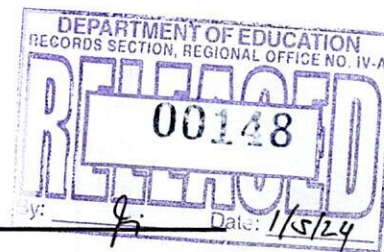




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



January 2, 2024

Unnumbered Memorandum

**REITERATION ON THE SUBMISSION OF DOCUMENTARY
REQUIREMENTS FOR THE RENEWAL OF DEPED
PROJECT ENGINEERS AND ARCHITECTS
UNDER CONTRACT OF SERVICE
FOR JANUARY TO JUNE 2024**

To: **Schools Division Superintendents of Batangas Province, Bacoor City, Cavite City, Cavite Province, Imus City, Laguna Province, Lipa City, Quezon Province, Rizal Province and Tayabas City**

1. Pursuant to DepEd Unnumbered Memorandum dated December 5, 2023¹, this Office, through the Education Support Services Division, reiterates the submission of the following documentary requirements for the renewal of DepEd Project Engineers and Architects under Contract of Service for January to June 2024.
 - a. Signed Service Agreement with Terms of Reference (2 copies)
 - b. Duly-accomplished Personal Data Sheet (PDS)
 - c. Curriculum Vitae (CV)
 - d. Approved Individual Performance Commitment and Review Form (IPCRF) for January-December 2023
2. The documentary requirements are expected to be submitted on or before January 9, 2024, to the Regional Office.
3. Enclosure 1 provides the list of DepEd Project Engineers and Architects with Work Category and Monthly Salary.
4. Relative to this, Bureau of Internal Revenue (BIR) documents i.e. Forms No. 1901 and 0605 and the original copy of the accomplished Income Payee's Sworn Declaration of Gross Receipts/Sales (notarized with BIR documentary stamp) are also requested to submit to the Regional Office for the processing of salary.

¹ Renewal of Service Agreement of DepEd Project Engineers/Architects under Contract of Service for January to June 2024

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


Address: Gate 2, Karangalan Village, Cainta, Rizal
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Certificate No. PHP QMS
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5. For more information or queries, please contact Chief Eduarda M. Zapanta or Engr. Jamaica Rose G. Rolloque of Education Support Services Division at (02) 8682 – 2114 local 430.
6. Immediate dissemination and compliance with this Memorandum is highly expected.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 



Enclosure No. 1 to Regional Memorandum No. ____s, 2024

Name of Personnel	Work Category	Monthly Salary
Abalos, James Mattwill E.	Technical Assistant IV (Engineer III)	49,000.00
Aguilera Jr., Romeo B.	Technical Assistant III (Engineer II)	38,000.00
Cantalejo, Catherine Jones G.	Technical Assistant III (Engineer II)	38,000.00
Cortas, Sharmaine G.	Technical Assistant III (Engineer II)	38,000.00
Damiles, Edilberto Jr. A.	Technical Assistant III (Engineer II)	38,000.00
Escobar, Jaypee A.	Technical Assistant III (Engineer II)	38,000.00
Fernandez, Deo V.	Technical Assistant III (Engineer II)	38,000.00
Hutamares, Daniel Jr. I.	Technical Assistant IV (Engineer III)	49,000.00
Macaraig, Jesriel Anne A.	Technical Assistant III (Engineer II)	38,000.00
Montealegre, Jay Darios M.	Technical Assistant III (Engineer II)	38,000.00
Ocampo, Debbie D.	Technical Assistant IV (Engineer III)	49,000.00
Pamittan, Jomar E.	Technical Assistant III (Engineer II)	38,000.00
Pardilla, Gian Carlo O.	Technical Assistant IV (Engineer III)	49,000.00
Raqueño, Anjo H.	Technical Assistant III (Engineer II)	38,000.00
Subaan, Wilfredo P.	Technical Assistant IV (Engineer III)	49,000.00
Tayo, Michael Angelo T.	Technical Assistant IV (Engineer III)	49,000.00
Tribiana, Sherly S.	Technical Assistant IV (Engineer III)	49,000.00