



ADMINISTRATIVE ORDER
No. 08
Series of 2022

Subject: AMENDMENT TO ADMINISTRATIVE ORDER NO.16, SERIES OF 2019

In the interest of the service, and in order to streamline the current process on the creation, extension and abolition of Contract of Service (COS) and Job Order (JO) positions both in the DSWD Central Office and Field Offices, the pertinent provisions of Administrative Order No. 16, series of 2019 are hereby amended, as follows:

Page 9 to read as follows:

B. COS/MOA/JO WORKERS AND TECHNICAL SPECIALISTS

1. Creation, Extension and Abolition of COS/MOA/JO (Technical and Non-Technical) Position

1.1. Central Office (CO)

	REQUESTING PARTY	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Regular Programs	Head of Office, Bureau, or Service (HOBS)	ASEC Concerned - as to purpose & FMS Director - as to funding	Undersecretary Concerned
Foreign-Assisted Projects (FAPs) or Special Projects	Project/Program Manager		

The creation and extension of COS and JO positions to be assigned in the CO are subject to the approval of the Undersecretary Concerned upon the recommendation of the Assistant Secretary Concerned (as to purpose) and Finance Director (as to funding)¹. Further, abolition of COS and JO positions shall pass the same process except for the recommending approval as to funding².

Moreover, all requests should pass through HRMDS for review and recommendation to the approving authority.

¹ Template A-1

² Template A-2

1.2. Field Office (FO)

	REQUESTING PARTY	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Requests charged against Centrally Managed Fund			
Regular Programs FAPS or Special Projects	Project/Program Manager	ASEC Concerned - as to purpose & FMS Director - as to funding	Undersecretary Concerned
Requests charged against Direct Release Fund			
Regular Programs FAPS or Special Projects	Division Chief (DC) Concerned	ARD Concerned - as to purpose & FMD Chief - as to funding	Regional Director
Requests for abolition			
Regular Programs FAPS or Special Projects	DC Concerned	ARD Concerned - as to purpose	Regional Director

The creation and extension of COS and JO positions charged against Centrally Managed Fund and to be assigned in the FO are subject to the approval of the Undersecretary Concerned upon the recommendation of the Assistant Secretary Concerned (as to approval) and Finance Director (as to funding)³.

The creation and extension of COS and JO positions charged against Direct Release Fund and to be assigned in the FO are subject to the approval of the Regional Director upon the recommendation of the Assistant Regional Director Concerned (as to purpose) and FMD Chief (as to funding)⁴.

On the other hand, abolition of COS and JO positions in the Field Offices regardless of fund is subject to the approval of the Regional Director upon the recommendation of the Assistant Regional Director Concerned⁵.

³ Template A-1

⁴ Template A-3

⁵ Template A-4

Furthermore, the HRMDD shall reflect all created and abolished COS and JO positions in the database and shall be submitted to the HRMDS every 5th day of the succeeding month.

The HRMDS shall monitor the compliance of all Offices concerned on the said amendment.


Attached are the detailed business process (Annex A) and prescribed templates (Annex B), reflecting the said amendment.

This amendment shall take effective immediately.

Issued this 8th of March 2022 in Quezon City, Philippines.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Cert. True Copy:

08 MAR 2022
MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Div.

Detailed Business Process for the Requests for Creation, Extension and Abolition of COS and JO Positions in the Central Office

A. Creation

Steps	Responsible Person	Notes	Timeline
1	Requesting Office	<p>The requesting Office shall prepare the following documents and submit to the Assistant Secretary (ASec) Concerned for approval as to purpose:</p> <ol style="list-style-type: none"> 1. Memorandum requesting for the creation of COS/JO positions (Template A-1); <ol style="list-style-type: none"> 1. Competency-Based Job Description (CBJD) of the position requested for creation. CBJD shall contain the Civil Service Commission (CSC) qualification standards (QS) and functions to be performed for the position. You may set preferred qualification based on the specific function of the position but shall not be lower than the CSC prescribed QS (Template B); 2. Organizational Structure of the Office where the proposed position/s will be lodged; 3. Summary of existing positions (filled and unfilled) across employment of the Office where the proposed position to be lodged (Template C); 4. Certificate of Availability of Funds (CAF); 5. Approved Work and Financial Plan (WFP). 	n/a
2	ASec Concerned (Recommending Approval as to purpose)	<p>The ASec Concerned as the Official Recommending Approval as to Purpose may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the Financial Management Service (FMS) for review as to availability of funds.</p>	2 working days upon receipt of the complete and in order documents
3	FMS	The Finance Director as the Official Recommending Approval as to Funding may	2 working days upon receipt of the

