



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM

To/For : All Concerned Heads of Offices
DENR-Central Office

From : The Director
Administrative Service

Subject : Renewal of Contracts of Service for the Period April
to June 2005

Date : April 19, 2005

Pursuant to the pertinent provisions of Administrative Order No. 103, we have renewed the contracts of some existing contractuels (Object-29) for three (3) months from January to March 2005. The report of the Personnel Division however, indicates that most of the offices which maintain the services of contractuels have not submitted their request/s for renewal of contracts for the period April to June 2005.

Please be reminded that CSC Memorandum Circular No. 17, s. 2002, "Policy Guidelines for Contract of Services" requires the submission of contracts of service to the CSC-Field Office within thirty (30) days from the execution and signing of the contract of services for review.

All requests shall therefore be in accordance with the Memorandum from the Secretary dated January 13, 2005 which requires all concerned offices for reduction of at least 10% in the cost of the services of contractuels.

In view thereof, you shall submit your requests on or before Thursday, April 21, 2005 to the Office of the Undersecretary for Management and Technical Services. Failure to submit said request on the said date shall mean that the services of said contractuels are no longer needed or that they are covered by the 10% reduction.

For your information and compliance.


RAMON M. EZPELETA, CESO IV