



Ref. No. 2023- 09- 70
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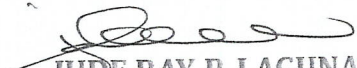
MEMORANDUM

TO : MELISSA A. RESMA
Compliance OfficerTHRU :  
JOELL H. LALES
Assistant Director and Interim Head, Administrative and Finance
DivisionSUBJECT : SUBMISSION OF REQUESTED DOCUMENTS RELATED TO HIRING
OF PERSONNEL

We are respectfully submitting the following documents as requested by your office:

- Inventory with Status Matrix for vacant positions for Plantilla and COS positions (*Annex A*)
- Internal Guidelines on Recruitment, Replacement and Promotion of Contract of Service (COS) Personnel (*Annex B*)
- 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018) (*Annex C*)
- Department Order No. 8, series 2019 from the Department of Agriculture with Subject: Merit Selection Plan(MSP) (*Annex D*)
- Timelines on Recruitment, Replacement and Promotion of Contract of Service Personnel (*Annex E*)
- Flowchart for Hiring of Plantilla (*Annex F*)

Thank you.


JUDE RAY P. LAGUNA
Head, HRMS
