TESDA CIRCULAR

SUBJECT: Guidelines on the Agency Hiring/ Rehiring of Job Order Workers as Technical and Administrative Support		Page 1 of 13 page/s Number 015, Series of 2024
Date Issued: MAR 27 2024	**Effectivity:** As indicated	**Supersedes:** TESDA Circular No. 001, Series of 2022

In the interest of the service and to rationalize the hiring of personnel under Job Order (JO) contract and to ensure prudent utilization of funds, the guidelines on the hiring and rehiring of JO workers under JO Contract is hereby issued:

I. REFERENCES:

1. Commission on Audit – Department of Budget and Management (DBM-COA) Joint Circular No. 2, Series of 2020, dated 20 October 2020, as amended by Joint Circular No. 2, Series of 2022, dated 10 November 2022, with subject "Amendment to COA-DBM Joint Circular No. 2 dated October 20, 2020";

2. DBM Circular Letter No. 2013-5 dated July 22, 2013 with subject: Guidelines on the filling of positions and the hiring of personnel for agencies whose rationalization plan (RP) is yet to be approved by the DBM, whose plan was withdrawn, returned, without action or not submitted within the deadline, and those with approved plan;

3. COA Resolution No. 2021-40 dated 28 December 2021 entitled "Guidelines Governing the Audit of Traveling Expenses of Personnel Hired Under the Job Order / Contract of Service; and

4. TESDA Circular No. 026-2015 and its subsequent issuances for the Code of Conduct of TESDA Officials and Employees.

II. RATIONALE

TESDA is primarily mandated to regulate registered Technical Vocational Education Training (TVET) programs offered by private and public Technical Vocational Institutions (TVIs), supervise the operations of TESDA Technology Institutions (TTIs) and accredited Assessors and Assessment Centers. Also, TESDA is tasked to implement skills training through various scholarship programs such as follows, Training For Work Scholarship Program (TWSP), Private Education Student Financial Assistance (PESFA), Special Training for Employment Program (STEP), Universal Access To Quality Tertiary Education Act (UAQTEA), Tulong Trabaho Scholarship Program (TTSP), Rice Extension Services Program (RESP), Coconut

Farmers Scholarship Program (CFSP), Barangay Kabuhayan Skills Training Program (BKSTP), and Tsuper Iskolar Program, among others.

With the continuous increase of TESDA's clienteles and stakeholders and the massive expansion of TESDA programs and services, the current limited number of workforce in the Agency will inadvertently give rise to difficult circumstances, like multiple focalship of one regular personnel, employee burnout, fast employee turnover, low productivity outputs, unjust delay in the delivery of public service, non-compliance with the prescribed process cycle time, and ultimately, noncommittal to quality results. The multiple workloads assigned to the existing TESDA personnel due to lack of available plantilla positions and manpower in general is one of the major challenges in the implementation of work-life balance in the Agency. Thus, it is imperative that TESDA protect not only its stakeholders by providing a quality and efficient service but also its employees through the augmentation of its personnel.

III. OBJECTIVES

1. To provide guidelines for hiring and rehiring of JOs in the COROPODOTI as Technical and Administrative Support in adherence to the existing government rules and regulations issued by the Commission on Audit (COA) and the Department of Budget and Management (DBM); and
2. To streamline the utilization of funds while providing additional workforce as technical and administrative support to the operations of the TESDA units/offices.

IV. GENERAL GUIDELINES

A. SCOPE AND COVERAGE

This guidelines applies to the hiring/rehiring of workers engaged under Job Order Contract performing services on technical and administrative functions from various occupational services. For this purpose, these workers shall be collectively referred to in this Circular as Support Staff.

TESDA CIRCULAR

B. GUIDING PRINCIPLES

1. The hiring of Support Staff shall be based on the need to augment the regular workforce of the Agency, provided that the proposed hirees are qualified to perform the work to be assigned to them and that funds are allocated for the purpose.
2. Support Staff should not be designated to positions exercising control or supervision over regular and career employees.
3. There is no employer-employee relationship between the Agency and Support Staff. Services rendered by Support Staff during the duration of contract work shall not be considered as government service.
4. Support Staff are encouraged to apply to a vacant regular position in TESDA provided that they possess all the qualifications required for the said position. However, Support Staffs do not have the vested right to be automatically included in the evaluation for vacant positions.
5. A single contract policy shall be strictly imposed. No Support Staff shall be hired at the same time to perform two or more functions with distinct corresponding salaries.
6. All rules and regulations issued by TESDA as applicable shall be strictly complied by Support Staff hired.
7. Although there is no employer-employee relation, the rule on nepotism shall apply unless allowed by law. This prohibits the hiring of Support Staff in favor of relatives within the third degree of consanguinity or affinity of any of the Approving Authority, recommending authority, head of office, or persons exercising immediate supervision over the Support Staff.
8. All Support Staff shall serve in the office/unit specified in their approved contracts. In the event that the concerned Support Staff is to render service in another place of assignment, the recipient Head of Unit/Office as concurred by the sending Head of Unit/Office concerned shall provide certification to justify the reason thereof, subject to the approval of the appropriate Approving Authority.

