April 15, 2019

MEMORANDUM TO:

All City Paid Employees

Please find the enclosed memorandum from the City Personnel Office on the subject: “Addendum re: TEAM BUILDING SEMINAR 2019”, the content of which is self-explanatory.

Please be guided accordingly.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa
05 April 2019

MEMORANDUM

FOR : All City Officials/Employees

SUBJECT : Addendum re: TEAMBUILDING SEMINAR 2019

For the information and guidance of all city officials and employees, we are attaching herewith the resort policies and guidelines re: Teambuilding 2019 on Friday, April 26, 2019 at Juness Beach Resort, Morong, Bataan:

1. Swimming time with lifeguard is strictly from 7:00 am. to 6:00 p.m.
2. Extension up to 6:00 p.m. will be charged 50% of daily room rate. Beyond 6:00 p.m., full day's rate will be applied;
3. For your protection, your visitors will be required to register at the reception area and will be given temporary access pass prior their entry to the resort grounds;
4. Smoking is not allowed inside the rooms. Please smoke only in designated areas;
5. Personal sized music players are not allowed provided that is use and volume is set within the confines of your room. Amplified sound equipment is not allowed inside and outside the rooms;
6. