



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

TO : All Regional Executive Directors
Bureau Directors
Heads of Attached Agencies
Heads of Offices, Central Office

FROM : The Undersecretary
Management and Technical Services

SUBJECT : **RENEWAL OF CONTRACTS/APPOINTMENT OF
EMPLOYEES HIRED ON CASUALS, CONTRACTUALS
OR TEMPORARY BASIS**

DATE : May 19, 2005

To attain a lean but functional organization, you are hereby instructed to terminate the services effective May 31, 2005 of all of employees hired on casual, contractual (PS) or temporary basis whose appointment is until June 30, 2005. However, in view of our commitments under the GPOA, reappoint them for the period from June 1 to December 31, 2005 based on their performance in the first five months not later than June 4, 2005. Submit the Report on Personnel Action (ROPA) together with updated Personal Data Sheet (PDS) to the Civil Service Commission on or before the said date.

For your compliance.


ARMANDO A. DE CASTRO

deao 161