



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. 005  
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  
(January to March 2020)

**DATE** : January 2, 2020

To address the need to ensure continuous delivery of government services while the Bangsamoro Transition Authority, Bangsamoro Autonomous Region in Muslim Mindanao, implements the hiring process during the 1<sup>st</sup> Quarter of 2020, all heads of ministries, offices, and agencies are directed to submit their 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 remaining workforce of the ministry/office/agency, provided that the proposed individuals to be engaged are qualified to perform the work to be assigned to them.
2. Payment for the contracts shall be charged to the ministry/office/agency's Maintenance and Other Operating Expenses (MOOE) in the 2020 Bangsamoro Appropriations Act.
3. The maximum allowable contracts shall be 20% of the approved staffing pattern for every ministry/office/agency as reflected in the NOSCA.


**Illustration:** There are 280 positions in the Approved Staffing Pattern as reflected in the NOSCA of Ministry A. The maximum allowable contracts for said ministry are 56 contracts of service.

4. Contracts of service or job orders shall be for the period **covering January 1, 2020 to March 31, 2020**, 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 20 of the Salary Standardization Law.
6. All contracts of service or job orders shall be covered by group contracts, as far as practicable, and submitted for approval 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. Heads of offices of ministries/offices/agencies must submit the proposed contracts to the Office of the Chief Minister **no later than January 10, 2020**, provided that the ministry/office/agency accountant certifies that payment for the contracts shall be subject to availability of funds, and said contracts bear the recommendation of the respective head of office.
8. 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.
9. 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.

**By Authority of the Chief Minister**  
**AHOD BALAWAG EBRAHIM, AL HAJ**

  
**ABDULRACH A. MACACUA**  
*Executive Secretary-Designate*

Copy furnished:

- Commission on Audit-BARMM

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO	
OFFICE OF THE CHIEF MINISTER	
OFFICE OF THE EXECUTIVE SECRETARY	
<b>RELEASED</b>	
Name: <u>Daisy</u>	
Date: <u>01/03/20</u>	Time: <u>3:00 PM</u>
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