9. All Support Staff under JO Contract shall be subjected to performance evaluation. The JO Performance Commitment and Evaluation Form (Annex B) shall be used in evaluating the JO worker according to the described tasks/duties that are contributory to the Individual Performance Commitment and Review (IPCR) of his/her immediate supervisor and of the Office Performance Commitment and Review (OPCR) where he/she is assigned. Only Support Staff with the overall rating of 4.0 and above, equivalent to "Very Satisfactory" rating, shall be allowed for renewal and rehiring. Said form is required for rehiring purposes.

10. Drug testing, if warranted, may also be required before hiring or anytime during the stay of the Support Staff, at the expense of the Support Staff.

C. DOCUMENTARY REQUIREMENTS

The documentary requirements for hiring and rehiring Support Staff under JO contract are as follows:

1. Terms of Reference (TOR) with a full description of the work to be done by the proposed Support Staff under JO Contract, including expected outputs and indicators;

2. Updated Personal Data Sheet (PDS) with supporting documents, including certifications and supporting documents as declared in the PDS.

3. Negative results of the authorized drug testing[1], if warranted, shall likewise be submitted. The result of the drug testing shall be treated with strict confidentiality. The cost of drug testing shall be personally borne by the Support Staff.

4. A duly signed/approved performance evaluation and clearance form from his/her previous office if the Support Staff has previously rendered services from an Operating Unit (OU) and will be considered for rehiring into another OU.

[1] Dangerous Drugs Board Regulation No. 13, Series of 2018, dated 30 August 2018

5. A valid Police/NBI Clearance.

6. Other documentary requirements specified in the Procedure for hiring and rehiring of JOs must be complied with.

D. PROCEDURES FOR HIRING AND REHIRING OF SUPPORT STAFF IN THE COROPODOTI

1. JO Workers' Hiring Plan should be submitted to the HRMD, AS for the approval of the Head of the Agency. The Job Order Hiring Plan Form shall be accomplished for this purpose (Annex H).

2. Should the renewal of the contract of the Support Staff involve reclassification of the previously approved positions (upgrading, downgrading, or lateral salary grade), the Head of Office shall submit a request with justification on the need to reclassify positions based on the need of the office. The Head of Office concerned shall be responsible for ensuring that requests to reclassify JO positions are based on the need to do required temporary work for the office and serve the best interest of the Agency.

3. The signatories for the contract of the Support Staff shall follow the applicable guidelines issued on the delegation of authority.

4. Any request for hiring/rehiring of Support Staff shall be submitted to the Human Resource Management Division (HRMD), Administrative Service (for Central Office) and Financial and Administrative Services Division/ Administrative Unit (for ROPODOTIs) for evaluation. All requests must be accompanied by the following documents:

    a. Terms of Reference (TOR) with a full description of the work to be done by the proposed Support Staff, including expected outputs and indicators;
    b. Request Form for hiring/rehiring of JO; and
    c. Latest approved JO Hiring Plan.

TESDA CIRCULAR

5. For the Executive Offices, direct coordination and request for the certification of Availability of Funds from the Budget Division, Financial Management Service (BD-FMS), while for the Regional Office, the operating unit concerned shall request the same from their Budget Officer/Focal.

6. If and when the certification of the availability of funds is hereby granted by the Budget Officer concerned to the requesting operating unit, the latter shall prepare and endorse the following documents to the HRMD-AS for Central Office and Financial and Administrative Services Division/ Administrative Unit (for ROPODOTIs) for the processing of the renewal/hiring/rehiring of Support Staff:

   a. Cover memorandum signed by the head of the requesting operating unit addressed to the Director IV, Administrative Service (for CO) or the Chief of the FASD (for ROs), attaching the certificate of the availability of funds;
   b. Terms of Reference (Annex F);
   c. Request Form for hiring/rehiring and reemployment of JO worker (Annex D);
   d. Checklist and Endorsement Form (Annex E);
   e. JO Contract/s (Annex A);
   f. For Support Staff due for renewal and rehiring, JO Performance Commitment and Evaluation Form (Annex B). Only Support Staff with the overall rating of 4.0 and above, equivalent to "Very Satisfactory" rating, shall be allowed for renewal and rehiring;
   g. Updated Personal Data Sheet (PDS) (notarized or signed by Executive/Provincial/District Director or FASD Chief concerned) of the proposed Support Staff, including certifications and supporting documents as declared in the PDS;
   h. Clearance Sheet for JO worker (Annex C) – for rehiring (those who will change office without gap of service) and re-employment (those who were previously Support Staff and had a gap of service);
   i. Turnover Report – for Support Staff who will change office assignment.

