



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

**No. 06 - 032 s. 2024**

To : **CAMPUS DIRECTORS, UNIT HEADS AND CAMPUS HR**

Subject: **NOTICE OF TERMINATION OF CONTRACT FOR JOB ORDER & CONTRACT OF SERVICE PERSONNEL ON JUNE 30, 2024.**



Date : June 20, 2024

Pursuant to CSC Memorandum Circular No. 40, s. 1998, "Job order employees do not have employer-employee relationships with the government and job order covers piece work or intermittent job of short duration not exceeding six months on a daily basis". Further, services of all Job Order and Contract of Service Personnel are hereby terminated effective June 30, 2024.

Please note that rendering services without an approved Contract of Service is strictly prohibited to prevent potential issues in the future.

Anent to this, all job order and contract of service employees are entitled to a contract break. The following must be adhered:

1. Job order and contract on service are not required to perform any work-related duties during this period.
2. Job order and contract on service employees must await further instructions from HR regarding the specific date and procedure for resuming work.
3. Should the immediate supervisor require the employee to return before the HR advisory, the supervisor shall be held accountable for any incidents or expenses incurred.
4. The job order and contract on service may re-apply for their intended positions. However, the University has the prerogative to rehire within the 5 days re-application process. The renewal of contracts will depend upon the need of services in a Unit, Performance Evaluation, and the availability of funds.

Your cooperation is highly appreciated.

*for: Nemesio G. Loayon, PhD*  
NEMESIO G. LOAYON, PhD  
SUC President III

JUN 21 2024