



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Regional Office No. VIII
DENR 8 Compound, Brgy. 2, Jones Extension, Tacloban City
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ENVIRONMENTAL MANAGEMENT BUREAU
RELEASED BY: *[Signature]*
DATE: *07-01-2022*
TIME: *10:00 AM*

MEMORANDUM

TO : DIVISION CHIEFS/SECTION CHIEFS/UNIT HEADS
Environmental Management Bureau Regional Office No. 8
DENR 8 Compound, Brgy. 2, Tacloban City

FROM : THE OIC - REGIONAL DIRECTOR
Environmental Management Bureau Regional Office No. 8

SUBJECT : SUBMISSION OF REQUEST FOR HIRING/RENEWAL OF
CONTRACT OF SERVICE FOR JULY - DECEMBER 2022

DATE : June 17, 2022

In line with the termination of contractual services effective June 30, 2022, please be reminded to submit the following documents to the HR Unit on or before June 30, 2022.

- a. Memorandum from the division chief/section chief/unit head, stating the request and justification to include but not limited to statement that services needed are in accordance with the functions of the office and that these functions are not already being performed by other units of the office; and no regular personnel is performing the required tasks;
- b. Updated and completely filled out Personal Data Sheet (2017 Version) of the Second Party;
- c. Accomplished Performance Evaluation Sheet, Individual Performance Commitment and Review (IPCR) and generated Accomplishment Report through the Integrated Information System (IIS) of the previous contract period;
- d. Photocopy of submitted 2022 Work and Financial Plan, duly received at the Planning Unit/ Division; and
- e. Four (4) copies of Draft Contract of Service

For strict compliance.

ENGR. REYNALDO B. BARRA
[Signature]