




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

DIVISION MEMORANDUM
No. *266* s. 2024

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

1. This is to announce all concerned that proposed Contracts of Service of school personnel for July to December, 2024 under School MOOE shall be submitted and to be approved by this Office until June 19, 2024.
2. The following documents must be submitted:
 - a. Approved Performance Rating (for renewal) (*Jan. - June, 2024*)
 - b. Recommendation/justification letter
 - b. Personal Data Sheet (for newly hired)
 - c. Certification of Fit to Work from a government physician (for newly hired)
 - d. NBI Clearance (for newly hired)
3. Please be guided accordingly.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

June 03, 2024
AO5/hr