



Republic of the Philippines

**Bangsamoro Autonomous Region in Muslim Mindanao**

**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**MEMORANDUM**

Order No. **022** *JS*

Series of 2024

**TO : ALL HEADS OF OFFICES/SERVICES, SPECIAL PROGRAMS AND ATTACHED AGENCIES (BBOI, BDI, BIO, BICTO, and OSC)**  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT : Submission of Proposed Contracts of Service and Job Order (January to June 2024)**

**DATE : 06 Rajab 1445 AH | 18 January 2024**

You are hereby directed to submit your PROPOSED contracts of service and job order contracts, **excluding consultancy contracts**, subject to the following guidelines:

1. The engagement of contract workers shall be based on the need to augment the workforce of the office, provided that the proposed individuals to be engaged are qualified to perform the work to be assigned to them.
2. Heads of offices/agencies are enjoined to *genuinely* evaluate the competence and work ethics of those being recommended. You shall ensure the honest and realistic performance evaluation. The Office of the Senior Minister shall assess the compliance with previous issuances on attendance, tardiness, and other applicable policies.
3. Payment for the contracts shall be charged to the office's Maintenance and Other Operating Expenses (MOOE).
4. Contracts of service and job orders shall be for the period **covering January 2, 2024 to June 31, 2024** without prejudice to early termination of contracts as may be provided in the terms and conditions therefor.
5. No contract of service or job order shall extend remuneration of more than the equivalent of a position with **Salary Grade 18** of the **Salary Standardization Law (SSL) V Second Tranche (FY 2021 rates)**.
6. All proposed contracts of service or job orders shall be covered by group contracts, as far as practicable, and submitted for review and approval of the Senior Minister.

The contracts per office must list down the **complete names, corresponding positions and duties, and salaries** of the proposed individuals to be engaged. Refer to Annex A of this Memorandum for the template of the form to be filled-out.

7. All contracts of service or job orders are subject to existing Civil Service rules and regulations, COA-DBM Joint Circular No. 2, s. 2020 dated October 20, 2020.
8. Heads of offices/agencies whose budget is still currently disbursed by the Office of the Chief Minister are **enjoined to coordinate first** with the Finance Management Service before submitting the proposed contracts of service and/or job orders. The Office of the Wali is exempted from observing this particular guideline.
9. Special programs shall NOT exceed their total appropriations for Professional Services and/or other object of expenditures where the payment for the services of COSP and JO are usually charged.
10. Concerned agencies must submit the proposed contracts to the Office of the Senior Minister **not later than January 22, 2024 (Monday)**, provided that the office accountant, if any, certifies that payment for the contracts shall be subject to the availability of funds, and said contracts bear the recommendations of the respective heads of offices/agencies.

For information, guidance, and strict compliance.

**By Authority of the Chief Minister**  
**AHOD B. EBRAHIM:**

  
**ABUNAWAS L. MASLAMAMA**  
Senior Minister P

OCM-BARMM AMS-RD  
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Bangsamoro Autonomous Region in Muslim Mindanao  
Office of the Chief Minister  
**OFFICE OF THE SENIOR MINISTER**  
**RELEASED**  
Name: **ABDUL AZIS LU ALI**  
Date: **19 JAN 2024** Time: *Maslamama*

Bangsamoro Autonomous Region in Muslim Mindanao  
**OFFICE OF THE CHIEF MINISTER**  
Records Division - AMS  
**RELEASED**  
BY: *Maslamama*  
DATE: **19 JAN 2024**  
TIME: **8:41 AM**

**RECEIVED FOR ROUTING**  
By: **Masnah K. Midtimbang**  
Date: **19 JAN 2024**  
Time: **8:30 AM**

