




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM  
No. 519 s. 2023

To: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Principals/OICs  
School/Districts Administrative Assistants  
All Others Concerned

**HIRING/RENEWAL OF CONTRACTS OF SERVICE FOR FY 2024**

1. This is to announce all concerned that proposed Contracts of Service of school personnel for January to June 30, 2024 under School MOOE shall be submitted and to be approved by this Office until December 22, 2023.
2. The following documents must be submitted:
  - a. Updated Personal Data Sheet
  - b. Certification of Fit to Work from a government physician
  - c. Approved Performance Rating (for renewal)
  - d. NBI Clearance (for newly hired)
3. Please be guided accordingly.

  
**NORMA P. ESTEBAN EdD, CESO V**  
Schools Division Superintendent

December 12, 2023  
HR/hrmo