



MEMORANDUM

FOR : The Manager
Administrative Services Department

FROM : The Manager
Corporate Planning Department

SUBJECT: Rehiring of Job Orders

DATE : 26 January 2021

This is to request for the renewal of Contract of the following Job Orders (JOs) assigned at Corporate Planning Department for the month of January 2021:

1. Ms. Margarita Flororita
2. Mr. Gerardo Arcangel III

Due to the non-renewal of Mr. Mark Anthony Virtus, this is to likewise request consideration that instead of eleven (11) days, Mr. Arcangel shall be paid work for twenty two (22) days, similar to that of Ms. Flororita.

Further, both Ms. Flororita and Mr. Arcangel shall be paid a similar daily rate since their functions are comparatively similar. Currently, Ms. Flororita also serves as a project officer of various infrastructure projects in addition to providing administrative assistance functions in the Department.

Hoping for your consideration.


FRANCIS RANDY J. HORTELANO

