

Reference No. 2025-06-294
June 25, 2025

MEMORANDUM FROM THE OIC DIRECTOR

TO : ALL DIVISION AND UNIT HEADS


ATTENTION : ALL CONTRACT OF SERVICE (COS) PERSONNEL

SUBJECT : IMMEDIATE SIGNING OF RENEWAL CONTRACTS

In view of the recent approval of the DA-BAR's Authority To Renew its 108 COS personnel for the period July 01 to December 31, 2025, all Heads of the Bureau's Divisions and Units are enjoined to instruct their COS staff to immediately sign their renewal contracts in order to continue in performing their existing tasks for the next semester.

To facilitate the smooth signing of Contracts, assigned staff of the Human Resources Management Unit shall be advising the Administrative Staff of each Division and Units of their allotted schedule of signing in the HRMU Office.

For immediate compliance.



JOELL H. LALES, RAgr,MTM
OIC Director