		<p>recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the Human Resource Management and Development Service (HRMDS).</p>	complete and in order documents
4	HRMDS	<p>The HRMDS shall evaluate the request based on workforce need and if in accordance with relevant laws and policies of the Department. The same may coordinate with the requesting office from time to time for clarifications and modifications, if any.</p> <p>If in order, the action Officer shall prepare a Memorandum endorsing the request which shall be forwarded to the Office of the Undersecretary (Usec) Concerned for final approval.</p>	3 working days upon receipt of the complete and in order documents
5	Usec Concerned	<p>The Usec Concerned as the Approving Authority may either approve or disapprove the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly and resubmit the request. The resubmission will be treated as a new request.</p> <p>If approved, the request shall be forwarded to the HRMDD for updating of database and for transmittal to the requesting Office.</p>	2 working days upon receipt of the complete and in order documents ✓
6	HRMDS	<p>The HRMDS shall prepare a Memorandum informing the requesting office of the approval of its request and update the database.</p>	1 working day upon receipt of the complete and in order documents
Total:			10 working days ✓

B. Extension

Steps	Responsible Person	Notes	Timeline
1	Requesting Office	<p>The requesting Office shall prepare the following documents and submit to the Assistant Secretary (ASec) Concerned for approval as to purpose:</p> <ol style="list-style-type: none"> 1. Memorandum requesting for the extension of COS/JO positions (Template A-1); 2. Copy of the approved request for extension; 3. CAF; 4. WFP. 	n/a
2	ASec Concerned	<p>The ASec Concerned as the Official Recommending Approval as to Purpose may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the FMS for review as to availability of funds.</p>	2 working days upon receipt of the complete and in order documents
3	FMS	<p>The FMS as the Official Recommending Approval as to Funding may either recommend approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the HRMDS.</p>	2 working days upon receipt of the complete and in order documents

4	HRMDS	<p>The HRMDS shall evaluate the request based on workforce need and if in accordance with relevant laws and policies of the Department. The same may coordinate with the requesting office from time to time for clarifications and modifications, if any.</p> <p>If in order, the action Officer shall prepare a Memorandum endorsing the request which shall be forwarded to the Office of the Usec Concerned for final approval.</p>	3 working days upon receipt of the complete and in order documents
5	Usec Concerned	<p>The Usec Concerned as the Approving Authority may either approve or disapprove the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly and resubmit the request. The resubmission will be treated as a new request.</p> <p>If approved, the request shall be forwarded to the HRMDD for updating of database and for transmittal to the requesting Office.</p>	2 working days upon receipt of the complete and in order documents ✓
6	HRMDS	The HRMDS shall prepare a Memorandum informing the requesting office on the approval of its request and update the database.	1 working day upon receipt of the complete and in order documents
Total:			10 working days ✓

C. Abolition

Steps	Responsible Person	Notes	Timeline
1	Requesting Office	The requesting Office shall prepare the request and submit to the Asec Concerned for approval as to purpose (Template A-2).	n/a
2	ASec Concerned	<p>The ASec Concerned as the Official Recommending Approval as to Purpose may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for</p>	2 working days upon receipt of the complete and in order documents

		<p>disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to HRMDS.</p>	
3	HRMDS	<p>The HRMDS shall evaluate the request if in accordance with relevant laws and policies of the Department. The same may coordinate with the requesting office from time to time for clarifications and modifications, if any.</p> <p>If in order, the action Officer shall prepare a Memorandum endorsing the request which shall be forwarded to the Office of the Undersecretary (Usec) Concerned for final approval</p>	3 working days upon receipt of the complete and in order documents
4	Usec Concerned	<p>The Usec Concerned as the Approving Authority may either approve or disapprove the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly and resubmit the request. The resubmission will be treated as a new request.</p> <p>If approved, the request shall be forwarded to the HRMDD for updating of database and for transmittal to the requesting Office</p>	2 working days upon receipt of the complete and in order documents ✓
5	HRMDS	<p>The HRMDS shall prepare a Memorandum informing the requesting office of the approval of its request and update the database.</p>	1 working day upon receipt of the complete and in order documents
Total:			8 working days ✓

Detailed Business Process for the Requests for Creation, Extension and Abolition of COS and JO Positions in the Field Offices

