



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE – MARIKINA CITY

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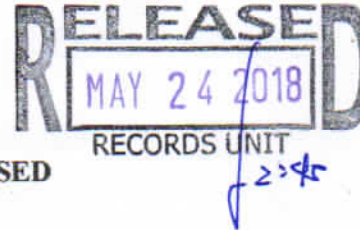


MEMORANDUM

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

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

DATE: May 24, 2018



Please see attached Memorandum dated May 09, 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 **June 08, 2018**.

Immediate and wide dissemination of this memorandum is desired.

For:

SHERYLL T. GAYOLA

Officer-In-Charge
Office of the Schools Division Superintendent

By:



ELIZALDE Q. CENA

Chief Education Supervisor, SGOD
OIC, Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
CITY PERSONNEL OFFICE

DIVISION OF CITY SCHOOLS
MARIKINA
RECEIVED
22 MAY 2018
RESOURCES UNIT

9 May 2017

MEMORANDUM

FOR : All Concerned


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

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 **30 June 2018**.

In this regard, please submit your recommendation for the renewal of casual employees, project-based employees including their **Individual Performance Commitment and Review Form** (January-June 2018, **please indicate the middle name of casual employees in the IPCR**) and the consultant appointees with their accomplishment report for the period January –June 2018.

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


JANET S. OBISPO
City Personnel Officer



LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)