



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Governance Operations Division**

**DIVISION MEMORANDUM**

**June 5, 2025**

No. 316, s. 2025

**RENEWAL OF JOB ORDERS - 3<sup>RD</sup> QUARTER CY 2025**

To: All Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is Tagbilaran City Memorandum No. C-Admin-2025-06-002 entitled **“RENEWAL OF JOB ORDERS-3<sup>RD</sup> QUARTER 2025”**, in preparation for the upcoming renewal of Job Order (JO) contracts for the 3<sup>rd</sup> Quarter of Calendar Year 2025 and in line with the City Government’s ongoing Rationalization Program aimed to streamline the operations and enhanced service delivery. All Job Order (JO) personnel are required to submit the complete set of renewal requirements to the Office of the City Mayor through the Office of the Barangay Affairs on or before June 5, 2025, to wit:

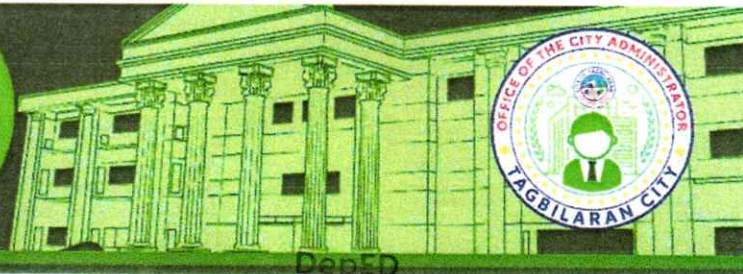
- a. Letter of Intent addressed to the City Mayor
- b. Barangay Endorsement

2. For your immediate and wide dissemination of this Memorandum to all concerned is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

For the SDS:

  
**JOHN ARIEL A. LAGURA PhD, CESO V**   
OIC-Asst. Schools Division Superintendent 



**MEMORANDUM**

**No. C-Admin-2025-06-002**

Date : June 6, 2025

To : All Department/ Office Heads and National Government Agencies with  
City paid Job Order/s

Subject : **Renewal of Job Orders – 3rd Quarter CY 2025**

DepED  
TAGBILARAN CITY DIVISION  
RECORDS SECTION

**RECEIVED**

Received: JUN 04 2025  
Date: JUN 04 2025  
Time: 1:50 PM

In preparation for the upcoming renewal of Job Order (JO) contracts for the 3rd quarter of Calendar Year 2025, and in line with the City Government's ongoing Rationalization Program aimed at streamlining operations and enhancing service delivery, you are hereby directed to advise all JO personnel under your supervision to submit the following complete set of renewal requirements to the Mayor's Office, through the Office of the Barangay Affairs, on or before June 5, 2025, to wit:

1. Letter of Intent addressed to the City Mayor
2. Barangay Endorsement


Take note that Police Clearance or NBI Clearance, along with Drug Test Results, will be required only from qualified JO personnel whose names will be posted on the City's official bulletin board. These documents must be submitted on their first day of reporting to work.

Please be reminded that all existing **Job Order contracts will expire on June 30, 2025**. Accordingly, **no JO personnel shall report for duty beyond this date unless their contract has been officially renewed**. The hiring of new or replacement JO personnel will commence on the second week of July 2025.

Furthermore, in line with our commitment to professionalize the workforce and maintain the highest standards of public service, we urge you to recommend only those JO personnel who have consistently demonstrated competence, professionalism, integrity, and commitment in the performance of their duties. This renewal process is an opportunity to carefully assess performance and ensure that only deserving and qualified individuals are reengaged.

Your diligence, fairness, and full cooperation in upholding these standards are crucial to strengthening our workforce and achieving our service delivery goals.

Thank you for your continued support and compliance.

  
**ALVIN LUIS O. ACUZAR**  
City Administrator