



APR 15 2009

DepED O R D E R  
No. **35**, s. 2009

GUIDELINES FOR THE IMPLEMENTATION OF DOLE AND DBM JOINT  
CIRCULAR NO. 1-09 DATED MARCH 23, 2009 PURSUANT  
TO EXECUTIVE ORDER NO. 782

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. The Joint Department of Labor (DOLE) and Department of Budget and Management (DBM) Circular No. 1-09, dated March 23, 2009 entitled "Implementing Guidelines of Executive Order No. 782" provides the guidelines for the hiring under job order basis of workers affected by the global financial crisis, and the temporary filling up of vacant positions in the government.

2. In this connection, please ensure compliance to the general guidelines under items 2.1 to 2.6 of said Joint Circular, for the hiring of personnel on job order basis through the use of funds drawn from:

2.1 one and a half percent (1.5%) of the agency's Maintenance and Other Operating Expenses (MOOE), for immediate hiring preferably of displaced workers and their dependents; and

2.2 allocation of vacant positions to be requested for realignment to MOOE, for agencies whose Rationalization Plans are under evaluation of DBM, but not beyond one (1) month after approval of the Plan.

3. Likewise, specific guidelines are hereby promulgated:

3.1 Hiring of workers will primarily be based on the requirements for additional manpower to be determined by the Heads of Offices (central, regional, division and schools);

3.2 The listing of displaced workers in a particular region shall be referred to in the hiring of the personnel directly charged to MOOE (item 2.1), which can be downloaded from the DOLE website ([www.dole.gov.ph](http://www.dole.gov.ph));

- 3.3 Hiring of job order personnel under item 2.1 shall be done on a monthly basis, which may be renewed/extended but not beyond December 31, 2009;
  - 3.4 Those hired under item 2.2 shall be initially issued contracts of service until June 30, 2009 and may be renewed/extended, but not to go beyond one (1) month after the approval of the DepED Rationalization Plan;
  - 3.5 Regional Directors shall submit to the respective DBM regional offices requests for realignment from PS to MOOE, indicating the names, nature of work and funds required, before the personnel hired under job orders (item 2.2) are allowed to perform their assigned tasks; and
  - 3.6 Regional Directors shall submit to the Personnel Division, Central Office the monthly list of personnel hired under items 2.1 and 2.2. using the attached forms, which shall be consolidated and submitted to the offices concerned.
4. Wide dissemination of and compliance with this Order is directed.

  
**JESLI A. LAPUS**  
Secretary

Encls.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
FUNDS  
OFFICIALS

ref: Sally: guidelines for the implementation of DOLE & DBM joint circular no. 1-09  
April 13, 2009

# Employment Contract/Appointment

This Contract, executed this \_\_\_\_ day of \_\_\_\_\_ 2009  
between:

\_\_\_\_\_  
(Name of Agency/Office),

with office address at \_\_\_\_\_ herein represented by

\_\_\_\_\_  
(Head of Office),  
hereinafter referred to as "Employer";

-and-

\_\_\_\_\_  
of legal age, Filipino and with residence address at \_\_\_\_\_,  
hereinafter referred to as "Employee".

- Witnesseth -

That the Employer is implementing a temporary Emergency Employment Program for Workers affected by the Global Crisis, in line with the pump priming strategies of the government to mitigate the impact of the global crisis.

That the Employer is hereby engaged by the Employee for a period not exceeding six (6) months starting on \_\_\_\_\_ to \_\_\_\_\_. A service fee in the amount equivalent to the regional prevailing non-agricultural minimum wage rate.

In Witness Whereof, both parties have hereunto set their hand this \_\_\_\_ day of \_\_\_\_\_, 2009 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employer

