



MEMORANDUM

Office Order No. 077

Series of 2016

TO : ALL PROGRAM AND PROJECT HEADS

FROM : THE REGIONAL SECRETARY

SUBJECT : SUBMISSION OF TEMPLATE OF CONTRACTS OF SERVICE, CONTRACTS OF LEASE, MEMORANDUM OF AGREEMENTS, MEMORANDUM OF UNDERSTANDINGS EXECUTED FOR AND IN BEHALF OF THE AGENCY

DATE : March 21, 2016



It has been observed that there are various templates used for Contracts of Service, Contracts of Lease, Memorandum of Agreement, Memorandum of Understanding and similar legal and binding documents executed for and in behalf of this office. As such, you are hereby directed to comply and furnish the Office of the Secretary with your templates of the above-stated subject on or before March 28, 2016 in hard and soft copies.

Said documents will be subject to the review of our Legal Unit. You may coordinate with Eusoph Kari, Legal Officer through his mobile number 0917-566-4832.

For your immediate compliance.

RAHIMA DATUMANONG ALBA

*[Handwritten signature of Rahima Datumanong Alba]*

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Norjanah/MN Mahte - Sahik, RSW  
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