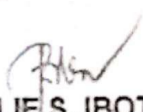


SULTAN KUDARAT STATE UNIVERSITY
EJC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

Office of the Human Resource Management & Development

Memorandum No. 15, s. 2024

FOR : ALL CONCERNED DIRECTORS, DEANS AND OFFICE HEADS

FROM :  ROSALIE S. IBOT, MPM
Director, HRMDO

SUBJECT : PARTICIPATION IN THE ORIENTATION OF NEWLY-HIRED PERSONNEL

DATE : September 20, 2024

The Human Resource Management and Development Officer will be having an Orientation Seminar on the newly-hired Faculty members, Administrative Support Staff and Office Staffs (Job Order) and Contract of Service (COS) of this Institution on September 24-25, 2024, at 3rd Floor Multi-Purpose Hall, Administration Building, ACCESS, EJC Montilla, Tacurong City.

In this connection, this Office is requesting your cooperation in this event through sending your personnel on the said orientation on September 25, 2024 for them to be orientated with the various ARTA Process, Revised Rules on Administrative Cases in Civil Service and other related matters. Attached is the list of concerned Job Order/ Contract of Service for your reference.

For your information and appropriate action.

