

DRN: III-FO-HRMDD-HRPPMS-A-COMM-25-02-08959-S

MEMORANDUM

FOR : ALL DSWD FIELD OFFICE III CONTRACT OF SERVICE (COS) WORKERS

FROM : THE OFFICER IN CHARGE - DIVISION CHIEF
Human Resource Management and Development Division

SUBJECT : LAST CALL FOR THE SUBMISSION OF CY 2025 MEMORANDUM OF AGREEMENT (MOA) CONTRACT FOR RENEWAL

DATE : 12 FEB 2025

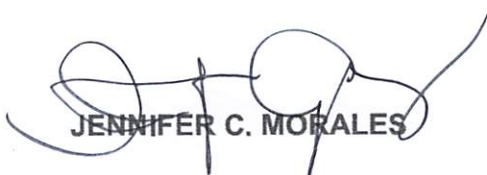
This serves as a final notice and reminder to all Contract of Service (COS) workers to ensure compliance with the submission of their respective Memorandum of Agreement documents. Clear copies of the scanned notarized MOA documents must be **UPLOADED** to link below and the original hard copies to the Human Resource Planning and Performance Management Section (HRPPMS) **SUBMITTED** on or before **February 17, 2025 (Monday)**.

Reiterating **HRPPMS Advisory Re: Submission of MOA Contracts for Calendar Year 2025 Reengagement of COS and JO workers** dated December 17, 2024, all Contract of Service workers concerned are hereby instructed to prepare **two (2) sets** of original MOA Contracts and upload their soft copies, prior submission of hard copies to HRPPMS at :

<https://bit.ly/JOCOSMOA2025>

Failure to submit the notarized MOAs within the prescribed deadline may result in the withholding of salary processing and non-compliance with the requirements set by the HRPPMS. To avoid any disruption, it is strongly advised to comply on or before the aforesaid date.

For your information and strict compliance.



JENNIFER C. MORALES