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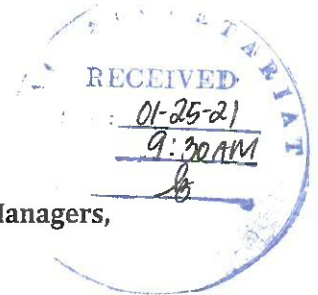
MEMORANDUM

TO : All Assistant Chief Operating Officers, Department Managers,
Officer-in-Charge, Resident Managers

FROM : The Manager, Administrative Services Department

SUBJECT : Rehiring of Job Order for the period February 1 to 28, 2021

DATE : January 21, 2021



Please be informed that the contract of service of job order hires will expire on January 31, 2021.


Relative to the above, kindly fill-out the Supervisor's Summary Rating Sheet by referring to the attached Behavioral Evaluation Form as one of the basis for their rehiring / termination.

Likewise, may we request you to submit recommendations with corresponding endorsement from your Sector Head and approval from the Chief Operating Officer on or **January 28, 2021**, using the format below:

REHIRING OF JOB ORDERS FOR THE PERIOD FEBRUARY 1-28, 2021		
NAME	RATE PER DAY W/ 20% PREMIUM	TASKS
1.		
XX	XX	XX

Your early submission will facilitate the preparation of the contracts in accordance to the rules and regulations of the Commission on Audit and signed contract is a pre-requisite to the processing of the salaries of Job Orders- (No Contract, No Salary).

Thank you for your usual cooperation.


ROSANNA M. OLGADO