

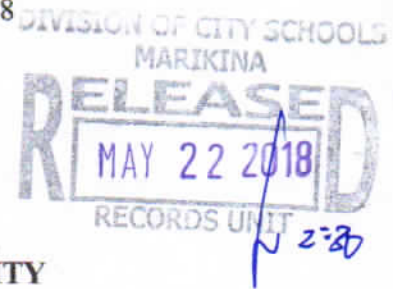


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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May 21, 2018




MEMORANDUM

**TO: ALL CITY PAID EMPLOYEES
OF SCHOOLS DIVISION OFFICE – MARIKINA CITY**

**SUBJECT: ADDENDUM: RE: TEAMBUILDING SEMINAR 2018
(Bus Assignments)**

Please see attached MEMORANDUM dated May 18, 2018, signed by the City Personnel Officer, Janet S. Obispo, content of which is self-explanatory.

Immediate and wide dissemination is highly enjoined.


SHERYLL T. GAYOLA
Office-In-Charge

Office of the Schools Division Superintendent

DEPED



Republic of the Philippines
CITY OF MARIKINA
 CITY PERSONNEL OFFICE

18 May 2018

DIVISION OF CITY SCHOOLS
 MARIKINA
RECEIVED
 21 MAY 2018
 T.A.

MEMORANDUM

FOR : All City Officials/Employees
 SUBJECT : **ADDENDUM: RE: Teambuilding Seminar 2018**

For the information and guidance of all city officials and employees, hereunder are the bus number assignments of departments/offices for the **Tearbuilding 2018 at LA VIRGINIA RESORT and HOTEL, on May 25, 2018:**

OFFICE/DEPT	No of Pax	Bus #
Accounting	18	10
Admin/Mayor's	15	25
Architectural	10	14
Assessor's	18	32
Bantay Bayan	7	18
Bikeways	17	24
BPLO	26	26
Budget	11	26
CEMO	48	27
CEMO	48	28
CEMO	48	29
CEMO	48	30
CEMO	48	31
CEMO	10	32
Centex	18	15
COA	2	9
Comelec	5	9
Council	40	38
CRO	25	15
CTMDO/TMED	46	16
CTMDO/TMED	31	17
CTMDO/TOED	4	15
CVO	14	43
CVO	14	45



LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)

OFFICE/DEPT	No of Pax	Bus #
Dep-Ed	46	7
Dep-Ed	46	8
Dep-Ed	36	9
Dep-Ed	1	33
DILG	1	46
Eng Electrical	37	12
Eng Plumbing	12	6
Eng TEU	44	11
Engineering	48	1
Engineering	48	2
Engineering	48	3
Engineering	48	4
Engineering	48	5
Engineering	19	6
GSO Admin	14	18
GSO BGMD	29	10
GSO Procurement	2	11
GSO Warehouse	26	18
Health	46	19
Health	41	20
Land Mgmt	9	26
LCR	8	12
Legal	9	21
Library	9	25
LRPESO	10	25
MADAC	11	25
Market	38	33
MASIDO	5	6
MCDRRMO	37	21
MCEO	6	20
MCEO	6	38
MISCC	13	37
Mkna Hotel	19	35
Motorpool	32	46
MSC	33	43
MSO	17	35
MSO BHHRD	45	34
MTC-RTC	15	37
OPSS	23	40


OFFICE/DEPT	No of Pax	Bus #
	37	41
OPSS	17	32
OSCA	1	14
PDAO	47	39
PDO	24	40
PDO	12	37
PIO	10	35
Planning	3	9
PLEB	2	32
PNP	11	6
Prosecutor's	1	25
Red Cross		
Rehab	16	36
RPA	8	41
RPA	46	42
RPA	12	46
RPA	46	22
SRMG	46	23
SRMG	29	24
SRMG	40	47
Steel Fab	35	14
SWDO	29	36
Tourism	8	33
Trade	47	44
Treasury	32	45
Treasury	15	17
Vice Mayor's	5	37
Volunteer		

In line with this, those who will bring their own vehicles must submit their plate numbers with name/s of passenger/s, to the personnel office not later than **May 21, 2018**, for the car pass issuance, and road map.

Entrance and raffle tickets, meals and drinks stubs, will be released by the Local Civil Registry Office on **May 22, 2018**.

Attached are the resort policies and house rules for guidance.

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


JANET S. OBISPO
 City Personnel Officer

Noted:


ADRIAN S. SALVADOR
 Acting City Administrator

RESORT POLICIES AND GUIDELINES

1. Smoking inside closed areas is not allowed. If you want to smoke, please utilize outdoor spaces.
2. Deadly weapons and illegal drugs are not allowed inside the premises.
3. Bringing-in of cooked food is allowed.
4. Bringing bottled drinks in the poolside and inside the pool is strictly prohibited.
5. Please wear proper swimming attire: No buttons or zippers allowed on all swim wear.
6. Please shower before dipping in the pool.
7. Management has the right to refuse guests from using the pools should these guests have any communicable skin diseases.
8. Please refrain from rowdy behavior as this can endanger other guests
9. Please observe utmost care when walking in our premises. Take extra care when walking on surfaces that are wet.
10. The management is not liable for the loss of your valuables. Please secure them properly.
11. Please do not litter. Clean as you go policy is observed.
12. Please help us in preserving our environment. Please turn off water faucets/shower heads.
13. Other amenities available, to be shouldered by employee:
 - Zipline: P250.00 per ride.
 - Wall climbing: Php 100 per climb
 - Archery: 400/hr; 200/half hr

The management reserves the right to refuse entry/stay to individuals violating hotel policies and guidelines