

Reference No. 2023- 124
 December 4, 2023

MEMORANDUM FOR THE SECRETARY

 THROUGH : **Atty. ALVIN JOHN F. BALAGBAG**
 Head Executive Assistant and Chief-of-Staff

ATTY. JANE C. BACAYO
 Undersecretary- Designate for Administration and
 Chairperson, Review Committee on the Selection, Hiring and
 Adoption of Compensation System for Contract of Service Personnel

JESSAMIN B. ARANAS
 OIC-Chief, Personnel Division

 SUBJECT : **REQUEST FOR ADDITIONAL CONTRACT OF SERVICE (COS)
 POSITION**

To facilitate the efficient and effective delivery of the Bureau's services, may we respectfully request from your office the following additional COS positions:

Position	SG	Division/Unit
Procurement Management Officer III	16	Administrative and Finance Division- Procurement Unit
Senior Administrative Assistant I	13	Administrative and Finance Division- Cash Unit

The above mentioned positions are badly needed to address urgent and increasing workload demands of the respective operating units. Furthermore, the total budget required for the requested positions does not exceed the 30% allowable threshold for allotment from the bureau's Maintenance and Other Operating Expenses (MOOE).

Attached herewith are pertinent documents in support of our request for the Secretary's consideration.

For your favorable consideration and approval.



JUNEL B. SORIANO, PhD
 Director

- APPROVED
 DISAPPROVED

FRANCISCO P. TIU LAUREL, JR.
 Secretary