



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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DEC 15 2020

**MEMORANDUM**

**TO : ALL CONCERNED**

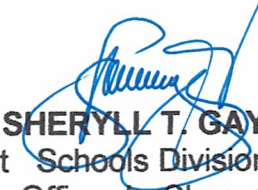
**SUBJECT : RENEWAL OF CASUAL/CONSULTANT  
APPOINTMENTS/Project-Based**

**DATE : December 15, 2020**

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Please see attached Memorandum dated December 1, 2020, signed by the Acting City Administrator / City Personnel Officer, **JANET S. OBISPO**, content of which is self-explanatory.

Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Republic of the Philippines  
CITY OF MARIKINA

Office of the City Administrator

01 December 2020

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

RECEIVED

DEC 14 2020

Time: 11:11

MEMORANDUM

FOR : All Concerned

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

TRN: --

EWID R. M...  
Records Unit  
DepEd Marikina

x-----x

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 2020.**

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 2020), and the consultant appointees with their accomplishment report for the period July-December 2020..

Relatively, please include in the submission the individual work target of casual employees for the period **January-June 2021** and your Personal Data Sheet (PDS).

Deadline of submission is on **15 December 2020.**

  
JANET S. OBISPO  
Acting City Administrator/  
City Personnel Officer