A. Creation

Steps	Responsible Person	Notes	Timeline
Charged Against Centrally Managed Funds			
1	Requesting Office	<p>The NPMO as the requesting Office shall prepare the following documents and submit to the Assistant Secretary concerned for approval as to purpose:</p> <ol style="list-style-type: none"> 1. Memorandum requesting for the creation of COS/JO positions (Template A-1); 2. Competency-Based Job Description (CBJD) of the position requested for creation. CBJD shall contain the Civil Service Commission (CSC) qualification standards (QS) and functions to be performed for the position. You may set preferred qualification based on the specific function of the position but shall not be lower than the CSC prescribed QS (Template B); 3. Organizational Structure of the Office where the proposed position/s will be lodged; 4. Summary of existing positions (filled and unfilled) across employment of the Office where the proposed position to be lodged (Template C); 5. CAF; 6. WFP. 	n/a
2	ASec Concerned (Recommending Approval as to purpose)	<p>The ASec Concerned as the Official Recommending Approval as to Purpose may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the Financial Management Service (FMS) for review as to availability of funds.</p>	2 working days upon receipt of the complete and in order documents

3	FMS	<p>The Finance Director as the Official Recommending Approval as to Funding may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the Human Resource Management and Development Service (HRMDS).</p>	2 working days upon receipt of the complete and in order documents
4	HRMDS	<p>The HRMDS shall evaluate the request based on workforce need and if in accordance with relevant laws and policies of the Department. The same may coordinate with the requesting office from time to time for clarifications and modifications, if any.</p> <p>If in order, the action Officer shall prepare a Memorandum endorsing the request which shall be forwarded to the Office of the Undersecretary (Usec) Concerned for final approval.</p>	3 working days upon receipt of the complete and in order documents
5	Usec Concerned	<p>The Usec Concerned as the Approving Authority may either approve or disapprove the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly and resubmit the request. The resubmission will be treated as a new request.</p> <p>If approved, the request shall be forwarded to the HRMDD for updating of database and for transmittal to the requesting Office.</p>	2 working days upon receipt of the complete and in order documents
6	HRMDS	The HRMDS shall prepare a Memorandum informing the requesting office of the approval of its request and update the database.	1 working day upon receipt of the complete and in order documents
Total:			10 working days

Charged Against Direct Release Funds			
1	Requesting Office	<p>The requesting Office shall prepare the following documents and submit to the Assistant Regional Director (ARD) Concerned for approval as to purpose:</p> <ol style="list-style-type: none"> 1. Memorandum requesting for the creation of COS/JO positions (Template A-3); 2. Competency-Based Job Description (CBJD) of the position requested for creation. CBJD shall contain the Civil Service Commission (CSC) qualification standards (QS) and functions to be performed for the position. You may set preferred qualification based on the specific function of the position but shall not be lower than the CSC prescribed QS (Template B); 3. Organizational Structure of the Office where the proposed position/s will be lodged; 4. Summary of existing positions (filled and unfilled) across employment of the Office where the proposed position to be lodged (Template C); 5. CAF; 6. WFP. 	n/a
2	ARD Concerned	<p>The ARD Concerned as Official Recommending Approval as Purpose may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the Financial Management Division (FMD) for review as to availability of funds.</p>	2 working days upon receipt of the complete and in order documents
3	FMD	<p>The FMD Chief as the Official Recommending Approval as to Funding may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p>	2 working days upon receipt of the complete and in order documents

		If approved, the request shall be forwarded to the Human Resource Management and Development Division (HRMDD).	
4	HRMDD	<p>The HRMDD shall evaluate the request based on workforce need and if in accordance with relevant laws and policies of the Department. The same may coordinate with the requesting office from time to time for clarifications and modifications, if any.</p> <p>If in order, the action Officer shall prepare a Memorandum endorsing the request which shall be forwarded to the Office of the ARD for Administration.</p>	3 working days upon receipt of the complete and in order documents
5	ARD for Administration	<p>The ARD for Administration as Official Recommending Approval as to Funding may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the Office of the Regional Director (RD) for final approval.</p>	2 working days upon receipt of the complete and in order documents
6	Regional Director	<p>The Regional Director may either approve or disapprove the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly and resubmit the request. The resubmission will be treated as a new request.</p> <p>If approved, the request shall be forwarded to the HRMDD for updating of database and for transmittal to the requesting Office.</p>	2 working days upon receipt of the complete and in order documents
7	HRMDD	The HRMDD shall prepare a Memorandum informing the requesting office of the approval of its request and update the database.	1 working day upon receipt of the complete and in order documents
Total:			12 working days

