

DRN: _____

MEMORANDUM

FOR : **MARIE ANGELA S. GOPALAN**
Regional Director

FROM : **THE IMMEDIATE SUPERVISOR**

SUBJECT : **RECOMMENDATION FOR RENEWAL OF CONTRACT OF SERVICE WORKERS FOR CY 2026**

DATE : **[XX XXX XXXX]** (caps lock, bold, DAY MON YEAR)

This is to recommend the renewal of the following Contract of Service Workers under (ODSU) for CY 2026 who have performed their duties and responsibilities with the following rating:

Name	Position	Performance Rating (Very Satisfactory / Satisfactory)

For the Regional Director's approval.

IMMEDIATE SUPERVISOR

Recommending Approval:

Approved / Disapproved

Division Chief Concerned

(For Regular Funds)

OR

ARD Concerned

(For Programs/Project)

MARIE ANGELA S. GOPALAN

Regional Director