



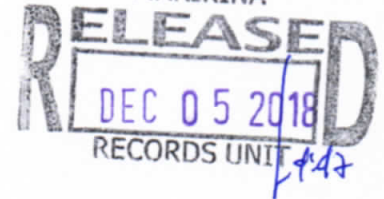
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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December 5, 2018

DIVISION OF CITY SCHOOLS
MARIKINA



MEMORANDUM TO:

All City Paid Employees

Please find the enclosed Memorandum No. 18-013 from the City Personnel Office on the subject: *“City Officials/Employees Christmas Party 2018”*, the content of which is self-explanatory.

For the information and guidance of all concerned.


JOEL T. TORRECAMPO
Officer-in-Charge

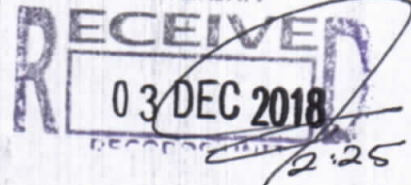
Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
 CITY PERSONNEL OFFICE

29 November 2018

DIVISION OF CITY SCHOOLS
 MARIKINA



MEMORANDUM
 NO. 18-013

FOR : All City Officials/Employees

SUBJECT : **CITY OFFICIALS/EMPLOYEES CHRISTMAS PARTY 2018**

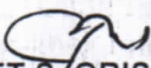
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 On **Friday, 14 December 2018**, the City Government will celebrate its **CHRISTMAS PARTY 2018** with the theme "**KUMUKUTI KUTI-POP**" at the Marikina Sports Center. **All city officials and employees are required to be in proper attire relative to the theme.**

Please take note of the following:

- a. Registration will start at **5:00 in the afternoon**;
- b. The party is exclusively for all city hall officials and employees only (no companion)
- c. Employees who are not in attire consonance to the theme will not be allowed to enter the venue;
- d. Please bring your Identification Cards (IDs);
- e. Raffle stubs will be distributed to respective offices prior to the said party.
- f. Upon entry to the Christmas Party venue, all employees must drop their raffle stubs in the tamboli placed near the entrance;
- g. Each office will provide for their own food or catering services;
- h. Cooking or grilling in the party area is allowed, using butane burner only, or griller with charcoal tray.
- i. There will be a designated smoking area per cluster;
- j. For cleanliness, each cluster shall provide their own garbage bags,
- k. There will be a detention cell for "pasaway" employees.

Please submit to the City Personnel Office the list of city employees who are on duty/sick leave during the said party on or before December 5, 2018 for purpose of declaring winners on raffle draws.

All heads of department/offices shall be responsible for the proper dissemination of this memo and the attendance of all employees under their jurisdiction.


JANET S. OBISPO
 City Personnel Officer

Noted:


ADRIAN S. SALVADOR
 Acting City Administrator



LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)

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 Email Address: www.marikina.gov.ph