



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MAR 21 2024

MEMORANDUM

REITERATION OF 30-DAY NOTICE REQUIREMENT FOR RESIGNATION

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
Administrative Officer V
All City-Paid Employees

1. Attached is the Memorandum from City Human Resources Management Department dated March 6, 2024, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. All city paid employees is expected to follow the said requirement in rendering the resignation.
3. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

REQUIREMENT EMPLOYEE RESIGNATION

MMP/NAV/DM – REITERATION OF 30-DAY NOTICE REQUIREMENT FOR RESIGNATION

099 / March 19, 2024

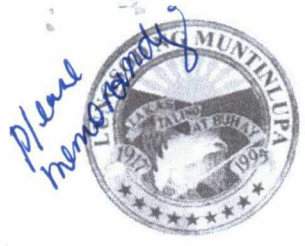
UN-2024-099



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 8805 - 9935, (02) 8805 - 9940
 sdo.muntinlupa@gmail.com



ADMIN



Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



MEMORANDUM

TO : ALL DEPARTMENT HEADS AND EMPLOYEES OF THE CITY GOVERNMENT
FROM : CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT
DATE : 6 MARCH 2024
SUBJECT : REITERATION OF 30-DAY NOTICE REQUIREMENT FOR RESIGNATION

In reference to Memorandums dated 24 August 2020, and 2 April 2018 as attached, and pursuant to Section 104, Rule X of the 2017 Omnibus Rules on Appointments and Other Human Resource Action, as amended, (2017 ORAOHRA), which provides, as follows:

“Resignation is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which **shall not be less than thirty (30) days from the date of such notice** or earlier as mutually agreed upon by the employee and the appointing officer/authority.”

This office hereby reiterates the 30-day notice required for resignation to be **addressed to City Mayor Rozzano Rufino B. Biazon**. The following details must also be present in the notice before submission to the Office of the City Mayor:

- a. Preparation and submission date (example- March 6, 2024)
- b. Last day of service (example- April 5, 2024);
- c. Effective date (example- April 6, 2024);
- d. Noted by the concerned department head; and
- e. Contact details of the concerned employee

For strict compliance.

[Signature]
ELIZABETH A. GAVIOLA
Acting Head, CHRMD

CENTRAL RECORDS OFFICE
RECEIVED
BY: ROAN MORALES
DATE: 3/12/2024 TIME: 4:13

Noted by:

[Signature]
Engr. ALLAN A. CACHUELA
City Administrator

cc: Mayor Rozzano Rufino B. Biazon

2024 - 3-15-80
MAR-2024 - 303

