



Republic of the Philippines
 DEPARTMENT OF HEALTH
 Davao Center for Health Development
Southern Philippines Medical Center



September 18, 2024

HOSPITAL MEMORANDUM

No. 354 s. 2024

TO : ALL HEADS OF DEPARTMENTS / SECTIONS / UNITS

**SUBJECT : RENEWAL OF JOB ORDER CONTRACT FOR THE PERIOD
 JANUARY 1, 2025 TO JUNE 30, 2025**

In view of the upcoming contract renewal of Job Order (JO) personnel for the **contract period January 1, 2025 to June 30, 2025**, all heads of Departments / Sections / Units are hereby required to submit the **Performance Evaluation** of their JOs, and the corresponding **Recommendation** for their renewal or non-renewal.

The deadline of submission to the Human Resource Management Office (HRMO) is on **October 15, 2024 (Tuesday)**.

Failure to submit the Performance Evaluation, and renewal recommendation will be considered as a ground for non-renewal of contract.

Please follow the format below:

NAME	FOR RENEWAL	NON-RENEWAL	IF NON-RENEWAL PLEASE STATE THE REASON
1.			
2.			
3.			
4.			
5.			

 Division/Section/Unit Head

Recommending Approval:

 Division Head

For information and compliance.

RICARDO B. ALDAN, MD, FPAFP, DPA, CHA
 Medical Center Chief II