7. The respective HRMD Focal/FASD/Administrative Officers shall endorse the contract to the appropriate Approving Authority for approval. The HRMD Focal/ FASD/Administrative Officers shall ensure that the guidelines in hiring and rehiring Support Staff are duly complied with. A corresponding administrative liability shall be imposed in case of violation of this guideline.

8. Upon approval and signature of the appropriate Approving Authority concerned on the contract/s, Support Staff and/or operating unit/s concerned shall facilitate the notarization of the said documents. Notarization fee of the contract shall be shouldered by the Support Staff.

9. Copy/ies of the notarized contract/s must be submitted to the Records Section, General Services Division (GSD-AS) and HRMD-AS for Executive Offices and FASD for the ROs.

V. DURATION OF CONTRACT

The duration of contact shall not exceed six (6) months and is renewable for a maximum of six (6) months subject to the conditions stipulated under this Circular.

VI. QUALIFICATION AND SALARY GRADE SCHEDULE

1. The hiring/rehiring of Support Staff shall be subject to availability of appropriate funds.

2. For Blue-collar Jobs that involve a greater degree of physically-taxing or manual labor, such as: farmers, mechanics, power plant operators, masons, electricians, drivers, the rate of salary shall be up to Salary Grade 7 comparable to government regular positions are applicable. Depending on the technicality of the duties/applicable eligibility, a TESDA National Certification may be required.

3. For highly skilled/technical positions of which there is no existing plantilla position within the Agency, such as: photographer, videographer, graphic artist, programmers and other technical skills on a certain trade, the rate of salary shall range from Salary Grades 9 to 18 comparable to government regular positions are applicable. The education/experience/training prescribed under the Qualification Standard (QS) Manual approved by the Civil Service Commission (CSC) may be replaced by the National Certification or any

related eligibility in the CSC Memorandum Circular 11, series of 1996 (Skills Eligibility).

4. Basically, the Support Staff who meets the QS of K12/High School graduate, any 2-year course or diploma on technical-vocational program who may perform duties as Support Staff may be given the Salary Grades 2 to 9.

5. Support Staff who are assigned in more technical duties may be given the Salary Grades 10 to 22, provided they meet the minimum educational requirements of the positions as prescribed under the Qualifications Standard (QS) Manual approved by the CSC, except to those classified as highly skilled/technical positions.

6. In case the salary of the Support Staff is proposed to be higher than the above mentioned Salary Grades, the office concerned must submit justification for approval of the Head of Agency.
7. All offices/units are hereby instructed to always apply the applicable DBM Salary Rate Schedule for Civilian Personnel of the National Government (approved by the Head of Agency) taking into reference the 1st Step Salary Rate, as the basis for the daily wage/salary of Job Order personnel of which being charged to MOOE if JO is working for the administrative functions and/or charged to Administrative Cost or Sariling Sikap Program (SSP) for those JO working for technical/ operations functions, whichever is applicable.

VII. PAYMENTS

1. Salaries of Support Staff shall be paid according to the authorized rates declared in the Contracts and be paid by the unit/office which hired them. Charging of the Support Staff salary shall follow the approved fund source. Daily Rates of the approved Contracts shall be the same as to the declared rates in the Terms of Reference (TOR).

2. Subject to the availability of funds, the JO workers (Support Staff) may also be granted a premium of up to 20% of their respective wage/salary. The payment of premium shall be charged against the MOOE in the approved agency budget, if the fund is available, and its certification is issued by the Financial and Management Service (FMS) and/or Financial

and Administrative Services Division (FASD). The premium payment shall only be granted following the formal pronouncement/approval by the Head of Agency.

3. Support Staff should diligently use the applicable Attendance Monitoring System and ***adhere to the approved/required work schedule of their respective Offices*** and submit Daily Time Record (DTR) as basis for their salary, and of any deductions applicable thereof. Support Staff are on a "No Work No Pay" principle basis.

4. Rendition of overtime may be allowed provided that the following conditions concur:

    a. Authorization duly signed by the Head of Office;
    b. The work or activity has to be completed on a fixed date and the scheduled date of competition cannot be met within the regular work days and hours, or the prolonged delay in, or non-completion of the work or activity, shall:

        b.1. Cause financial loss to the government or its instrumentalities;

        b.2. Embarrass the government due to its inability to meet its commitments; or

        b.3. Negate the purposes for which the work or activity conceived; and

    c. The description of the tasks/services to be rendered shall be included in the requests form and the output of such shall also be attached in the accomplishment reports to be submitted for payroll purposes.

    The Revised Request to Render Overtime Form shall be accomplished for this purpose.

5. The salary rate of Support Staff may be set on an hourly/daily rate indicated on the contract. Provided that the payment shall be computed based on the actual number of hours/days worked by the Support Staff.

