



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

**SPECIAL ORDER**

No. 971  
Series of 2024

**SUBJECT : RECONSTITUTION OF THE REVIEW COMMITTEE ON THE SELECTION, HIRING AND ADOPTION OF COMPENSATION SYSTEM FOR CONTRACT OF SERVICE PERSONNEL**

The Review Committee for Contract of Service Personnel is hereby reconstituted as follows:

Chairperson : Undersecretary for Administration  
Co-Chairperson : Assistant Secretary for Administration  
Vice-Chair : Director for Administrative Service  
Members : Chief of Staff  
Director, Financial and Management Service  
Director, Legal Service  
Chief, Budget Division  
Chief, Management Division  
Chief, Personnel Division  
Secretariat : One (1) staff from the Office of the Undersecretary for Administration  
One (1) staff from the Office of the Assistant Secretary for Administration  
Two (2) staff from the Personnel Division

Functions of the Committee:

1. Review, evaluate and enhance the protocol and guidelines on the selection and hiring of contract of service personnel;
2. Review all requests from various offices for hiring of contract of service personnel for the consideration/approval of the approving authority;
3. Deliberate all the requests and provide recommendations to the approving authority; and
4. Perform other tasks as may be needed.

This Order takes effect immediately and shall remain in force until revoked in writing. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 3<sup>rd</sup> day of July 2024.

**FRANCISCO P. TIU LAUREL JR.**  
Secretary

