

Reference No. 2024-04 85  
May 2, 2024

## MEMORANDUM FROM THE DIRECTOR

TO : ALL DIVISION, UNIT, SECTION HEADS

ATTENTION : JUDE RAY P. LAGUNA  
OIC Head, Admin. & Finance Division/Human Resource Management Unit

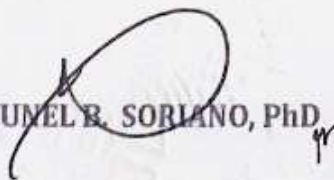
SUBJECT : CONTRACT OF SERVICE RENEWAL FOR SECOND SEMESTER CY 2024

In view of the Bureau's mandate to consistently and efficiently deliver quality services within and with our servicing clientele, thus the hiring of Contract of Service Personnel is crucial to augment the Bureau's work force to address the demand of increasing workload and management of various programs in accordance with our core functions and mandate.

Taking into account and emphasizing the bureau's goal of consistently upholding a culture of excellence, exceptional work ethics and right attitude at the workplace, you are hereby directed to **provide a thorough and objective review of the individual performances** of your respective Contract of Service (COS) personnel covering the period from January to May 2024. This would become our common basis for their renewal.

With this, you are expected to submit the individual Performance Rating Sheet together with the Letter of Intent and PDS of your respective COS personnel to the Office of the Director on or before **May 17, 2024**. Failure to do so would result in the non-inclusion of your COS staff in the list of renewal.

For your strict compliance.

  
JUNEL B. SORIANO, PhD