

REPUBLIC OF THE PHILIPPINES

Department of Labor and Employment
Department of Budget and Management



Joint Circular No. 01-09
March 23, 2009

TO : HEADS OF DEPARTMENTS AND AGENCIES OF THE EXECUTIVE BRANCH, INCLUDING GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, CONSTITUTIONAL OFFICES, THE LEGISLATURE, THE JUDICIARY, STATE UNIVERSITIES AND COLLEGES, LOCAL GOVERNMENT UNITS, AND ALL OTHERS CONCERNED

SUBJECT : IMPLEMENTING GUIDELINES OF EXECUTIVE ORDER NO. 782

1.0 Purpose

This Joint Circular is being issued to provide the guidelines to implement the provisions of Executive Order (EO) No. 782 (Instituting Measures to Assist Workers Affected by the Global Financial Crisis and Temporary Filling Up of Vacant Positions in the Government) dated 10 February 2009.

2.0 Guidelines

2.1 On the hiring of job order personnel using 1.5% of the agency's Maintenance and Other Operating Expenses (MOOE)

2.1.1 All departments and agencies of the government, including government-owned and/or -controlled corporations and government financial institutions, are hereby authorized to set aside 1.5% of their MOOE to hire personnel on a **job order basis**, preferably the displaced workers and/or their dependents of employable age, for a period not to go beyond **31 December 2009**.

In the meantime that the 2009 budget has yet to be effective, funds can be initially taken from the released funds out of the 2008 reenacted budget, with the overall level of 1.5% of MOOE to be determined and adjusted once the 2009 budget is effective. ✓

2.1.2 The displaced workers must be registered with the DOLE, while their dependents must present proof of affinity with the DOLE-registered displaced worker. For a married displaced worker, the qualified dependents are the spouse and children. For a displaced

worker who is single, the qualified dependents are the parents, sisters and brothers.

The DOLE shall provide the agencies a master list of registered displaced workers. They may also access the master list through the DOLE website, www.dole.gov.ph.

2.2 On the hiring of job order personnel using funds from vacant positions

2.2.1 Agencies whose Rationalization Plans are under evaluation by the Department of Budget and Management (DBM) are likewise authorized to hire personnel on a **job order basis** for a period **not to go beyond one (1) month after the approval of their Rationalization Plan**.

2.2.2 Funding for the purpose shall be sourced from the allocation of funded vacant positions which agencies would request to be realigned to MOOE. Necessary documents for the hiring of job order personnel can be processed, but actual hiring shall proceed once the Special Allotment Release Order for the purpose has been released.

2.2.3 The DBM shall continue to process requests for the filling of regular positions received as of 10 March 2009. The allocation for the positions requested for filling shall not be included in the initial realignment to MOOE, until after a DBM action to the contrary is received.

2.3 Agencies need not request approval from the DBM to hire job order personnel for the purpose of EO 782 and this Circular.

2.4 Per Civil Service Commission Memorandum Circular No. 17, s. 2002, services rendered by job order personnel shall not be considered as government service. Moreover, said personnel are only entitled to the basic salary of the position.

2.5 The filling of vacant regular positions and other personnel actions by agencies whose Rationalization Plan has not yet been approved are still prohibited.

2.6 Pursuant to Section 10 of EO 365, personnel hired on a job order basis shall not be included among those who may be affected by the agency's rationalization efforts. Therefore, these personnel are not entitled to avail of the incentives under the Rationalization Program.

3.0 Reporting Scheme

3.1 For the hiring of job order personnel under item 2.1, agencies concerned shall report to the Office of the Secretary of DOLE, the monthly job

placements using the attached form, on or before the 10th day after the end of each month.

- 3.2 For the hiring of job order personnel under item 2.2, agencies concerned shall submit to the Office of the Secretary of DOLE, copy furnished the DBM, the report of job placements using the attached form.
- 3.3 The DOLE shall submit to the Office of the President, through the Office of the Executive Secretary, the monthly consolidated report of job placements under items 2.1 and 2.2, on or before the 15th day after the end of each month.
- 4.0 Constitutional Offices, the Legislature, the Judiciary, and State Universities and Colleges may, on a voluntary basis, adopt the same measures.
- 5.0 Local government units are encouraged to implement measures to assist displaced workers and other unemployed members of their communities.
- 5.0 Effectivity

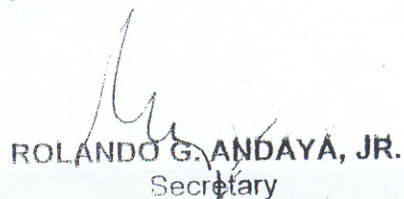
This Joint Circular shall take effect immediately.



MARIANITO D. ROQUE

Secretary

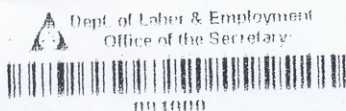
Department of Labor and Employment



ROLANDO G. ANDAYA, JR.

Secretary

Department of Budget and Management



SUMMARY REPORT ON HIRED WORKERS PURSUANT TO E.O. 782
HIRING OF JOB ORDER PERSONNEL USING 1.5% OF MOOE
 For the Month of (Month/Year)

Note: To be submitted to the Office of the Secretary, Department of Labor and Employment not later than the 10th day after the end of each month.

Name of Office/Region Attached Agency	Total Job Placement	Total Budget Spent for Payment of Salaries (P)	Average Duration of Work	Remarks
TOTAL				
Central Office				
NCR				
CAR				
Region 1				
Region 2				
Region 3				
Region 4A				
Region 4B				
Region 5				
Region 6				
Region 7				
Region 8				
Region 9				
Region 10				
Region 11				
Region 12				
Region 13				
Attached Agencies:				

Note: This summary report of National Government Agencies must include job placement made by their regional offices and attached agencies.

Date

(Signature Over Printed Name)
Head of Agency

SUMMARY REPORT ON HIRED WORKERS PURSUANT TO E.O. 782
HIRING OF JOB ORDER PERSONNEL USING FUNDS FROM VACANT POSITIONS
For the Month of (Month/Year)

Note: To be submitted to the Office of the Secretary, Department of Labor and Employment not later than the 10th day after the end of each month.

Name of Office/Region Attached Agency	Total Job Placement	Total Budget Spent for Payment of Salaries (P)	Average Duration of Work	Remarks
TOTAL				
Central Office				
NCR				
CAR				
Region 1				
Region 2				
Region 3				
Region 4A				
Region 4B				
Region 5				
Region 6				
Region 7				
Region 8				
Region 9				
Region 10				
Region 11				
Region 12				
Region 13				
Attached Agencies:				

Note: This summary report of National Government Agencies must include job placement made by their regional offices and attached agencies.

Date

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