

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 04, s. 2008

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT/ REGIONAL / OPERATIONS / PROJECT
MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION
SUPERINTENDENTS AND ALL OTHERS CONCERNED.**

**SUBJECT : MORATORIUM ON THE FILLING OF REGULAR POSITIONS
AND HIRING OF NEW PERSONNEL, AND AUTHORITY TO
RENEW APPOINTMENTS/CONTRACTS**

Attached for your information and guidance is a copy of Budget Circular Letter No. 2007-12 dated December 12, 2007 from Secretary Rolando G. Andaya, Jr., Department of Budget and Management subject of which is: **Moratorium on the Filling of Regular Positions and Authority to Renew Appointments/Contracts of Personnel.**

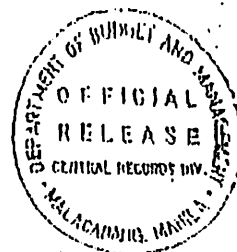
Be guided accordingly.


MARCELINO V. TUGAOEN Jr.
Administrator

January 23, 2008



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
 Building I, General Solano Street, San Miguel, Manila



CIRCULAR LETTER

No. 2007-12

December 12, 2007

TO : HEADS OF DEPARTMENTS AND AGENCIES OF THE EXECUTIVE BRANCH, INCLUDING GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS (GOCCs), GOVERNMENT FINANCIAL INSTITUTIONS (GFIs), AND ALL OTHERS CONCERNED

SUBJECT : MORATORIUM ON THE FILLING OF REGULAR POSITIONS AND HIRING OF NEW PERSONNEL, AND AUTHORITY TO RENEW APPOINTMENTS/CONTRACTS

1.0 Purpose

This Circular Letter is being issued to:

- 1.1 Reiterate the continuing moratorium on the filling of vacant regular/permanent/itemized positions by Departments/Agencies of the Executive Branch and the hiring of new casuals/contractuals, including personnel on consultancy/emergency/job order basis, while their respective Rationalization Plan has not yet been approved; and
- 1.2 Extend the authority of Department Secretaries/Agency Heads to renew the appointments of personnel on casual/temporary status and the contracts of personnel under contractual/consultancy/emergency/job order basis for a specific period.

2.0 Guidelines

- 2.1 The moratorium on the filling of regular/permanent/itemized positions, either through original appointment, promotion, transfer or reemployment, and the hiring of new casuals/contractuals, including personnel on consultancy/emergency/job order basis, shall continue to be implemented in all Departments/Agencies/GOCCs/GFIs of the Executive Branch whose Rationalization Plan has not yet been approved by this Department, consistent with Section 7 of Executive Order No. 366 and Section 13.a of its Implementing Rules and Regulations, as reiterated under DBM Circular Letters No. 2005-08, 2006-02, 2006-09, 2006-15 and 2007-08 dated 03 June 2005, 05 January 2006, 20 June 2006, 27 November 2006 and 28 May 2007, respectively.

The temporary suspension shall not apply to teaching positions, medical and allied medical items in hospitals and other medical facilities servicing agency clients, as well as to uniformed positions in the Departments of National Defense, Interior and Local Government, Transportation and Communications, and Environment and Natural Resources. However, medical and allied medical positions which primarily provide service to agency personnel are covered by the moratorium.

2.2 Department Secretaries/Agency Heads shall be allowed to renew the appointments of personnel on casual/temporary status and the contracts of personnel under contractual/consultancy/emergency/job order basis for the period that the Department/Agency is undergoing rationalization activities but not to go beyond one (1) month after the approval of the agency's Rationalization Plan or 30 June 2008, whichever comes earlier, except those personnel whose authorized period of hiring should not go beyond 31 December 2007 and those with specific deliverables for a set timeframe, subject to pertinent budgetary, civil service, accounting and auditing rules and regulations.

In the renewal of the appointments/contracts of personnel, the following provisions shall apply:

- a. For National Government Agencies, the funds appropriated for the purpose are sufficient and the action would not entail additional budgetary release or the realignment of non-Personal Services (PS) funds to PS;
- b. In the case of GOCCs, funds for the purpose shall be charged against internally-generated funds/project funds included in the Board-approved Corporate Operating Budget;
- c. The maximum number of personnel whose contracts/appointments would be renewed shall not exceed the actual employees at the start of the Department/Agency's rationalization efforts, as adjusted by the DBM-authorized hiring of new/additional personnel; and
- d. There shall be no new hiring and/or replacement of resigned/retired/separated/terminated/regularized staff.

2.3 The renewal of appointments/contracts of personnel for projects with DBM-approved staffing pattern shall be limited to the existing number of authorized positions and to the set timeframe for hiring.

3.0 Responsibility Clause

It shall be the responsibility of the Department Secretaries and equivalent Agency Heads to strictly implement the provisions of this Circular Letter.

4.0 Applicability Clause

The provisions of this Circular Letter shall be applicable until revoked.

5.0 Effectivity

This Circular Letter shall take effect upon its publication in a newspaper of general circulation.

ROLANDO G. ANDAYA, JR.
Secretary