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T O: Departments/Offices and Research Centers

R E: Processing of Job Contract

In view of the Civil Service rules requiring the approval of Job Contract by the Civil Service Commission before a person may be allowed to start working, you are hereby advised to process the job contract of your workers whom you will hire for the period January to June 2005 not later than December 27, 2004. This will give enough time for the HRMDO to submit said job contracts to the CSC before the year-ends.

This directive shall only refer to job contracts of workers who are hired on regular basis by the department/offices and research centers. Job Contract for those hired on a per program of work shall be processed after the program of work is already approved and funds are already allocated for the purpose.

Please be guided accordingly.


PACIENCIA P. MILAN
President