



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. 24 BqW
Series of 2024

TO : ALL HEADS OF OFFICES/SERVICES, SPECIAL PROGRAMS (TABANG, AMBAG, SALAM, SLMG, and MRP) AND ATTACHED AGENCIES (BBOI, BDI, BIO, BICTO, and OSC)
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : Submission of Proposed Contracts of Service and Job Order (July to December 2024)

DATE : 25 Dhu'l-Hijjah 1445 AH | 01 July 2024


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

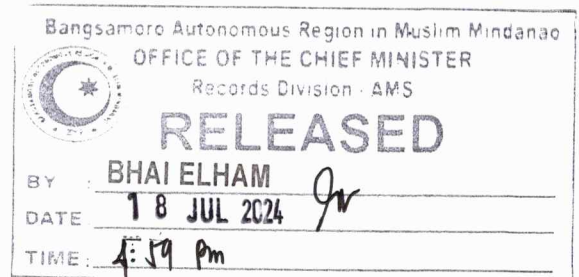
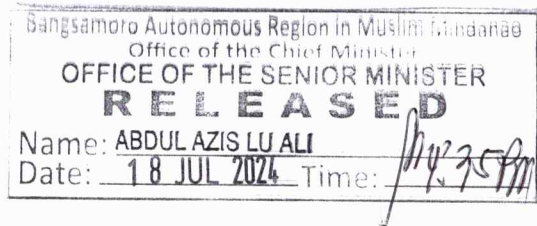
1. The engagement of contract workers shall be based on the need to augment the workforce of the office, provided that the proposed individuals to be engaged are qualified to perform the work to be assigned to them.
2. Heads of offices/agencies are enjoined to *genuinely* evaluate the competence and 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 July 1, 2024 to December 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 offices must submit the proposed contracts to the Office of the Senior Minister **not later than July 25, 2024 (Thursday)**, 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:


ABDULLAH M. CUSAIN
 Assistant Senior Minister
 Officer-in-Charge
 Office of the Senior Minister
 By Virtue of Memorandum Order No. 235
 Series of 2024



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