B. Extension

Steps	Responsible Person	Notes	Timeline
Charged Against Centrally Managed Funds			
1	Requesting Office	<p>The NPMO as the requesting Office shall prepare the following documents and submit to the Assistant Secretary concerned for approval as to purpose:</p> <ol style="list-style-type: none"> 1. Memorandum requesting for the creation of COS/JO positions (Template A-3); 2. Copy of the approved request for extension; 3. CAF; 4. WFP. 	n/a
2	ASec Concerned (Recommending Approval as to purpose)	<p>The ASec Concerned as the Official Recommending Approval as to Purpose may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the Financial Management Service (FMS) for review as to availability of funds.</p>	2 working days upon receipt of the complete and in order documents
3	FMS	<p>The Finance Director as the Official Recommending Approval as to Funding may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p>	2 working days upon receipt of the complete and in order documents

		If approved, the request shall be forwarded to the Human Resource Management and Development Service (HRMDS).	
4	HRMDS	<p>The HRMDS shall evaluate the request based on workforce need and if in accordance with relevant laws and policies of the Department. The same may coordinate with the requesting office from time to time for clarifications and modifications, if any.</p> <p>If in order, the action Officer shall prepare a Memorandum endorsing the request which shall be forwarded to the Office of the Undersecretary (Usec) Concerned for final approval.</p>	3 working days upon receipt of the complete and in order documents
5	Usec Concerned	<p>The Usec Concerned as the Approving Authority may either approve or disapprove the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly and resubmit the request. The resubmission will be treated as a new request.</p> <p>If approved, the approved request shall be forwarded to the HRMDD for updating of database and for transmittal to the requesting Office.</p>	2 working days upon receipt of the complete and in order documents
6	HRMDS	The HRMDS shall prepare a Memorandum informing the requesting office of the approval of its request and update the database.	1 working day upon receipt of the complete and in order documents
Total:			10 working days
Charged Against Direct Release Funds			
1	Requesting Office	The requesting Office shall prepare the following documents and submit to the Assistant Regional Director (ARD) Concerned for approval as to purpose:	n/a

		<ol style="list-style-type: none"> 1. Memorandum requesting for the creation of COS/JO positions (Template A-3); 2. Copy of the approved request for extension; 3. CAF; 4. WFP. 	
2	ARD Concerned	<p>The ARD Concerned as Official Recommending Approval as to Purpose may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly</p> <p>If approved, the request shall be forwarded to the Financial Management Division (FMD) for review as to availability of funds.</p>	2 working days upon receipt of the complete and in order documents
3	FMD	<p>The FMD particularly the Budget Officer shall review the request as to availability of funds.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly</p> <p>If approved, the request shall be forwarded to the Human Resource Management and Development Division (HRMDD).</p>	2 working days upon receipt of the complete and in order documents
4	HRMDD	<p>The HRMDD shall evaluate the request based on workforce need and if in accordance with relevant laws and policies of the Department. The same may coordinate with the requesting office from time to time for clarifications and modifications, if any.</p> <p>If in order, the action Officer shall prepare a Memorandum endorsing the request which shall be forwarded to the Office of the ARD for Administration.</p>	3 working days upon receipt of the complete and in order documents

5	ARD for Administration	<p>The ARD for Administration as Official Recommending Approval as to Funding may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly</p> <p>If approved, the request shall be forwarded to the Office of the Regional Director (RD) for final approval.</p>	2 working days upon receipt of the complete and in order documents
6	Regional Director	<p>The Regional Director may either approve or disapprove the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly and resubmit the request. The resubmission will be treated as a new request.</p> <p>If approved, the request shall be forwarded to the HRMDD for updating of database and for transmittal to the requesting Office.</p>	2 working days upon receipt of the complete and in order documents
7	HRMDD	The HRMDD shall prepare a Memorandum informing the requesting office of the approval of its request and update the database.	1 working day upon receipt of the complete and in order documents
Total:			12 working days

C. Abolition

Steps	Responsible Person	Notes	Timeline
1	Requesting Office	The requesting Office shall prepare the request and submit to the ARD Concerned for approval as to purpose (Template A-4).	n/a

