



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

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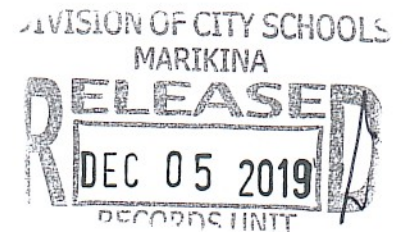


MEMORANDUM

TO : ALL CONCERNED


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

DATE : November 28, 2019



Please see attached Memorandum dated November 21, 2019, 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
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA

Office of the City Administrator

21 November 2019

SCHOOLS DIVISION OFFICE
Marikina City
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Date: _____

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By: 

MEMORANDUM

FOR : All Concerned

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


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 2019**.

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 2019), and the consultant appointees with their accomplishment report for the period July-December 2019.

Relatively, please include in the submission the individual work target of casual employees for the period January-June 2020.

Deadline of submission is on **15 December 2019**.


JANET S. OBISPO
Acting City Administrator/
City Personnel Officer