

Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

ALL BAR COS

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Ref. No. 2021-10-06
October 19, 2021

MEMORANDUM FROM THE DIRECTOR

To : ALL BAR COS STAFF

Subject : Submission of Required Documents for Renewal of Contract and Payment for Initial Salary for CY 2022

To facilitate the approval of request for renewal of contract of service and avoid penalties in the payment of taxes resulting from non-submission of required documents, the following reminders are issued for your early and appropriate action:

1. Submission of Letter of Intent for Renewal of Contract for January to June 2022 to the HRMU with the following attachments:
 - a. Accomplished Updated Personal Data Sheet
 - b. Medical Examination Results on the following:
 - Chest X-ray
 - Drug Test
 - Urinalysis
 - Hematology
 - c. Copy of Accident Insurance for the year 2022

Deadline : November 30, 2021
3. Submission of Proof of Payment of Individual Annual Registration Fee of PhP500.00 to the BIR for CY 2022 to the HRMU
Deadline : January 15, 2022
4. Submission and Filing of Sworn Declaration as basis of withholding of tax by the DA-BAR for CY 2022 to the Finance Unit
Deadline : January 31, 2022

If the deadline falls on a weekend, submission shall be on Friday or the last working day immediately preceding the original deadline.

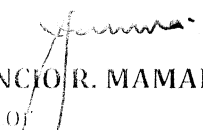


All concerned are instructed to coordinate with the HRMU for issuance and accomplishment of prescribed forms and submission of documents. The Finance Unit shall provide assistance in the accomplishment and submission of required BIR forms.

In this regard, division/section/unit heads are advised to coordinate and ensure compliance of COS employees within their jurisdiction.

Failure to comply shall be dealt with accordingly without prejudice to penalties or legal and administrative consequences that may arise as a result of negligence or analogous circumstances.

Done this 19th day of October 2021.


VIVENCIO R. MAMARIL, Ph.D.
Director