2	ARD Concerned	<p>The ARD Concerned as Official Recommending Approval as to purpose may recommend either approval or disapproval of the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to HRMDD.</p>	2 working days upon receipt of the the complete and in order documents
3	HRMDD	<p>The HRMDD shall evaluate the request if in accordance with relevant laws and policies of the Department. The same may coordinate with the requesting office from time to time for clarifications and modifications, if any.</p> <p>If in order, the action Officer shall prepare a Memorandum endorsing the request which shall be forwarded to the Regional Director for final approval</p>	3 working days upon receipt of the complete and in order documents
4	Regional Director	<p>The Regional Director may either approve or disapprove the request.</p> <p>If disapproved, the request shall be returned to the requesting Office. Notes or justification for disapproval shall be provided for the requesting Office to immediately revise accordingly.</p> <p>If approved, the request shall be forwarded to the HRMDD for updating of database and for transmittal to the requesting Office.</p>	2 working days upon receipt of the complete and in order documents
5	HRMDD	<p>The HRMDD shall prepare a Memorandum informing the requesting office of the approval of its request and update the database.</p>	1 working day upon receipt of the complete and in order documents
Total:			8 working days



Insert Insignia (IF APPLICABLE)
 (follow specifications as indicated in
 the DSWD Branding Guidelines)

(OFFICE NAME)
(CLUSTER NAME)
 DSWD-GF-004 | REV 01 / 12 OCT 2021

DRN: _____

MEMORANDUM

FOR : UNDERSECRETARY CONCERNED
Designation

THROUGH : ASSISTANT SECRETARY CONCERNED
Designation

FMS DIRECTOR
Designation

HRMDS DIRECTOR
Designation

FROM : THE [POSITION/DESIGNATION]
[OBS, if applicable]

**SUBJECT : REQUEST FOR CREATION/EXTENSION OF (NO. OF POSITIONS)
CONTRACT OF SERVICE/ JOB ORDER POSITIONS UNDER
(OFFICE)**

DATE : DD MONTH YYYY

Requests for creation of COS and JO positions shall be justified in the context of the office' existing staff complement, magnitude/scope of work (organization wide), number of clients served and how these positions will contribute to the load of the office.

While requests for extension shall be justified based on the status of completion of the program/project being implemented.

Pursuant to the Administrative Order No. ____, Series of 2022, the request for creation/extension of COS/JO positions in the Central Office is subject to the approval of the Undersecretary Concerned upon the recommendation of the Assistant Secretary Concerned (as to approval) and Finance Director (as to funding)

For the Undersecretary's consideration and approval.

HEAD OF THE OFFICE
DC/TS/312

Recommending Approval as to purpose:

Recommending Approval as to funding:

ASSISTANT SECRETARY CONCERNED
Designation

FMS DIRECTOR
Designation

APPROVED / DISAPPROVED:

UNDERSECRETARY CONCERNED
Designation

Date: _____



Insert Insignia (IF APPLICABLE)
 (follow specifications as indicated in
 the DSWD Branding Guidelines)

(OFFICE NAME)
(CLUSTER NAME)
 DSWD-GF-004 | REV 01 / 12 OCT 2021

DRN: _____

MEMORANDUM

FOR : UNDERSECRETARY CONCERNED
 Designation

THROUGH : ASSISTANT SECRETARY CONCERNED
 Designation

HRMDS DIRECTOR
 Designation

FROM : THE [POSITION/DESIGNATION]
 [OBS, if applicable]

SUBJECT : REQUEST FOR ABOLITION OF (NO. OF POSITIONS) VACANT CONTRACT OF SERVICE/ JOB ORDER POSITIONS

DATE : DD MONTH YYYY

This refers to the Memorandum from the Secretary dated 05 November 2021 on the request for creation, extension and abolition of Contract of Service (COS) and Job Order (JO) positions in the Central Office. Item C.3 thereof provides:

“All COS and JO positions that remain unfilled for thirteen (13) months and above shall be recommended for abolition by the HRMDS for approval of the Undersecretary Concerned.”

Per our assessment, the following unfunded and vacant COS/Job Order (JO) position/s affected by the above-mentioned provisions is/are no longer needed by this Office (*OBSU may provide additional justification*).

Item Code	Position Title	SG
Item Code	Position Title	SG
Item Code	Position Title	SG
No.	Total	

With this, the Undersigned recommends the abolition of the above-mentioned vacant COS positions effective upon the approval of the Undersecretary.

Pursuant to the Administrative Order No. ____, Series of 2022, the request for abolition of COS/JO positions in the Central Office is subject to the approval of the Undersecretary Concerned upon the recommendation of the Assistant Secretary Concerned.

