



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



MEMORANDUM

TO: ALL CITY CASUAL EMPLOYEES

SUBJECT: RELEASE OF UNIFORM ALLOWANCE FOR 2018

DATE: March 20, 2018

Please see attached Memorandum dated March 12, 2018, signed by the Acting City Administrator, Mr. Adrian S. Salvador, content of which is self-explanatory.

Immediate and wide dissemination of this memorandum is desired.


SHERYL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
CITY PERSONNEL OFFICE

P-1478
DIVISION OF CITY SCHOOLS
MARIKINA

12 March 2018

RECEIVED
PERSONNEL UNIT

RECEIVED
16 MAR 2018
RECORDS UNIT

FOR : ALL CONCERNED

BY
DATE/TIME: 3/19/18 10:11 AM

9:16

SUBJECT : RELEASE OF UNIFORM ALLOWANCE FOR 2018

For the information of all regular and casual employees, the uniform allowance for 2018 will soon be released.

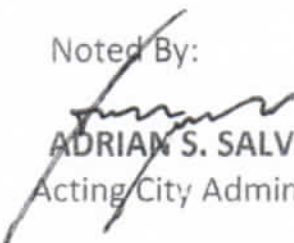
In view thereof, please be reminded by the following:

1. Present to the City Personnel Office at least two (2) sets of new uniforms and a pair of black shoes (Marikina-made) two (2) weeks after the release of the allowance;
2. Set aside an amount to cover the cost for "Type B" uniform;
3. Employees who were issued "Type B" uniforms last year (2017), which remain to be unpaid, settle your obligation.

All heads of departments/offices shall be responsible for the proper dissemination of this Memo and compliance of all employees under their jurisdiction.


JANET S. OBISPO
City Personnel Officer

Noted By:


ADRIAN S. SALVADOR
Acting City Administrator



LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)