



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 Casual Employees
DENR Central Office

All Contractual (PS)
Land Administration Management Project

FROM : The Director
Administrative Service

SUBJECT : **TERMINATION OF CASUAL/CONTRACTUAL
APPOINTMENT EFFECTIVE MAY 31, 2005**

DATE : May 26, 2005

In connection with the Memorandum dated May 19, 2005 of Undersecretary for Management and Technical Services on Renewal of Contracts/Appointment of Employees hired on casuals, contractuales or temporary basis whose appointment is until June 30, 2005, please be informed that your services as casual/contractual employee will terminate on the closing hours of May 31, 2005.

However, in view of our commitments under the GPOA, you will be considered for reappointment for the period from June 1 to December 31, 2005 based on your performance in the preceding five months.

In this regard, submit an updated Personal Data Sheet together with your Performance Evaluation Report at the Personnel Division **on or before May 31, 2005**. Submission of said requirements will be the basis for your renewal.

For your information and immediate compliance.


RAMON M. EZPELETA, CESO IV

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