TESDA CIRCULAR

6. All required documents for payment of salaries of Support Staff must be submitted. Applicable taxes shall be withheld accordingly.

7. The statutory remittances like SSS, Pag-Ibig and PhilHealth contributions shall be the personal responsibility of the JO worker hired.

8. The bases for the payment of services rendered shall be the Individual Daily Time Record (DTR), Duly Approved Request for Overtime during Weekends and/or Holidays, and the Accomplishment Report which should be aligned to the duties and responsibilities identified in the contract and of the OPCR of the unit.

9. Salaries of Support Staff shall be paid by the hiring office/unit against their respective available funds. The salary payment schedule may be every 15th and 30th of each month having the 10th and 25th of each month as the cut-off date for the Central Office and/or applicable arrangements as agreed in the respective unit of the ROPODOTI.

VIII. OFFICIAL TRAVEL

Official travel of Support Staff is allowed subject to the following rules:

1. Pursuant to the guidelines set forth under Commission on Audit (COA) Resolution No. 2021-044 dated 28 December 2021, the following Support Staff may be allowed to go on official travel provided that the following conditions are met:

    a. Travel is essential to the effective performance of the Support Staff functions and is required to meet the needs of the Agency;
    b. There is authority to travel duly approved by the Head of Office concerned; and/or
    c. The Contract of the Support Staff concerned shall indicate that they may be authorized to travel locally in the performance of their duties;

2. Support Staff may claim travel expenses based on applicable rates the same as those provided to government employees in the Executive Order No. 77, Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel. The travel

expenses shall be charged against appropriate funds subject to the usual accounting and auditing rules.

a. For Official travel that falls on a Weekends or Holiday, the daily rate of Support Staff shall be paid plus applicable per diem.

b. In addition to the documentary requirements usually submitted for claims for travelling expenses by regular employees, the Support Staff shall also submit, in all cases, a certification from the Head of Agency or his/her authorized representative that: (a) the official mission/tasks cannot be performed by/or assigned to any other regular/permanent official and/or employee; and (b) the tasks/activities are necessary to fulfill the obligations as contained in his/her Contract of Service.

3. Support Staff are not entitled to the amount allocated for regular employees for the conduct of Team Building Activities.

IX. FUNDING SOURCES

1. The wages of the Support Staff shall be charged against the regular MOOE Budget, Administrative Cost authorized under various scholarships programs, Trust Fund or other authorized sources.

2. Provided further that the wages of the Support Staff charged against the regular MOOE budget shall not exceed the 25 percent (25%) net of Fixed Cost, to include employee's welfare and benefits and the like from the MOOE Budget for the year.

TESDA CIRCULAR

X. TERMINATION OF CONTRACT

Violation of the TESDA Code of Conduct, Republic Act (RA) 9485 - "Anti-Red Tape Act of 2007", RA 3019 - "Anti-Graft and Corrupt Practices Act", RA 9165 - "Comprehensive Dangerous Drugs Act of 2002", RA 11313 - Safe Spaces Act (Bawal Bastos Law), RA 7877- "Anti-Sexual Harassment Act of 1995", and other rules and regulations issued by the Agency are considered as additional grounds for the termination of Contract aside from the stipulations expressly indicated therein.

XI. MISCELLANEOUS PROVISION

Issues arising from the implementation of this circular shall be forwarded to the Technical Working Group (TWG) for Hiring and Rehiring of the JO Workers for review and evaluation. Thereafter, any resolution of the TWG shall be endorsed to the Secretary/Director General for approval.

XII. FORMS

Attached herewith are the following forms which are downloadable through https://bit.ly/JOannexeS:

a. 2024 Version of the JO Contract (Annex A);
b. Performance Evaluation Form (Annex B);
c. Clearance Sheet for JO (Annex C);
d. Request Form for hiring/rehiring of JO (Annex D);
e. Checklist and Endorsement Form (Annex E);
f. Template of the Terms of Reference (Annex F);
g. Personal Data Sheet (Annex G);
h. JO Hiring Plan (Annex H);
i. Turnover Report (Annex I); and
j. Revised Request to Render Overtime Form (Annex J).

TESDA CIRCULAR

XIII. SEPARABILITY CLAUSE

When, for any reason, a provision of these guidelines is amended, declared unconstitutional, or contrary to law, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

XIV. EFFECTIVITY

This Circular shall take effect on the date of uploading in the TESDA WRMIS. Wide dissemination of this Circular by all concerned is hereby enjoined.

