



Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

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14 April 2025

MEMORANDUM NO. CMLT-2025-185

TO : All Concerned UP Manila Personnel

THROUGH : The Deans, Directors, and Heads of Units/Offices

SUBJECT : **Renewal of Contract of Service (COS) Personnel for the period of July to December 2025**

All colleges/offices/units are enjoined to submit the requirements for the renewal of their respective Contract of Service (COS) personnel for the period **01 July to 31 December 2025** starting **23 May 2025 (Friday)**.

The following documents must be prepared and consolidated at the college/unit level prior to submission to the Human Resource Development Office (HRDO):

- 1. Basic Paper***
- 2. Contract of Service* (for the renewal period)**
- 3. Copy of previous Contract of Service**
- 4. Job Order Evaluation Tool***

*Downloadable at UP Manila HRDO website: <https://hrdo.upm.edu.ph/forms>

In preparing the Basic Paper and Contract of Service, kindly use the second tranche (SSL 2025) issued by the Department of Budget and Management (DBM).

Please ensure the accuracy of all information prior to submission to the HRDO, including correct signatories and the use of updated forms, in order to ensure efficiency and prevent repetitive routing of documents.

The deadline for submission of the required documents for the renewal of COS is on **02 June 2025 (Monday), 5:00 PM**.

For your information, guidance, and compliance.


Dr. Michael L. Tee
Professor and Chancellor

Digitally signed
by Adevosio-
Canal Johanna
Patricia De Leon
Date: 2025.04.15
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