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CYO Councilor Hon. Shane Olen F. Gonzales

a. Job Order - refers to the hiring of a worker for piece work or intermittent job of short duration not exceeding six (6) months and pay is on a daily or hourly basis. It is to be understood that the piece work or job to be performed require special or technical skills not available in the agency and the same is to be accomplished under the worker's own responsibility and with minimum supervision by the hiring office;

- b. Contract of Service - refers to the engagement of the services of a person, private firm, non-governmental agency or international organization to undertake a specific work or job requiring special or technical skills not available in the City Government within a specific period not exceeding One (1) year;

SECTION 4. LIMITATIONS ON THE ENGAGEMENT OF JO AND COS PERSONNEL

- a. The engagement of Job Order (JO) and Contract of Service (COS) personnel by the City Government of Naga shall be strictly limited to roles that are project-based or seasonal in nature, as well as those requiring highly technical or specialized services. Such engagements must also be limited to functions that are time-bound, meaning they have a definite duration and are not intended to cover ongoing or permanent needs;
- b. Under no circumstance shall JO or COS personnel be hired to perform regular and recurring functions, or to provide clerical or administrative support that is intended to be carried out by plantilla or permanent staff. These categories of work must remain within the purview of plantilla-based employees, in accordance with established government staffing policies;
- c. Furthermore, the City Government of Naga shall endeavor to limit the total number of JO and COS personnel engaged to Ten percent (10%) of the total workforce; and any change in the percentage shall be justified in writing by the City Mayor. This limitation is set to ensure that the majority of government functions and services are carried out by regular plantilla personnel, thereby promoting stability, accountability, and the proper allocation of public resources;

SECTION 5. CENTRALIZED HIRING AND REVIEW OF JO/COS - The process of hiring Job Order (JO) and Contract of Service (COS) personnel within the City Government of Naga shall be centralized and subject to a comprehensive review, as follows:

- a. The Department Head, through the Personnel Request Form (PRF) available at the City Human Resources Management Office (CHRMO), must justify the necessity of hiring JO/COS personnel for project-based, seasonal, highly technical, or specialized services that are time-bound, including the skills necessary for the job or project required;
- b. Subsequently, the CHRMO will review the staffing requirements of the concerned department to ensure that personnel engagement aligns with actual service needs and complies with cost efficiency and transparency standards;
- c. The City Budget Officer is responsible for certifying that funds or appropriations are available within the current budget for the proposed hiring;

- d. The duly constituted Personnel Selection Board (PSB) shall conduct the appropriate screening and selection process from among the qualified applicants; and thereafter, submit its recommendation to the City Mayor or, in the case of the Sangguniang Panlungsod, the Vice Mayor;
- e. Finally, the City Mayor or Vice Mayor, as the appointing authority, will make the final approval for engagement, ensuring adherence to the limitations and policies set forth in this ordinance;

SECTION 6. ANNUAL WORKFORCE RATIONALIZATION PLAN - The City Human Resources Management Office (CHRMO) is tasked with submitting a yearly report to both the City Mayor which shall be included during budget deliberations and considered by the Sangguniang Panlungsod in the authorization of the budget. This report shall contain the recommendations for the improvement of the city government's workforce structure to ensure efficient delivery of services, such as:

- a. Positions to be retained. The report will identify which positions should remain within the organizational structure, taking into account the continuing needs and priorities of the City Government of Naga;
- b. Positions to be reduced. The Human Resources Management Office will recommend roles that may be downsized or eliminated, based on changing operational demands and the pursuit of greater efficiency;
- c. Functions to automate or consolidate. The report will also highlight specific functions or processes that can be streamlined through automation or consolidation, thereby improving productivity and resource allocation;

SECTION 7. TRANSPARENCY MECHANISMS - To promote accountability and ensure that the public is well-informed regarding the engagement of Job Order (JO) and Contract of Service (COS) personnel, the City Human Resources Management Office (CHRMO) is mandated to implement the following transparency mechanisms:

- a. No later than the first quarter of each year, the CHRMO shall publish comprehensive data related to JO and COS personnel. This information shall be disseminated through the City's official social media pages, transparency boards, and other appropriate platforms accessible to the public;
- b. The annual publication must include, by office, the total number of JO and COS personnel, the aggregate cost incurred for their engagement, and a detailed description of the functions performed by these personnel. By making this information readily available, the City Government of Naga ensures that all stakeholders are kept informed about the use of public resources and the roles fulfilled by JO and COS personnel within each department.

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SECTION 8. TRANSITORY PROVISION - Existing Job Order and Contract of Service personnel whose services are deemed necessary as justified by the Head of Office and validated by the Human Resources and Management Office, shall be retained until such time that the personnel services ceiling allows the creation of positions corresponding to the skills or services required by the said office.

SECTION 9. REPEALING CLAUSE - All ordinances, or parts thereof, which are inconsistent with this ordinance are hereby repealed or modified accordingly;

SECTION 10. SEPARABILITY CLAUSE - If any part of this ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in effect;

SECTION 11. EFFECTIVITY - This ordinance shall take effect immediately upon approval and publication in a newspaper of local circulation.

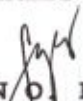
ENACTED: June 23, 2026.

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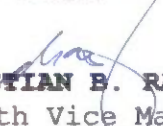
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WE HEREBY CERTIFY to the correctness of the foregoing ordinance.


LILIAN O. PASCUAL
Acting Secretary to the
Sangguniang Panlungsod


SOPHIA NATALIE B. STA. ISABEL
City Youth Secretary to the
Sangguniang Panlungsod


GABRIEL H. BORDADO JR.
City Vice Mayor
& Presiding Officer


DAN CHRISTIAN B. RAGAY
City Youth Vice Mayor
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APPROVED:


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City Youth Mayor

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