For the Undersecretary's consideration and approval

HEAD OF THE OFFICE

DC/TS/312

Recommending Approval as to purpose:

ASSISTANT SECRETARY CONCERNED

Designation

APPROVED / DISAPPROVED:

UNDERSECRETARY CONCERNED

Designation

Date: _____



Insert Insignia (IF APPLICABLE)
 (follow specifications as indicated in
 the DSWD Branding Guidelines)

(OFFICE NAME)
(FIELD OFFICE)
 DSWD-GF-004 | REV 01 / 12 OCT 2021

DRN: _____

MEMORANDUM

FOR : REGIONAL DIRECTOR
 Designation

THROUGH : ARD CONCERNED
 Designation

 FMD CHIEF
 Designation

FROM : THE [POSITION/DESIGNATION]
 [FO, if applicable]

SUBJECT : REQUEST FOR ABOLITION OF (NO. OF POSITIONS) VACANT
 CONTRACT OF SERVICE/ JOB ORDER POSITIONS

DATE : DD MONTH YYYY

Requests for creation of COS and JO positions shall be justified in the context of the office' existing staff complement, magnitude/scope of work (organization wide), number of clients served and how these positions will contribute to the load of the office.

While requests for extension shall be justified based on the status of completion of the program/project being implemented.

Pursuant to the Administrative Order No. ____, Series of 2022, the request for creation/extension of COS/JO positions charged against Direct Release Fund in the Field Offices is subject to the approval of the Regional Director upon the recommendation of the Assistant Regional Director concerned (as to purpose) and FMD Chief (as to funding).

For the Regional's Director consideration and approval.

DIVISION CHIEF CONCERNED

DC/TS/312

Recommending Approval as to purpose:

Recommending Approval as to funding:

ARD CONCERNED
Designation

FMD CHIEF
Designation

APPROVED / DISAPPROVED:

REGIONAL DIRECTOR
Designation

Date: _____



Insert Insignia (IF APPLICABLE)
 (follow specifications as indicated in
 the DSWD Branding Guidelines)

(OFFICE NAME)
(FIELD OFFICE)
 DSWD-GF-004 | REV 01 / 12 OCT 2021

DRN: _____

MEMORANDUM

FOR : UNDERSECRETARY CONCERNED
 Designation

THROUGH : ARD CONCERNED
 Designation

HRMDD CHIEF
 Designation

FROM : THE [POSITION/DESIGNATION]
 [FO, if applicable]

SUBJECT : REQUEST FOR ABOLITION OF (NO. OF POSITIONS) VACANT CONTRACT OF SERVICE/ JOB ORDER POSITIONS

DATE : DD MONTH YYYY

This refers to the Memorandum from the Secretary dated 22 September 2021 on the guidelines on the creation, extension and abolition of Contract of Service (COS) and Job Order (JO) positions in the Field Offices. Item C.3 thereof provides:

“C.3. All COS and JO positions that remain unfilled for thirteen (13) months and above shall be recommended for abolition by the HRMDD for approval of the Regional Director.”

Per our assessment, the following unfunded and vacant COS/Job Order (JO) position/s affected by the above-mentioned provisions is/are no longer needed by this Office (*Office may provide additional justification*).

Item Code	Position Title	SG
Item Code	Position Title	SG
Item Code	Position Title	SG
No.	Total	

With this, the Undersigned recommends the abolition of the above-mentioned vacant COS positions effective upon the approval of the Regional Director.

Pursuant to the Administrative Order No. ____, Series of 2022, the request for abolition of COS/JO positions in the Field Offices is subject to the approval of the Regional Director upon the recommendation of the Assistant Regional Director Concerned (as to purpose).

For the Regional's Director consideration and approval.

HEAD OF THE HRMDD

DC/TS/312

Recommending Approval:

ARD CONCERNED

Designation

APPROVED / DISAPPROVED:

REGIONAL DIRECTOR

Designation

Date: _____



COMPETENCY-BASED JOB DESCRIPTION

Position:
Salary Grade:
Item Number:
Location:
 Division:
 Section:
Reports to:
Positions Supervised:

QUALIFICATION GUIDE

A. CSC – Prescribed QS

Education	:	
Training	:	
Experience	:	
Eligibility	:	

B. Preferred Qualifications (Competency-based)

Education	:	
Training	:	
Experience	:	
Eligibility	:	

Job Summary:

Job Outputs:

Primary Tasks:

COMPETENCY REQUIREMENTS

CORE	Level	FUNCTIONAL	Level

Approved By:

Head of Office

