**SAMPLE MEMORANDUM**

TO : DIR. PACIFICO A. AVENIDO, JR.

 OIC-Administrative Service

THRU : Undersecretary

 Assistant Secretary (if any)

FROM :Bureau/Service Director

DATE : \_\_\_\_\_\_\_\_ 2021

SUBJECT : PERFORMANCE EVALUATION AND RENEWAL OF JOB ORDER /

 CONTRACT OF SERVICE PERSONNEL

1. **Introduction**
2. **Mandate**
3. **Actions Requested**
4. May we request for the renewal of our Job Order Personnel, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| NAME / SEX / AGE  | PERFORMANCE APPRAISAL\* | POSITION /PLACE OF ASSIGNMENT / FUNCTIONS  | JUSTIFICATION FOR RENEWAL |
| 1.  |   |  |  |
| 2.  |  |  |  |

1. May we request for the renewal of our Contract of Service Personnel, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| NAME / SEX / AGE  | PERFORMANCE APPRAISAL\* | POSITION /PLACE OF ASSIGNMENT / FUNCTIONS  | JUSTIFICATION FOR RENEWAL |
| 1.  |   |  |  |

\*(Based on attached JO / COS Performance Appraisal Form)

1. **Prayer**