29 Apr 2026

DIVISION MEMORANDUM
No. 236 s. 2026

DISSEMINATION OF CITY GOVERNMENT MEMORANDUM ON JOB ORDER PERSONNEL CONTRACT SIGNING FOR JULY–DECEMBER 2026

TO: OIC-Assistant Schools Division Superintendent
OIC-School Governance and Operations Division
OIC-Curriculum Implementation Division
Education Program Supervisors
School Heads (All Public Schools)
All Others Concerned

1. In reference to Memorandum Order No. OCA-MO-2026-04-045 dated 23 April 2026 issued by the Office of the City Human Resource Management Officer (OCHRMO), this Office hereby informs all concerned of the scheduled contract signing of Job Order personnel for the period July to December 2026.

2. The contract signing is scheduled on 27 June 2026 (Saturday), from 8:00 AM to 5:00 PM, at the 4th Floor Function Hall, New Imus City Government Center, Malagasang 1-G, Imus City.

3. All concerned Job Order personnel must **submit the following documents on or before 15 June 2026**:

a. One (1) copy of fully accomplished Personnel Data Sheet (PDS) with recent CSC picture, dated July 1, 2026, and with complete signatures on all four (4) pages (CS Form No. 212, Revised 2025);

b. Photocopy of PSA Birth Certificate; if married, photocopy of PSA Marriage Certificate;

c. Original Police or NBI Clearance, valid until December 2026;

d. Two (2) photocopies of a valid ID (back-to-back), with three (3) specimen signatures. ***(Note: The valid ID must be the same as that used in previous contract signings).***

4. Attached are copies of the City Government Memorandum and the detailed schedule per office for reference.

5. All field officials and school heads are directed to disseminate this information immediately to all concerned personnel.

6. For strict compliance.

Digitally signed by
Lito A. Palomar
Date: 2026.04.29
Time: 13:49:11 +08:00

LITO A. PALOMAR
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT

asu/personnel/moa/042726

Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY ADMINISTRATOR

MEMORANDUM ORDER NO: OCA-MO-2026-04-045

23 APRIL 2026

TO : DEPARTMENT/UNIT HEADS AND JOB ORDER PERSONNEL

SUBJECT : JOB ORDER PERSONNEL CONTRACT SIGNING FOR JULY TO DECEMBER 2026

The Office of the City Human Resource Management Officer (OCHRMO) informs all concerned that the **contract signing** for **Job Order personnel** for the period July to December 2026 is scheduled **27 June 2026 (Saturday), 8:00 AM to 5:00 PM**, at the **4/F Function Hall, New Imus City Government Center**, Malagasang 1-G, Imus City.

The following requirements must be submitted on or before **June 15, 2026**.

1. One (1) copy of fully accomplished Personnel Data Sheet (PDS) with recent CSC picture, dated July 1, 2026, and with complete signatures on all four (4) pages (CS From No. 212, Revised 2025)
2. Photocopy of PSA Birth Certificate; if married, a photocopy of the PSA Marriage Certificate
3. Original Police or NBI Clearance, valid until December 2026
4. Two (2) photocopies of a valid ID (back-to-back), with three (3) specimen signatures (valid ID should be the same ID used in previous contract signings)

For your reference, attached is the detailed schedule per office.

For any inquiries or clarifications, you may contact Ms. Marjane Alexa Santos of the OCHRMO at PABX 322.

For your information and guidance.

LAURO D. MONZON
Acting City Administrator

Its-OCA-MO-2026-04-045
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June 27, 2026 (Saturday)	
4th floor Function Hall	
8:00 am - 9:00am	
1	OCM - City of Imus Traffic Management Unit
2	Office of the City Disaster Risk Reduction and Management Officer
3	Office of the City Environment and Natural Resources Officer
4	Office of the City Engineer & Office of the City Architect
5	OCM – Civil Security Unit
9:00 am - 10:00 am	
1	OCM - Economic Enterprise Management Unit
2	City College of Imus
3	Local School Board
4	Trial Court
5	Commission on Elections (COMELEC)
6	Bureau of Internal Revenue
7	Civil Service Commission
8	City and Provincial Prosecutor
10:00 am - 11:00 am	
1	Office of the City Treasurer
2	Office of the City Assessor
3	Office of the City Civil Registrar
4	Office of the Business Permits and Licensing Officer
5	Office of the Persons with Disability Affairs Officer
6	OCM - Office of the Senior Citizens Affairs
7	Office of the City Social Welfare and Development Officer
8	Office of the Local Economic Development and Investment Promotions Officer
9	Local Housing Board (LHO)
10	OCM - Office of the Building Official
11	Office of the City Planning and Development Coordinator
12	OCM – Public Employment Service Office
13	OCM - Tricycle Regulatory Unit
14	Office of the City Information Officer
15	Office of the City Tourism and Heritage Officer
16	Office of the City Health Officer
17	Office of the City Population Officer
18	OCM - City of Imus Sports Development Unit
19	Office of the City Cooperatives Development Officer
29	Office of the City Agriculturalist
21	Office of the City Veterinarian
11:00 am - 12:00 nn	
1	Office of the City Mayor
2	OCM - Local Youth Development Office
3	Office of the City Accountant
4	Office of the City Administrator
5	Office of the City Legal Officer
6	Office of the Human Resource Management Officer
7	Congressman's Office (Aksyon Center)
8	OCM - City Information Technology and Records Management Unit
9	Office of the City General Services Officer
10	City of Imus Task Force for Road Clearing
11	Peace and Order and Public Safety Office (POPS)
12	OCM – Gender and Development Unit
13	Civil Society Organization
1:00 pm - 2:00 pm	
1	Office of the City Vice Mayor
2	Office of the Sangguniang Panlungsod
3	Office of the City Health Officer - City Health Workers