

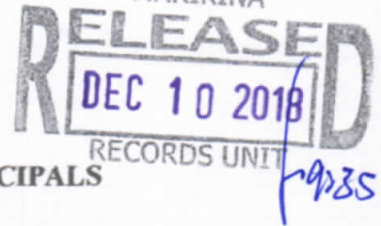


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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DIVISION OF CITY SCHOOLS
MARIKINA



MEMORANDUM

**TO: ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS
OFFICER-IN-CHARGE
CHIEF EDUCATION SUPERVISORS – CID AND SGOD
UNIT HEADS
ALL CITY PAID EMPLOYEES**

**SUBJECT: RENEWAL OF CASUAL / CONSULTANT / PROJECT-BASED
APPOINTMENT**

DATE: December 06, 2018

Please see attached Memorandum dated November 27, 2018, signed by the City Personnel Officer, Janet S. Obispo, content of which is self-explanatory.

In this regard, recommendation coming from School Heads shall be forwarded directly to the office of **Mr. Raymond E. Aquino**, OIC-School Repair and Maintenance Group and those from the Unit Heads, SDO shall be forwarded to **Mr. Joseph T. Santos**, Education Program Supervisor on or before **December 10, 2018**.

Immediate and wide dissemination of this memorandum is desired.


JOEL T. TORRECAMPO
Officer-In-Charge

Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
CITY PERSONNEL OFFICE

DIVISION OF CITY SCHOOLS
MARIKINA

RECEIVED
28 NOV 2018
10:30

27 November 2018

MEMORANDUM

FOR : All Concerned

SUBJECT : **RENEWAL OF CASUAL/CONSULTANT APPOINTMENTS/Project-Based**

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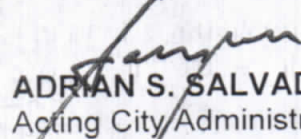
Please be reminded that the appointments of all casual/consultant /project based employees under your jurisdiction will expire at the close of business **31 December 2018**.

In this regard, please submit your recommendation for the renewal of project-based employees, casual employees including their **Individual Performance Commitment and Review Form** (July-December 2018) and the consultant appointees with their accomplishment report for the period July –December 2018.. For **casual employees**, please attach two (2) copies of Personal Data Sheet (PDS).

Deadline of submission is on **15 December 2018**.


JANET S. OBISPO
City Personnel Officer

Noted:


ADRIAN S. SALVADOR
Acting City Administrator

LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)