SUHARTO T. MANGUDADATU, Ph.D.
Secretary/Director General, TESDA

"ANNEX (A)"

JO-2024-AprJun-CO-_____

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Taguig, Metro Manila

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service is made and entered by and between the **Technical Education and Skills Development Authority**, a government agency with office address at TESDA Complex, East Service Road, South Luzon Expressway, Fort Bonifacio, Taguig City, herein represented by **«POSITION_OF_THE_APPOINTING_AUTHORITY», «NAME_OF_APPOINTING_AUTHORITY»,** hereinafter referred to as the **First Party**;

and

«MR__MS» «M_2ND_PARTY_NAME», of legal age, **«CIVIL_STATUS»**, and a resident of **«ADDRESS_OF_JO_WORKER»**, hereinafter referred to as the **Second Party.**

WITNESSETH

That the **First Party** hires the services of **the Second Party** as **«POSITION_TITLE»** to be assigned at the **«NAME_OF_OFFICE»**;

That the **Second Party** possesses the required education, experience, skills, knowledge positive work values and attitude to perform the job described herein;

That the **First Party** urgently needs to hire the **Second Party** due to exigency of the service and there is no existing administrative staff that can perform the work;

That due to budgetary constraints, the **First Party** would not be able to hire said services under casual or contractual appointment;

That the **Second Party** agrees that aside from his/her salary, no additional monetary and non-monetary benefits shall be provided by the **First Party** and that no employee-employer relationship exists between the **First** and the **Second Party;**

That the **Second Party** hereby attests that he/she is not related within the third civil degree of consanguinity or affinity to the hiring authority, and/or representative of the First Party, and that he/she has not been previously dismissed from the government service by reason of an administrative offense. Furthermore, the services rendered herein are not considered, or will never be credited as government service;

The **Second Party** shall not in any way engage in any anomaly or irregularity in the discharge of his/her official duties and functions nor participate in any transaction involving graft and corruption. The **First Party** shall conduct an investigation *motu proprio* and subject the Second Party to prosecution if warranted. In the event that the **Second Party** is found guilty of any act constituting graft or corrupt practices or any other unlawful or unauthorized activity after due process, the **First Party** shall not hesitate to impose the necessary penalty against the **Second Party** without prejudice to the termination of this contract;

Likewise, the **Second Party** hereby authorizes the **First Party** to subject him/herself to drug testing. The Second Party shall submit to the First Party the result of the authorized drug testing. In the event that the result of said drug testing is positive, the contract shall be terminated immediately;

The **Second Party** shall actively cooperate with the **First Party** in its endeavor to attain a drug and graft-free TESDA;

That in cases where required, the **Second Party shall submit a** medical certificate which may be submitted within 30 days upon execution of this contract of service; however, if the certificate indicates that the **Second Party** is unfit to work, the contract will automatically be terminated;

The **Second Party** agrees to render the required services at the **«NAME_OF_OFFICE»** for the period **«CONTRACT_DURATION»**, *unless otherwise terminated;*

That the **First Party** agrees to consider the application of the **Second Party** for appointment to a vacant position without any vested right to be automatically included in the evaluation and subject to existing Civil Service Law and rules, and CSC-approved Merit Selection Plan;

That this contract shall be subject to the issuance by the Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular No. 2, Series of 2020, as amended by as amended by Joint Circular No. 2, Series of 2022, dated 10 November 2022, with subject "Amendment to COA-DBM Joint Circular No. 2 dated October 20, 2020" on the renewal of the contract of service of personnel on job order basis, among others;

That the **First Party** agrees to pay the **Second Party** on a daily wage comparable to a government position, including Saturdays, Sundays and Holidays as may be necessary **with approved authorization from the immediate supervisor of the Second Party** at the rate of **«SALARY_IN_WORDS», («SALARY_IN_FIGURES»)** per day, exclusive of any premium payment;

That the **Second Party** agrees that **he/she <u>may be paid</u> by the First Party a monthly premium of up to 20% of his/her salary/wage, subject to availability of funds in the Agency's Maintenance and Other Operating Expenses (MOOE);**

That as **«POSITION_TITLE»,** the **Second Party** is expected to perform the following duties and responsibilities:

- «DUTIES_AND_RESPONSIBILITIES»

That the **Second Party** is allowed to travel on official time in TESDA Regional Offices within the country, with the approval of Head of the Office. Liquidation of travel documents should be submitted within thirty (30) days upon return, subject to COA rules and regulations;

That the **Second Party** hereby agrees that during the term of this engagement and within two (2) years after the termination thereof, he/she shall not at any time or in any manner, **without the written consent of the First Party,** either directly or indirectly, divulge, disclose, or communicate to any non-TESDA related entity, person, agency, firm or establishment in any manner whatsoever any Confidential Information that he/she may have learned or known in the course of his/her engagement;

