



29 December 2022

**MEMORANDUM CIRCULAR NO. 155**

Series of 2022

**T O: All Concerned**

**R E: Re-hiring of Existing Job Order Workers for January 1 – June 30, 2022 Charge Against the CY 2023 General Appropriation Act (GAA) and Special Trust Fund (STF)**

The administration hereby confirms that existing JO workers who were charged to the GAA and STF in July – December 2022 will be re-hired for Contract of Service starting January 1 to June 30, 2023. It is advised that these JO workers shall commence to process the documentary requirements for their contract.

- Personal Data Sheet for JO workers (required annually; form is available at OHRSPPR)
- Medical Certificate (required annually)
- Duly notarized BIR Form Annex "B-2" – Income Payee's Sworn Declarations of Gross Receipts/Sales (6 copies) (required annually)
- Performance Evaluation (July to December 2022)
- Photocopy of Official Receipt (O.R.) of payment of PhilHealth Premium of the previous quarter (October-December 2022)

It is projected that some positions will increase in the rate per day and number of days per month subject to the final computation on the fund allocation by the Office of the Director of Finance Management. A separate memo will be issued on this regard soonest.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President