



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

July 5, 2012

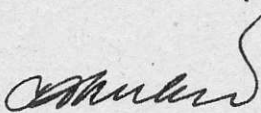
MEMORANDUM TO:

Asst. Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals
Officers In-Charge
Heads of Administrative Units
All Contractual Non-Teaching Personnel Concerned

To facilitate the preparation of the renewal of Job Contracts of **NON-TEACHING PERSONNEL** hired on contractual basis in your respective schools/sections for the period July 1, 2012 to December 31, 2012, please submit the following documents to the Personnel Services Section not later than July 20, 2012.

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|--|----------------------------|
| 1. Recommendation Letter from the Principal | 3 copies |
| 2. Photocopy of the approved previous Job Contract | 1 copy |
| 3. Panunumpa sa Katungkulan | 1 copy |
| 4. PDS (CS Form 212) with four (4) 2x2 ID pictures | 4 original copies |
| 5. Performance Appraisal Report (Jan-June, 2012) | 4 original copies |
| 6. SALN (Salary of Php 10,000 & above only) | 4 original copies |
| 7. Statement of Actual Duties | 4 copies |
| 8. Community Tax Certificate, Year 2012 (certified xerox copy) | 2 copies |
| 9. Medical Certificate (Form 211) with
Laboratory Results | 2 copies
2 xerox copies |
| 10. PRC License for Librarians & Security Guard
License for Security Enforcers/Aide | 2 copies |

Wide dissemination and immediate compliance of this Memorandum is desired.


CORAZON C. RUBIO, CESO VI
Schools Division Superintendent