For purposes of this Contract, *"Confidential Information" means any information furnished to a party by the other party hereto pursuant to this Agreement which if disclosed in tangible form is marked "Confidential" or with other similar to indicate its confidential or proprietary nature, or if disclosed orally to be confidential or proprietary by the party disclosing such as information at the time of the initial disclosure thereof and is confirmed in writing as confidential or proprietary by the disclosing party within ten (10) business days after such disclosure, or which a reasonable person would recognize to or for the furtherance of this Contract that has or could have commercial value or other utility in the business or prospective business of the disclosing party. Confidential information shall not, however, include any information which, in each case as demonstrated by the sufficient evidence: (i) was publicly known and made generally available in the public domain prior to the time of disclosure by the disclosing party; (ii) becomes publicly known and may generally available after the disclosure by the disclosing party to the receiving party through no action or inaction of the receiving party; (iii) is already in the possession of the receiving party at the time of disclosure by the disclosing party; (iv) is obtained by the receiving party's obligations of confidentiality; or (v) is independently developed by the receiving party without use or reference to the disclosing party's Confidential Information".*

In witness whereof, the parties have hereunto set their hands this **«nth» day of «Month»**, 2024 in Taguig City.

«NAME_OF_APPOINTING_AUTHORITY»	**«MR__MS» «M_2ND_PARTY_NAME»**
«Position of the Appointing Authority»	
«OFFICE_OF_THE_1ST_PARTY»	
FIRST PARTY	SECOND PARTY

Signed in the presence of:

«NAME OF HIGHEST HRMO» «POSITION_OF_HRMO» «OFFICE »	**«MR__MS» «NAME OF THE IMMEDIATE SUPERVISOR / ED CONCERNED»** «POSITION» «OFFICE »

ACKNOWLEDGEMENT

Republic of the Philippines)
_____City) S.S

Before me a Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	**GOV'T. ISSUED I.D. DATE/PLACE ISSUED**
«NAME_OF_APPOINTING_AUTHORITY»	«ID_OF_1ST_PARTY»
«MR__MS» «M_2ND_PARTY_NAME»	«ID_OF_2ND_PARTY_»

Known to me to be the same persons who executed the foregoing instrument and acknowledge to me that they have their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this Acknowledgement is written, and is signed by the parties, and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this _____day of _____, 2024 at _____, Philippines.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of : _____

"ANNEX (B)"

Technical Education and Skills Development Authority

JOB ORDER PERFORMANCE COMMITMENT AND EVALUATION FORM

I, NAME, DESIGNATION of the OFFICE, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period CONTRACT OF SERVICE PERIOD.

_____
Signature

Date: _____

Reviewed by:	Date	Approved by:	Date
UNIT HEAD		DIVISION CHIEF	

Part I. Individual Performance Commitment (80%)

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q[1]	E[2]	T[3]	A[4]	
Average Rating							

Legend:	*1 – Quality*	*2 – Efficiency*	*3 – Timeliness*	*4 - Average*

Part I Rating Scale shall be in accordance with the existing TESDA SPMS.

Part II. Individual Behavioral and Potential Assessment (20%)

Indicator	Rating
Attendance and Punctuality (Is the person always present, reports on time and willing to extend to extend time to finish the tasks?)	
Human Relations (Is the person able to adjust to variety of personalities? Is the person cordial and respect in dealing with internal and external clients? Does the person show coordinative efforts in dealing with clients?)	
Personal Qualifications and Attributes (Does he/she speak logically and convincingly? Does she have a positive work values and attitude?)	
Leadership (Does the person demonstrate critical, and strategic thinking in doing his/her tasks? Does he/she lead and assume responsibilities and accountabilities?)	
Average Rating	

Part II Rating Scale:

5 – Outstanding – Consistently surpassed the behavioral and potential expectations.
4 – Very Satisfactory – Surpassed and demonstrated the expected behavior and potentials.
3 – Satisfactory – Met and demonstrated the expected behavior and potentials
2 – Unsatisfactory – Has not satisfactory met nor demonstrated the expected behavior and potentials.
1 – Poor - Has not met nor demonstrated the expected behavior and potentials.

Rating

Part I: **Individual Performance Commitment (80%)**	
Part II: **Individual Behavioral and Potential Assessment (20%)**	
Total (Final Rating)	

Comments and Recommendations for Development Purposes:					
Discussed with:	**Date**	**Assessed by:**	**Date**	**Final Rating by:**	**Date**
Job Order Employee		**I certify that I discussed my assessment of the performance with the employee.** **Immediate Supervisor**		**Head of Office/Division Chief**	

"ANNEX (C)"

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
JOB ORDER CLEARANCE FORM

Date of Application _____

NAME :

POSITION :

OFFICE :

I hereby apply for clearance from all work-related and financial accountabilities.

NAME & SIGNATURE

We hereby certify that this employee on a job order basis is cleared of work-related and financial accountabilities from this office.

