



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

COS / UMISD
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Ref. No. 2021-05- 24
May 20, 2021

MEMORANDUM FROM THE DIRECTOR

To : All Contract of Service (COS) Staff
All Division Heads

Subject : Renewal of Contract of Service for July to December 2021

To facilitate submission and approval of request to the Office of the Secretary for the renewal of contracts of service of all DA-BAR staff for July to December 2021, all Contract of Service (COS) staff are required to submit a letter of intent for renewal of service contract using the attached format.

Deadline of submission is June 04, 2021.

All division heads are advised to provide the necessary guidance and instructions in this regard.

For compliance of all concerned.


VIVENCIO R. MAMARIL, Ph.D.

Attachment: as stated



(+632) 8461-2800 / 8461-2900
rd@bar.gov.ph
www.bar.gov.ph
@DABAROfficial

*A food-secure and resilient Philippines
with prosperous farmers and fisherfolk*



(DA-BAR LETTERHEAD NOT REQUIRED)
LETTER OF INTENT TO RENEW CONTRACT OF SERVICE

Date

DIR. VIVENCIO R. MAMARIL, Ph.D.

Bureau of Agricultural Research
RDMIC Bldg., Visayas Avenue
corner Elliptical Road
Diliman, Quezon City

Attention : **MS. LUDIVINA M. PELAYO**
Head, HRMU

Dear **Director Mamaril**:

May I respectfully submit my intention for the renewal of my contract of service with the DA-BAR for July to December 2021. Documentary and other requirements shall be submitted to your office upon instructions.

Thank you for your usual support and consideration.

Very truly yours,

(Signature over Printed Name)

Recommended by:

(Signature over Printed Name
Division Head

APPROVED/DISAPPROVED:

VIVENCIO H. MAMARIL, Ph.D.
Director