



3 January 2020

MEMORANDUM CIRCULAR NO. 1

**T O: All Vice Presidents, Institute Directors, College Deans and
Department Heads, Office/Unit Heads and Project In-charge**

R E: Renewal of JO Contract

Please be informed that contracts of Job Order workers may be renewed for the period of January – June 2020 with a colatilla that said contract is deemed automatically terminated upon exhaustion of funds where the contract is charged. The six-month renewal of contract is allowed in order to save office supplies and lessen the number of documents to be signed and recorded in the offices concerned. The six-month renewal shall, however be allowed only for the Job Order Contracts with assured funding requirement as certified either by the Budget Office or the Accounting Office.

Job Order Contract for project-based workers may be issued/renewed up to the number of months or prescribed in the project budget but not to exceed six months, subject to renewal of services if still needed and funds are still available for the purpose. The colatilla mentioned above shall likewise be strictly indicated in the contract.

For strict compliance.


EDGARDO E. TULIN
President