POSITION	NAME	SIGNATURE
Immediate Supervisor		
Division Chief / Unit Head		
HRMD/FASD/HR Designate		
Accountant/ Financial Analyst		
Head of the Office/ DDG / Executive/ Regional/ Provincial/ District Director / TTI Administrator		

"ANNEX (D)"

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

REQUEST FORM FOR HIRING OF JOB ORDER PERSONNEL

OFFICE:	
CONTRACT DURATION:	

Duties and Responsibilities of the JO Worker	Kind of personnel needed (Administrative / Technical)	Proposed Number of JO worker	Comparable in Government Position	Qualification of personnel needed (e.g. undergraduate degree holder and experience)	Proposed Monthly Rate/ Daily Rate
• Assists in the First level of support for technical services and maintenance and ensures daily operations of computer systems are functional;	Technical	1	Computer Maintenance Technologist I, SG 11	• Bachelor's Degree in Computer Science, Information Science or another related field; • Can work under pressure and with minimal supervision	Php 23,877.04 /Php1,085.32
	Admin	2	Administrative Officer I, SG 10		

Prepared and Submitted by:	Assessed by:	Certified Funds available:
NAME Position Office Date	I certify that the above information is consistent with the latest approved Job Order Hiring Plan of the Operating Unit concerned. NAME Chief HR / HRMO / HR Focal Office Date	NAME CO Chief Accountant/ ROPODOTI Financial Analyst Office Date
Recommending Approval: NAME Chief (if no ED) / ED / FASD Concerned Date		Approved by: NAME Approving Authority Position and Office Date

"ANNEX (E)"

Version I, 2024

CHECKLIST AND ENDORSEMENT FORM

I. Checklist

Requirements	Remarks
Copy of the Approved JO Worker's Hiring Plan	
Approved Request Form for Hiring *(for hiring/rehiring of new JOs)*	
Approved Terms of Reference	
Duly Accomplished Personal Data Sheet	
Job Order Performance Commitment and Evaluation Form *(for renewal and rehiring of JOs)*	
Clearance Sheet and copy of the Turnover Report *-for rehiring (those who will change office without gap of service) and re-employment (those who were previously JO workers and had a gap of service)*	
Copy/ies of the National Certificates and/or Training Methodology Certificates deemed required and appropriate for the curriculum/program/service (if applicable)	
Contract of Service *(ensure that the daily wage/salary is equivalent to comparable positions in the government)*	✓ (JO-2024-AprJun-CO-052)
Certificate of Availability of Funds *(To be provided by:* *FMS for CO and Budget Officer for ROPODOTI)*	

II. Endorsement

The undersigned endorses the contract of service of ABCDEFG
(Name, Position Title, Office)

HIJK.

Furthermore, the undersigned certifies that the hiring/renewal of LMNOP is in accordance with the existing TESDA Policy on the hiring/renewal of contracts of service for Job Order workers.

Recommended by:

NAME
Position and Office
(HRMD Chief for CO)
(HRMO for ROPODOTIs)

Endorsed by:

NAME
Position and Office
(Director IV, Administrative Service for CO)
(FASD Chief for ROPODOTIs)

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig, Metro Manila, Philippines

TERMS OF REFERENCE

I. General Information:
Renewal/Hiring/Rehiring of JO Workers for the _____

II. Program Focalship:

☐ ADMINISTRATIVE ☐ TECHNICAL ☐ TRAINER ☐ Others:

III. Region / Office

☐ TESDA CO ☐ TESDA RO ☐ TESDA PO ☐ Others:

IV. Source of Fund:

☐ MOOE ☐ SSP ☐ Others: _____
Details

V. Duration:

Prepared by:

(NAME)
(Position Title and Office)

Certified Funds Available:

NAME	NAME
Position / Office	Position / Office
(Chief, BD-FMS for CO or ROPODOTI Budget Officer)	*(Chief, AD-FMS for CO or ROPODOTI Accountant / Financial Analyst)*

Recommending Approval:

(NAME)
(Head of Division/ Provincial /Executive Director/)

Approved by:

(NAME)
COS (for offices without DDG)/ Deputy Director General / Regional Director

TERMS OF REFERENCE

I. RATIONALE/ OBJECTIVE

(Please supply info)

II.RESPONSIBILITIES:

Position Title	Duties and Responsibilities
	•

III.BUDGETARY REQUIREMENTS:

	Position Title	Comparable Position & SG	Daily Rate	Monthly Rate	Budgetary Requirements (Apr to June/Period 2024)
1					
2					

IV. DURATION OF SERVICE

	Name of JO	Position Title	Daily Rate	Monthly Rate	Duration of Service
1					
2					

"ANNEX (G)"

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** 1. CS ID No.

