- d. Diploma
- e. Certificates of training, if any

#### **B. For Renewal**

1. The Program / Project Leader shall furnish the agency Personnel Division a list of names of contractual personnel whose contracts shall be renewed, along with a certification that the project has been approved by the EXECOM, one (1) month before the expiration of contract.
2. The Program / Project Leader shall prepare the appropriate Contract of Services for signature of the Head of agency or EXECOM concerned for the Central Office, including notarization.
3. The Program / Project Leader shall submit to the Personnel Division the following:
  - a.) A copy of the approved Contract of Service
  - b.) Updated Personal Data Sheet (PDS).
4. The approved Contract of Service shall be used as basis of the Personnel Division for the payment of salaries and for file. Such Contract of Service shall have a term of one (1) year subject to renewal upon the mutual consent of the parties therein.

#### **C. For Rehiring to Higher Position (from the current line-up of contractual personnel)**

1. The Program / Project Leader shall evaluate the existing contractual personnel for rehiring to higher position. Subsequently, the Program / Project Leader shall furnish the agency Personnel Division a list of names of candidates for such rehiring or movement, along with the LIB duly approved by the DOST EXECOM one (1) month before the expiration of contract.
2. For documentation purposes and review, the Program / Project Leader shall submit to the appropriate Personnel Division the relevant documents indicated in the Annex. The said Personnel Division shall inform the Program / Project Leader as to the completeness of document prior to preparation of Contract of Service.

3. The Program / Project Leader shall prepare the appropriate Contract of Services for signature of the Head of agency or EXECOM concerned for the Central Office including notarization. Such Contract of Service shall have a term of one (1) year subject to renewal upon the mutual consent of the parties therein.
4. The Program / Project Leader shall submit to the Personnel Division the following:
  - a) A copy of the approved Contract of Service
  - b) Updated Personal Data Sheet (PDS)
  - c) Additional diploma, if any
  - d) Certificates of training, if any
5. Full compliance of items a & b, Section C-4, shall be the basis of Personnel Division for the payment of salaries and for file.

#### D. OTHERS

The Annex as attached shall form part of this Guideline.

#### E. DEFINITION OF TERMS

DOST – means the Department of Science and Technology created under Executive Order No. 128 dated January 30, 1987.

DOST System – the DOST Central Office and all its Councils, Attached Agencies and Institutes, and Regional Offices.

Contract of Service – issued to a person who shall undertake a specific work or job for a period not exceeding one (1) year. The Contract of Service shall indicate, among other things, the following:

1. That there exists no employer-employee relationship between the individual and the government agency;
2. That the contract of service is not covered by Civil Service laws, rules and regulations, but by the Commission on Audit (COA) rules;
3. That the contractual personnel do not enjoy the benefits enjoyed by government employees, such as PERA, ACA, RATA, mid-year bonus, productivity incentive, and cash gifts;

4. That the services rendered thereunder are not considered government service.


Qualification Standard – the qualifications for a position which shall include but not limited to education, experience, and training required in the performance of the job.

Selection – the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.

Rehiring / Renewal – refers to the subsequent contract issued upon the expiration of the appointment of the contractual personnel which may involved the movement of the contractual personnel concerned to higher position.

#### F. EFFECTIVITY

This Administrative Order shall take effect immediately.

  
ESTRELLA F. ALABASTRO  
Secretary