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Office of the Vice President for Administration & Finance

14 January 2015

MEMORANDUM NO. 02

Series of 2015

**T O: All VPs, College Deans, Center Directors, Department Heads,
and Heads of Offices and Units**

R E: Renewal of Job Order Workers

Please be advised that coverage of renewal of appointment for Job Order workers shall only be for one quarter, January to March with the necessary requirements as per OP Memo No. 66 series of 2014.

For your information and guidance.

A handwritten signature in black ink, appearing to read 'Roberto C. Guarte', is written over a horizontal line.

ROBERTO C. GUARTE

Vice President for Administration and Finance