



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

\_\_\_\_ 6 \_\_\_\_ May 2026

**DIVISION MEMORANDUM**

No. 245 s. 2026

**JOB ORDER PERSONNEL CONTRACT RENEWAL  
ORIENTATION**

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

1. Pursuant to Memorandum Order No. OCA-MO-2026-04-054 dated 28 April 2026, the City Government of Imus, through the Office of the City Human Resource Management Officer (OCHRMO), will conduct and facilitate an Orientation for Job Order (JO) Personnel relative to the **renewal of Job Order contracts** on 06 May 2026 (Wednesday) from 8:00 AM to 4:00 PM at the City of Imus Sports Complex.
2. Attached herewith is the schedule indicating the designated time slots for participating departments and units.
3. All attendees are requested to bring the following:
  - a. Black ballpen;
  - b. ARTA ID; and
  - c. One (1) valid government-issued ID and a photocopy.
4. All Job Order personnel **are required to attend** the scheduled orientation.
5. **Failure to participate shall result in the non-renewal of the JO contract.**
6. For concerns and clarifications, please contact **Ms. MJ Santos** of the OCHRMO, at **(046) 888-9910 local 332**.
7. For immediate dissemination and strict compliance.

Digitally signed by  
**Lito A. Palomar**  
Date: 2026.05.06  
Time: 13:20:09 +08:00

**LITO A. PALOMAR**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent 8



**Address:** Toclong I-C, Imus City, Cavite  
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Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT

*asu/personnel/moa/050426*  
*h*



Republic of the Philippines  
Province of Cavite  
City of Imus

**OFFICE OF THE CITY ADMINISTRATOR**

**MEMORANDUM ORDER NO: OCA-MO-2026-04-054**

**28 APRIL 2026**

**TO : DEPARTMENT/UNIT HEADS AND JOB ORDER PERSONNEL**  
**SUBJECT : JO PERSONNEL CONTRACT RENEWAL ORIENTATION**

The **Office of the City Human Resource Management Officer (OCHRMO)** will be conducting and facilitating an orientation for the Job Order (JO) personnel on **6 May 2026**, from **8:00 AM to 4:00 PM**, at the **City of Imus Sports Complex**.

Attached is the schedule indicating the designated time slots for participating departments and units. Attendees are requested to bring the following:

- Black ballpen
- ARTA ID
- One valid government-issued ID and a photocopy of the same

All JOs are required to participate in the scheduled orientation. Failure to do so shall result in non-renewal of the JO contract.

For concerns and clarifications, please contact Ms. MJ Santos of the OCHRMO at (046) 888 9910 local 332.

  
**LAURO D. MONZON**  
City Administrator

May 6, 2026 (Wednesday)

City of Imus Sports Complex

8:00 am

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
6	Hospital ng Imus

9:00 am

1	OCM - Economic Enterprise Management Unit
2	City College of Imus
4	Trial Court
5	Commission on Elections (COMELEC)
6	Bureau of Internal Revenue
7	Bureau of Fire
8	Civil Service Commission
9	City and Provincial Prosecutor

10:00 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 Health Officer - City of Imus Diagnostic Laboratory
18	Office of the City Population Officer
19	OCM - City of Imus Sports Development Unit
20	Office of the City Cooperatives Development Officer
21	Office of the City Agriculturalist
22	Office of the City Veterinarian

May 6, 2026 (Wednesday)

City of Imus Sports Complex

**11:00 am**

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**

1	Office of the City Vice Mayor
2	Office of the Sangguniang Panlungsod
3	Local School Board
4	Office of the City Health Officer - City Health Workers