



**CIVIL SERVICE COMMISSION  
COMMISSION ON AUDIT  
DEPARTMENT OF BUDGET AND MANAGEMENT  
JOINT CIRCULAR NO. 1, s. 2018  
November 9, 2018**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES, NATIONAL GOVERNMENT AGENCIES (NGAs), GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs) WITH ORIGINAL CHARTERS and STATE UNIVERSITIES AND COLLEGES (SUCs)**

**SUBJECT : Amendment to the CSC-COA-DBM Joint Circular No. 1, s. 2017**

**1.0 Background**

The Civil Service Commission (CSC), Commission on Audit (COA) and Department of Budget and Management (DBM) issued CSC-COA-DBM Joint Circular No. 1, s. 2017 (JC No. 1, s. 2017) on 15 June 2017.<sup>1</sup>

Since the issuance of JC No. 1, s. 2017, the CSC, COA and DBM received numerous queries regarding its implementation by various agencies.

As a result of consultations with stakeholders and in order not to impair the delivery of public service, the CSC, COA and DBM are amending certain provisions of JC No. 1, s. 2017 as an interim measure.

**2.0 Section 11.0 is hereby amended to read as follows:**

***“11.0 Transitory Provisions***

- 11.1 Agencies may engage the services of new Contract of Service and Job Order workers through individual contract and renew existing individual contracts until December 31, 2020. Thereafter, the engagement of Contract of Service and Job Order workers shall be in accordance with the provisions of JC No. 1, s. 2017.***
- 11.2 The institutional contract to be entered into by government agencies with a contractor or service provider shall include a provision which will state that the existing qualified COS or JO workers engaged by the agencies may be considered in the hiring by the contractor or service provider.***
- 11.3 The existing qualified COS and JO workers shall be considered for appointment by the government agencies to their vacant positions subject to existing Civil Service Law and rules and agency CSC-approved Merit Selection Plan.***

<sup>1</sup> Rules and Regulations Governing Contract of Service and Job Order Workers in the Government.

- 11.4 *Government agencies shall review their functions, systems and procedures, organizational structure and staffing to determine the appropriate human resource complement for their programs/activities/projects.*

*The creation of permanent positions may be considered for regular functions, while the hiring of casual or contractual personnel may be considered for projects and activities that are temporary in nature, subject to evaluation of the DBM/Governance Commission for GOCCs (GCG) and to existing budgeting and accounting rules and regulations.*


- 11.5 *Services of individuals engaged through contract of service and job orders shall be paid salary/wage equivalent to the daily salary/wage of comparable positions in government and a premium of up to 20% of such salary/wage effective January 1, 2019. The premium payment may be paid monthly, in lump sum or in tranches. (i.e. mid-year and year-end payments) as may be stated in the agreement or contract with the agency. The payment of services shall be charged against the Maintenance and Other Operating Expenses in the approved agency budget.*

- 11.6 *Payment of services of persons or entities engaged through Republic Act No. 9184 shall be subject to the provisions of the said law and its implementing rules and regulations."*

### 3.0 Effectivity

This Joint Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

  
**ALICIA dela ROSA-BALA**  
Chairperson  
Civil Service Commission

  
**MICHAEL G. AGUINALDO**  
Chairperson  
Commission on Audit



  
**BENJAMIN E. DIOKNO**  
Secretary  
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