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX			
6 CIVIL STATUS		17. RESIDENTIAL ADDRESS	House/Block/Lot No. / Street
			Subdivision/Village / Barangay
7. HEIGHT (m)			City/Municipality / Province
8. WEIGHT (kg)		ZIP CODE	
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. / Street
10. GSIS ID NO.			Subdivision/Village / Barangay
11. PAG-IBIG ID NO.			City/Municipality / Province
12. PHILHEALTH NO.		ZIP CODE	
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.		20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME			(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		**DATE**	

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0"/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			

Please see additional sheet

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense?	If YES, give details: _____
b. Have you been criminally charged before any court?	If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	If YES, give details: _____
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:	
a Are you a member of any indigenous group?	If YES, please specify: _____
b Are you a person with disability?	If YES, please specify ID No: _____
c Are you a solo parent?	If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statemen

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*
Government Issued ID:
ID/License/Passport No.:
Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

"ANNEX (H)"

JOB ORDER HIRING PLAN

OFFICE / DIVISION

April to December 2024

☐ ORIGINAL ☐ REVISION ☐ ADDITIONAL

NO.	FUNCTION	OFFICE	STANDARD NO. OF JO WORKER	JO WORKER REQUEST	JUSTIFICATION	SSP/ MOOE/ ADMIN COST OF THE OFFICE	25% OF MOOE ALLOWED FOR JO SALARY (net of fixed cost)	COST OF JO WORKER REQUEST FOR HIRING/RENEWAL MONTHLY	COST OF JO WORKER REQUEST FOR APRIL-DECEMBER 2024
		GRAND TOTAL							

PREPARED BY:

CHIEF OF OFFICE

RECOMMENDING APPROVAL:

SAMAD B. DIBANSA
Officer-in-Charge, FMS

APPROVED:

SUHARTO T. MANGUDADATU, Ph.D.
Secretary/Director General

REVIEWED BY:

ED CONCERNED

DDG CONCERNED

"ANNEX (H)"

JOB ORDER HIRING PLAN

Region ____

April to December 2024

☐ ORIGINAL ☐ REVISION ☐ ADDITIONAL

NO.	FUNCTION	OFFICE	STANDARD NO. OF JO WORKER	JO WORKER REQUEST	JUSTIFICATION	SSP/ MOOE/ ADMIN COST OF THE OFFICE	25% OF MOOE ALLOWED FOR JO SALARY (net of fixed cost)	COST OF JO WORKER REQUEST FOR HIRING/RENEWAL MONTHLY	COST OF JO WORKER REQUEST FOR APRIL-DECEMBER 2024
		GRAND TOTAL							

PREPARED BY:

CHIEF OF OFFICE

RECOMMENDING APPROVAL:

DDG CONCERNED

APPROVED:

SUHARTO T. MANGUDADATU, Ph.D.
Secretary/Director General

REVIEWED BY:

REGIONAL DIRECTOR

"ANNEX (I)"

Knowledge Transfer Notes Form as of September 2022

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

KNOWLEDGE TRANSFER NOTES FORM

Name:	Date:
Designation:	Office:

1) What should your successor know about the most important aspects of your job?

2) What are some constraints that you encounter in your job?

3) What are some ways to overcome these constraints?

4) What are your three (3) tips for your replacement on setting into the post?

5) Brief Description of Duties

Duty	Description

6) Supervising and Reporting Procedures

Name and Position	Work Assignment	Reporting System

7) Regular and Recurring Meetings, Reports or Procedures (Include Memberships in Committees and Relevant Groups)

Title of Meeting	Time and Venue	Purpose	Relevance to Position	Focalship

8) Suggested Key Documents/Reference Materials

Title	Summary/ Importance	Location

9) Important Electronic Files

Title	Link

10) Internal Contacts

Name	Office	Contact Number	Email Address	Purpose

11) External Contacts

Name	Office	Contact Number	Email Address	Purpose

KNOWLEDGE TRANSFER MATRIX
(FOR KNOWLEDGE MANAGEMENT)

Directions: Using your job description found in your Position Description Form, complete the given **Knowledge Transfer Matrix**. You may include as many bullets points as possible or write down the key words only for each box.

Specific Knowledge	Functions/ Responsibilities	Technical Competencies

FINAL CHECKLIST

No	Task	Reason	Status

HANDOVER SIGN OFF SHEET

I hereby confirm that the content of the report is accurate and in line with the objectives of the unit.

Prepared by:

_____ _____

Signature Over Printed Name (Holder Handing Over) — Date

_____

Position

Noted by:

_____ _____

Signature Over Printed Name (Holder's Immediate Superior) — Date

_____

Position

Approved by:

_____ _____

Signature Over Printed Name (Holder's Superior) — Date

_____

Position

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

REVISED REQUEST TO RENDER OVERTIME SERVICE FORM

Office/Division	
Date	

A. Activity

_____

_____

_____

B. Justification

_____

_____

_____

C. Expected Number of Work Hours

_____

D. Target Output

_____

_____

_____

E. Target % of Accomplishment

_____

Requested by:

Name
Position Title
Office

Recommended by:

___ For Overtime Pay
___ For Compensatory Time-Off

Name of Recommending Authority/Immediate Supervisor
Office

Approved by:

Name of Approving Authority
Office