



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

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DIVISION OF CITY SCHOOLS
MARIKINA

RELEASED
DEC 14 2018
RECORDS UNIT

December 13, 2018

MEMORANDUM TO:

Chief Education Supervisors- SGOD/CID
Elementary/Secondary School Heads
Unit Heads
Public Schools Only

ELECTRICAL AUSTERITY MEASURES

Please find the enclosed Memorandum dated December 5, 2018 from the Office of the City Administrator on the subject “*Electrical Austerity Measures*,” the content of which is self-explanatory, for your information, guidance, and compliance.

Particular attention is invited to nos. 1, 2 and 3 of the said memorandum. Further guidelines will be issued on austerity measures that will be adopted by this Office.

Immediate and wide dissemination of this Memorandum to the field is highly desired.


JOEL T. TORRECAMPO
Officer-in-Charge

Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
Shoe Ave. Sta. Elena, Marikina City

OFFICE OF THE CITY ADMINISTRATOR

MEMORANDUM

TO/FOR : ALL DEPARTMENTS
FROM : **ADRIAN S. SALVADOR**
Acting City Administrator
DATE : **05 December 2018**
SUBJECT : **ELECTRICAL AUSTERITY MEASURES**

DIVISION OF CITY SCHOOLS
MARIKINA



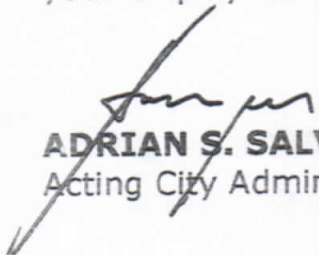
In line with the austerity measures being implemented by the city, this is to reiterate the previous memoranda relative to the following, to wit:

1. Refrain from using your respective offices for unrelated works during weekends and holidays to lessen electrical and internet consumptions.

Only offices mandated to conduct office hours during weekends and holidays, those authorized to render overtime and required during emergencies are exempt from this directive.

2. Refrain from using your offices as pantry for cooking and/or use of electric cooking utensils or any act similar in nature inside your working premises.
3. Make sure to unplug all electrical equipment after office hours, break time, weekends and holidays.

For your information and proper dissemination of the said memo to your employees under your jurisdiction.


ADRIAN S. SALVADOR
Acting City Administrator



LUNGSOD NG MAY MABUTING UGALI

(CITY OF GOOD CONDUCT)

G/F Marikina Cityhall, Shoe Ave., Sta. Elena, Marikina City