




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

DIVISION MEMORANDUM
No. *564* 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 FOR FY 2025

1. This is to announce all concerned that proposed Contracts of Service of school personnel for January to June 30, 2025 under School MOOE shall be submitted and to be approved by this Office until December 16, 2024.
2. The following documents must be submitted:
 - a. Recommendation letter from the proper authority
 - b. Accomplished template of Contract of Service
 - c. Notarized Personal Data Sheet
 - d. Community Tax Certificate
 - e. Approved Performance Rating (for renewal)
 - f. Photocopy of previous contract (for renewal)
 - g. Certification of Fit to Work from a government physician (for newly hired)
 - h. NBI Clearance (for newly hired)
3. Please be guided accordingly.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

December 03, 2024
HR/cza



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph

8:35

Control Number: COS-001-2025

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This contract entered into this 3rd day of January 2025 at the Province of Bulacan by and between **MR. JUAN D. DELA CRUZ** of legal age, Filipino and resident of San Vicente, Paombong, Bulacan and the Department of Education, Division of Bulacan represented by the **Schools Division Superintendent**, City of Malolos, Bulacan.

WITNESSETH

That the DepEd–Division of Bulacan engages the services of **Mr. Dela Cruz** as **Office Clerk** with the rate of Fifteen Thousand Two Hundred Sixty-Five Pesos (P15,265.00) per month starting January 03, 2025- June 30, 2025, **charged against the (District/School) MOOE.**

That, the Office of DepEd – Bulacan, shall reserve the right to terminate the services of said **Mr. Dela Cruz** anytime for any legal causes and after due notices. Should this contract be terminated before its end either by pre-termination or non-renewal by DepEd or Applicant/Contractor, said fact shall be made known by either party by sending prior 30-day notice before pre-termination and/or non-renewal.

And the payment of services of **Mr. Dela Cruz** shall be subject to the exigency/necessity of service, availability of funds of the existing auditing rules and regulations. This shall abide with the no work, no pay policy. The employee may be required to work more than his regular work schedule due to the demands of the work related transactions for submission on time. Services rendered shall be computed on the regular daily salary rate basis. Also, he/she is entitled to travelling allowance provided that the Travel Order is duly approved by his/her immediate supervisor.

IN WITNESS WHEREOF, THE PARTIES hereto signed this contract on the day, year and place above written.

For the DepEd – Division of Bulacan:

JUAN D. DELA CRUZ
Applicant

NORMA P. ESTEBAN, EdD, CESO
Schools Division Superintendent

FUNDS AVAILABLE FOR:

School Principal

Republic of the Philippines) S.S.
Malolos, Bulacan)

ACKNOWLEDGEMENT

Before me, 3rd day of January 2025 at Malolos City, Bulacan appeared **Juan D. Dela Cruz** with Community Tax Certificate No. _____ issued on _____ at City of Malolos, Bulacan and **Norma P. Esteban, EdD, CESO V** with Community Tax Certificate No.

_____ issued on _____ at Tibag, Tarlac City, respectively, known to me and to be the same person who executed the foregoing instrument and acknowledge to me that the same are their free and voluntary act and needed.