



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

MEMORANDUM ORDER

NO. 57
SERIES OF 2020

TO : ALL OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE (DA-CO)

SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 44, SERIES OF 2020

To ensure commitment of applicants and efficiency of the process, Memorandum Order No. 44, Series of 2020 Re: Interim Guidelines on Recruitment, Selection, and Placement is hereby amended to reflect the following:

I. INTERIM GUIDELINES

A. RECRUITMENT PROCESS

1. Electronic submission of required application documents

1.3 If the submitted documents are incomplete, applicants shall be informed of such fact through a notice by way of an e-mail and shall be given two (2) days to comply reckoned from the date of the notice before considering their application as cancelled.

1.4 The HRMO shall require interested individuals to submit a set of application documents for each position applied for. The submission of a maximum of three (3) sets of application documents shall be equally applied to all interested individuals.

Done this 6th day of October 2020.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE
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