



MEMORANDUM

Order No. **075**

Series of 2024

TO : HEADS OF OFFICES, SERVICES AND DIVISIONS
This Ministry

SUBJECT : SUBMISSION OF UPDATED DUTIES AND RESPONSIBILITIES
OF THE CONTRACT OF SERVICE PERSONNEL (COSP)

DATE : JULY 01, 2024 | *DHUL-HIJJAH 25, 1445 AH*

1. As part of our commitment to streamline an effective and efficient workforce in the Ministry and to help the employee know what is expected by clearly defining the work to be performed in relation to the overall goals of the work unit, the Human Resource Management Section (HRMS) is preparing and reviewing the contracts of our Contract of Service Personnel (CoSP).
2. Anent this, all section heads are hereby directed to submit updated duties and responsibilities of the respective Contract of Service Personnel under your supervision to the Human Resource Management Section (HRMS) **on or before July 10, 2024 at 5:00pm.**
3. For information, guidance and strict compliance.


ENGR. AIDA M. SILONGAN, MAPDS

 Minister

