



MEMORANDUM
 Order No. **025**
 Series of 2024 *✦*

FOR : ALL DIRECTORS AND DIVISION HEADS
This Ministry

SUBJECT : PROPOSED ADDITIONAL PLANTILLA POSITION FOR FISCAL
 YEAR 2025

DATE : 19 FEBRUARY 2024 | 09 SHABAN 1445


In our continuous effort to align our organizational structure with the evolving needs of the ministry, the Administrative Division recognizes the importance of seeking input from the heads of each division regarding additional plantilla positions to be proposed for the fiscal year 2025.

To facilitate this process, we are requesting to assess your current structure and manpower within your division. The Division head shall identify areas where additional staff would be necessary. Subsequently, we request a proposal outlining the proposed additional staff. This proposal should include details such as position title, duties and responsibilities, justification and legal basis based on the existing structure, workload, and manpower considerations specific to the division.

Kindly submit the proposal at hrmostbarmm@gmail.com on or before, Monday, February 26, 2024.

Your cooperation and proactive involvement in this process are highly appreciated as we collectively strive to enhance our structure for a more efficient and productive ministry.

For information and compliance.


ENGR. AIDA M. SILONGAN, MAPDS
 Minister

