

**DENR Memorandum Order**  
**No. 2001 – 12**  
**August 21, 2001**

**SUBJECT : Renewal of Contracts of Persons  
Under Contract – 29.**

To effectively monitor the proposed “Contracts of Service” of persons in the Central Office under Object-29, the same shall be forwarded to the Personnel Division which shall review the contracts particularly the required qualifications of the person concerned to the position of which hi/her service is being contracted, prior to the signing of the contract. The Personnel Division/Section shall maintain records on every Contract of Service of persons hired under Contract-29 and submit quarterly report to the Assistant Secretary for Finance and Management Services. However, the Undersecretaries supervising the offices where the persons will be employed are required to sign the Contracts of Service.

The same process shall be done in the Bureaus and Regional Offices where their Administrative Division and Personnel Section shall do the evaluation and maintenance of indexes and records of every Contract of Service. The signatories of these Contracts shall be the Bureau Directors and the respective Regional Executive Directors.

In the hiring of persons under Contract-29, the concerned offices shall take into consideration the pertinent provisions of DBM Circular Letter No. 2000-11 dated 01 June 2000 entitled, “Compensation of Contractual Personnel and Individual Professional Consultants”.

This Order shall take effect immediately and supersedes previous orders/instructions on this subject.

**(Sgd.) HEHERSON T. ALVAREZ**  
Secretary