



Office of the Chancellor
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The Health Sciences Center



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MEMORANDUM NO. CMLT-2023-005

TO : Administrative Officers / Concerned Staff
THROUGH : Deans, Directors, Heads of Units/Offices
SUBJECT : Checklist of Required Documents on Engaging/Hiring Contract of Service (COS) / Job Order (JO) Workers


When engaging or hiring Contract of Service (COS) / Job Order (JO) workers, the following required documents must be consolidated at the college/unit level prior submission to the Human Resource Development Office (HRDO) in hard copies:

1. Approved Authority to Hire (ATH)
2. Approved letter request for hiring such personnel
3. Organizational Chart (indicating the position requested)
4. Basic Paper
5. Contract of Service (COS)
6. Personal Data Sheet (PDS)
7. Transcript of Records (TOR)
8. Diploma
9. Certificate of Employment (if applicable)
10. Certificate of Training/Seminars (if applicable)
11. Civil Service Eligibility/PRC License ID (if applicable)
12. Confidentiality and Non-Disclosure Undertaking
13. Limited Practice of Profession (if applicant is engaged in other government agency or private practice)

Pursuant to [Memorandum No. NGY 22-30](#) on *Updates on the Process in Engaging Contract of Service (COS) / Job Order (JO) Workers*, effective 21 February 2022, all offices/units engaging services of COS/JO workers must use the online request for Authority to Hire (ATH).

For further questions/clarifications, you may contact the HRDO's Recruitment, Selection and Placement Section at 8814-1228.

For your information, guidance, and compliance.


Dr. Michael L. Tee
Professor and Chancellor