



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII
SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY



June 11, 2018

DIVISION MEMORANDUM

No. 198, s. 2018

**REVISED POLICY GUIDELINES ON THE HIRING OF SCHOOL
CONTRACTUAL UTILITY/WATCHMAN EMPLOYEES**

**TO: PUBLIC ELEMENTARY / SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

Whereas, **RULE IV: Section 4.2: Authority, Accountability and Responsibility of the Schools Division Superintendent, Item 2:** Provides that planning and managing the effective and efficient performance of all personnel, physical and fiscal resources of the division, including professional **staff development**, (*emphasis supplied*);

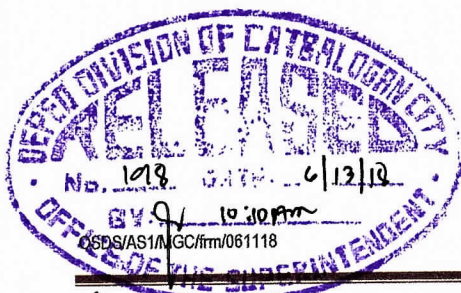
Whereas, the tenor of **Item 7** under the same **Rule** confers authority upon **Schools Division Superintendent** in supervising the operations of **all public** and private elementary, secondary and integrated schools and learning centers (*emphasis supplied*);

Wherefore, in line with the division's initiative to come up with an appropriate intervention to contractual employees in the field, aimed for their professional and academic development, hereunder are the revised policy guidelines in the hiring of school contractual utility/watchmen, to wit:

1. Contract of employment shall be recommended for approval and approved by the School Head and the Schools Division Superintendent, respectively.
2. The duration of the contract shall, in no case be beyond (6) six months from the approval thereof. No automatic renewal of employment should be provided in the contract.
3. Determination of the honorarium/wage for services rendered shall be dependent upon the commensurate amount to be determined by the school head concerned, taking into consideration the amount of School MOOE and other necessary and indispensable expense in school operation.
4. For uniformity, the prescribe template for Job Contract is hereby advised. (*Please find attached template*)

Finally, any stipulation in this Memorandum inconsistent to any existing rules and regulations as maybe issued by oversight agencies, shall be deemed automatically abrogated. This Memorandum shall take effect immediately.

For information, guidance and compliance.



CRISTITO A. ECO, CESO VI
Schools Division Superintendent





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JOB CONTRACT

This JOB CONTRACT entered into by and between the Republic of the Philippines through DepEd Division of Catbalogan City, **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**, herein referred as FIRST PARTY, and **(name of contractual employee)** and a resident of **(address)** referred to herein as the Contractual Employee, herein referred as SECOND PARTY.

1. That I, **CRISTITO A. ECO, CESO VI**, Schools Division Superintendent and **(name of contractual employee)**, do hereby agree to enter into a contract of work under the following conditions, to execute and work on the job herewith described:
 - a. To perform duties as **(Watchman/Utility)** in the office of **(Name of School/Office)**.
 - b. To perform janitorial/utility services like cleaning office tables, equipment and surroundings.
 - c. To perform other related work as directed by higher authorities;
2. That the SECOND PARTY agrees to devote her/his knowledge, training and skills as an employee of the **(School/Office)** from **(date) must not exceed 6mos from approval of contract to (date)**, inclusive from and after the date of this contract for the sum of **(to be determined by the school head)**, payable in monthly as per allotment of said school/office;
3. That upon termination of this **JOB CONTRACT**, it shall *ipso facto* terminate the contractual relation between the FIRST PARTY (**DepEd**) and SECOND PARTY (**contractual employee**). Any breach on the terms and conditions of this contract from either party, shall cause termination of this contract, subject to submission of a valid clearance from monetary and property accountabilities on the part of the SECOND PARTY and payment of equivalent honoraria by the FIRST PARTY (**DepEd**) equivalent to the commensurate amount for days of actual services, prior to termination thereof, as rendered by the SECOND PARTY.
4. That this **JOB CONTRACT** is entered in good faith with full knowledge of the conditions and/or stipulations herein stated with free will and volition and without mental reservation.

IN WITNESS WHEREOF, WE have hereunto affixed our signature this _____ day of _____ at Catbalogan City.

RECOMMENDING APPROVAL:

 School Head

CONFORMED:

 Contractual Employee

WITNESS:

1. _____

2. _____

ALLOTTED BUDGET:

MARISTELA T. CABALQUINTO
 Budget Officer

FUNDS AVAILABILITY:

JESSIE ROSE B. CABAÑERO
 Accountant

APPROVED:

CRISTITO A. ECO, CESO VI
 Schools Division Superintendent

