



MAY 26 2021

MEMORANDUM

FOR : The Regional Executive Director
The Assistant Regional Director for Management Services
The Assistant Regional Director for Technical Services
Division Chiefs – Regional Office
Regional NGP Coordinator

FROM : The Chief, Administrative Division

SUBJECT : **REITERATION OF PROCEDURAL GUIDELINES IN
THE PAYMENT OF SERVICES RENDERED BY
PERSONNEL HIRED UNDER CONTRACT OF SERVICE**

This is to reiterate the Memorandum dated 28 April 2021 from Assistant Regional Director for Technical Services regarding the Procedural Guidelines in the Payment of Services Rendered by Personnel Hired under Contract of Service.

Please be reminded that you are hereby instructed to designate one (1) regular Focal Person from your division/office. The focal person of each division shall coordinate with Personnel Section, Administrative Division for the preparation of payroll and other supporting documents relative to processing of salary of the Contract of Service personnel.

Kindly submit the name of your designated focal person through personnelsectiondenrmimaropa@gmail.com not later than May 31, 2021 (Monday).

For compliance.

Rosario C. Gulmatico
ROSARIO C. GULMATICO