



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

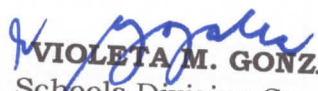
DEC 05 2024

MEMORANDUM

RECOMMENDATION FOR RENEWAL JOB ORDER

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is the Memorandum from Elizabeth A. Gaviola, Acting Head, CHRMD dated November 22, 2024, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. All concerned departments and offices are hereby directed to submit their recommendation on or before **December 13, 2024** for the renewal of **Job Order Personnel** from **January 1, 2025 to June 30, 2025**.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

RECOMMENDATION

RENEWAL

JOB ORDER PERSONNEL

AGP/NAV/DM – MOBILE BLOOD DONATION PROGRAM
_____/ December 4, 2024



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



Received: *[Signature]*
 EVELYN N. DINGAL
 Administrative Officer II
 SDO-Muntinlupa
 11-26-24
 11:30am

Memo

TO : All Concerned Departments and Offices of the City Government

DATE : 22 November 2024

SUBJECT : Recommendation for Renewal of Job Order Personnel for the period January 1, 2025 to June 30, 2025

All concerned departments and offices are hereby directed to submit their recommendation for the renewal of **job order personnel** from **January 1, 2025 to June 30, 2025**.

A separate letter shall be submitted if you have Job Orders recommended for non-renewal or end of contract on December 31, 2024.

Please submit the required documents on or before **December 13, 2024 (Friday)**.

For the information and strict compliance of all concerned.

[Signature]
ELIZABETH A. GAVIOLA
 Acting Head, CHRMD

CENTRAL RECORDS OFFICE
RECEIVED
 BY: ROAN MORALES *[Signature]*
 DATE: 11/25/2024 TIME: 3:55

Noted by:

[Signature]
Hon. ROZZANO RUFINO B. BIAZON
 City Mayor

DATE: _____ TIME: _____
 BY: _____
RECEIVED
 CENTRAL RECORDS OFFICE

662
 11-26-24