



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM

TO : All Regional Executive Directors
All Bureau Directors
The Head, DENR-CARP National Secretariat

FROM : The Undersecretary
Management and Technical Services

SUBJECT : **REQUEST TO HIRE NEW EMPLOYEES ON
CONTRACTUAL, CASUAL OR TEMPORARY BASIS**

DATE : April 11, 2005

This refers to the request received by this Office from various DENR Offices regarding the hiring of new employees on contractual, casual or temporary basis.

In this connection and in furtherance to the Secretary's Memorandum dated January 13, 2005 on Renewal of Contracts/Appointments of Employees hired on contractual, casual or temporary basis (please see attached), you are hereby instructed to submit the following to support your request, for our evaluation and reference:

1. List of actual number of contractual/casual employees as of October 31, 2004; (OPEd, PENROs and CENROs)

No. of Position	Name	Position	Date Started	Salary
Casuals				
Contractuals				

2. Matrix showing the reduction of at least 10% in the cost of services of contractual/casual employees;

Total No. of Position (as of October 31, 2004)	Total Cost of Salary	Total No. of Position (Present)	Total Cost of Salary	10% Reduction in Compliance to A.O. 103 (Total Amount)
Casuals				
Contractuals				

3. Matrix showing the date when they will start or effectivity of their contracts/job orders (note: newly hired shall not be beyond 31 December 2005)

Name	Position	Effective When	Contract End	Salary
Casuals				
Contractuals				

For information and compliance.


ARMANDO A. DE CASTRO