



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 012 - 020 s. 2024

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

Subject: **NOTICE OF TERMINATION OF CONTRACT FOR JOB ORDER & CONTRACT OF SERVICE PERSONNEL (ADMIN) ON DECEMBER 31, 2024.**

Date : December 26, 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 December 31, 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. Hence, the Job Order personnel shall report to duty only upon receiving an email or text message from the HR Unit.
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 with the following schedules:

January 2 & 3, 2025: Submission of Applications

January 6 – 8, 2025: Conduct of Interview

5. The renewal of contracts will depend upon the need of services in a Unit, Performance Evaluation, and the availability of funds.

For your guidance and strict compliance.

NEMESIO G. LOAYON, PhD
 SUC President III

Cc: Records Unit
 Campus Director's Office
 HR Unit

