**TEMPLATE FOR AMENDMENT**

[Date]

**REGIONAL PERSONNEL ORDER**

No. 2022- \_\_\_\_\_\_ *(indicate the Regional Personnel Order No. to be amended but add an extension “-A” or “B”, as the case may be)*

SUBJECT: **Amendment to the Regional Personnel Order No. 2022- \_\_\_\_ (***indicate the RPO number)* **dated***\_\_\_\_\_\_\_(indicate the date of the original RPO) , re: (indicate the title of the RPO)*

The Regional Personnel Order No. 2022- \_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_, re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , is hereby amended to reflect the following changes *(if there are two or more changes/revisions to effect) :*

1. \_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_

As hereby amended, all other provisions in the Regional Personnel Order No. \_\_\_\_\_\_\_\_\_ not affected by herein amendment still stand in effect.

OR

The Regional Personnel Order No. 2022- \_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_, re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is hereby amended such that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(if there is only one change/revision to effect)*

As hereby amended, all other provisions in the Regional Personnel Order No. \_\_\_\_\_\_\_\_\_ not affected by herein amendment still stand in effect.

**RIO L. MAGPANTAY, PHSAE, CESO III**

Director IV

***(Place an initials box on the duplicate copy with pertinent signatories as per MMCHD Memorandum No, 2022-007 dated February 14, 2022)***