



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

**URGENT**

**MEMORANDUM**

Order No. *208Pn*  
Series of 2020

**TO** : **ALL HEADS OF MINISTRIES, OFFICES, AND AGENCIES**  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT** : **Engagement of Contracts of Service and Job Order**  
**(April to December 2020)**

**DATE** : **March 30, 2020**

In anticipation of the expiration of the previous Contracts of Service and Job Order in the Office of the Chief Minister (OCM), Ministries, agencies and other offices by March 31, 2020, the respective heads of offices are directed to submit their contracts of service, including consultancy contracts, and job order contracts, subject to the following guidelines:

1. The hiring of contract workers shall be based on the need to augment the regular workforce of the ministry/agency/office, provided that the proposed hirees are qualified to perform the work to be assigned to them and that funds are available for the purpose.
2. A review of existing contracts of service and job order in ministries/agencies/offices may be undertaken for purposes of renewal of previous contract-workers, subject to the discretion of the respective head of office.
3. Contracts of service or job orders shall be for the period **covering April 1, 2020 to December 31, 2020**, without prejudice to early termination of contracts pursuant to the implementation of the gradual phasing out schedule.
4. No contract of service or job order shall extend remuneration of more than the equivalent of a position with Salary Grade 20 of the Salary Standardization Law.
5. Heads of offices of ministries, agencies, and offices must submit the proposed contracts to the Office of the Chief Minister **as early as March 31, 2020**, provided that there is certification of availability of funds by the

ministry/agency/office accountant, and recommendation of the respective head of office.

6. All contracts of service or job orders shall be covered by group contracts, as far as practicable, and submitted for approval of the Executive Secretary, by authority of the Chief Minister. The contracts **per ministry/office/agency** must list down the complete names, corresponding positions, salaries, and signatures of the proposed individuals to be engaged.
7. No service, except for janitorial and security services, shall be rendered under the contracts of service or job orders pending its approval by the Chief Minister.
8. All contracts or service or job orders are subject to existing Civil Service rules and regulations, and CSC-DBM-COA Joint Circular No. 1, s. 2018 dated November 9, 2018.

For information, guidance, and compliance.

  
**AHOD BALAWAG EBRAHIM**  
Interim Chief Minister

Copy furnished:

- Commission on Audit-BARMM

OCM-BARMM RD-AMS

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