

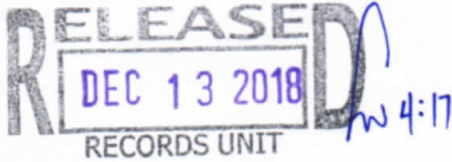


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



DIVISION OF CITY SCHOOLS
MARIKINA



December 13, 2018

MEMORANDUM TO:

All City Paid Employees

SCHEDULE OF DISTRIBUTION OF EMPLOYEES CHRISTMAS GIFT PACK

Please find the enclosed Memorandum from the City Personnel Office on the same subject, the content of which is self-explanatory, for the information and guidance of all concerned.

Please be informed that the schedule for DepEd City Paid employees is on Tuesday, December 18, 2018 at 9:00 am. Schools Heads are advised to allow their city paid employees to claim their gift packs on said time and date.

Please be guided accordingly.


JOEL T. TORRECAMPO
Officer-in-Charge

Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
 CITY PERSONNEL OFFICE

DIVISION OF CITY SCHOOLS
 MARIKINA

RECEIVED
 11 DEC 2018
 RECORDS UNIT

1130

10 December 2018

MEMORANDUM

FOR : All City Officials/Employees

Subject : **Schedule of Distribution of Employees Christmas Gift Pack**

For the information and guidance of all city officials and employees, hereunder is the **Schedule of Distribution of Employees Christmas Gift Pack beside the City Personnel Office:**

Department/Office	Date	Time
Cemo	Dec 17, 2018	9:00 a.m
Engineering Department	-do-	9:30 a.m
Motorpool / Steel Fab	-do-	10:00 a.m
Hotel / PNP/ LR-PESO	-do-	10:30 a.m
PDO / RPA	-do-	11:00 a.m
Vice-Mayor's Office / Council / SP Members	-do-	11:30 a.m
MASIDO/BIKEWAYS	Dec 17, 2018	1:00 p.m
City Veterinary Office	-do-	1:30 p.m
Market Office	-do-	2:00 p.m
Health Office	-do-	2:30 p.m
MTC/RTC/Prosecutors	-do-	3:00 p.m
Office of the Mayor/Admin / MADAC	-do-	4:00 p.m
OPSS/PLMAR	-do-	4:30 p.m




LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)

STA. ELENA, MARIKINA CITY METRO MANILA, PHIL. 1800 TEL. NOS.: 646-2360 TO 65 LOCAL 205; TELEFAX: 646-0365
 Email Address: www.marikina.gov.ph

DEP - ED	Dec 18, 2018	9:00 a.m
SRMG / Architectural	-do-	9:30 a.m
COMELEC / COA / PIO	-do-	10:00 a.m
CONGRESS / RED CROSS	-do-	10:30 a.m
OSCA / PLEB / CENTEX	-do-	11:00 a.m
MCDRRMO	-do-	11:30 a.m

CRO / LIBRARY / PLANNING	Dec 18, 2018	1:00 p.m
GSO / SWDO / DILG	-do-	1:30 p.m
BPLO / LEGAL / LCR	-do-	2:00 p.m
Budget / Personnel / Assessor's	-do-	2:30 p.m
Treasury / Tourism	-do-	3:00 p.m
MSO / Accounting	-do-	3:30 p.m
MSC / Bantay-bayan	-do-	4:00 p.m
Volunteer / TRADE / MISCC	-do-	4:30 p.m

For compliance.


 JANET S. OBISPO
 City Personnel Officer

10:30 a.m
 10:00 a.m
 10:30 a.m
 11:00 a.m
 11:30 a.m
 1:00 p.m
 1:30 p.m
 2:00 p.m
 2:30 p.m
 3:00 p.m
 3:30 p.m
 4:00 p.m
 4:30 p.m