



REPUBLIC OF THE PHILIPPINES
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Reference No. 2025- 296
June 30, 2025

MEMORANDUM FROM THE OIC DIRECTOR

TO : ALL DIVISION AND UNIT HEADS

ATTENTION : ALL CONTRACT OF SERVICE (COS) PERSONNEL


SUBJECT : DULY NOTARIZED RENEWAL CONTRACTS AS PREREQUISITE FOR OFFICIAL TRAVEL OF COS PERSONNEL

For the welfare of all COS personnel, only those COS with perfected contracts (completely signed and notarized) for the period July 1 to December 31, 2025 shall be allowed to travel on official business.

As such, travelling COS personnel in the next 2 weeks shall cooperate and immediately coordinate with the Human Resources Management Unit (HRMU) in expediting the signing and notarization of their Contracts.

The HRMU is strictly tasked to enforce this directive which is a follow through on the Memorandum issued on June 25, 2025 enjoining all Heads of Units and Divisions to instruct their COS staff to immediately sign their renewal contracts in order to continue in performing their existing tasks for the next semester.

For strict compliance.


JOELL H. LALES, RAgr, MTM
OIC Director