



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 18, 2024

**OFFICE MEMORANDUM**  
AD-2024- **312**

**PROCESS AND REQUIREMENTS ON THE HIRING AND/OR RENEWAL  
OF CONTRACT OF SERVICE EMPLOYEES**

To: Regional Functional Division Chiefs  
All Others Concerned

1. To ensure adequacy of human resources and comply with the requirements under CSC-DBM Joint Circular No. 1, s. 2017, the hiring and/or renewal of Contract of Service (COS) employees shall be guided with the following conditions:
  - a. Services of a COS is necessary and is not a part of the job description of the agency's existing regular employees;
  - b. Fund is available based on the Work and Financial Plan of the requesting office;
  - c. COS to be hired shall be taken from the database of applicants available at the Personnel Section or other applicant who fits the qualifications required for the position; and
  - d. For renewal of contract, the COS employee shall have rendered satisfactory performance in the current or previous contract.
2. Based on the conditions set, the Chief of Division/requesting party shall prepare a letter-request addressed to the Regional Director for approval.
3. Upon approval of the request, the Personnel Section shall prepare the contract, facilitate signatures of the authorized signatories and release contract to the concerned COS.
4. For information, guidance, and compliance.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 



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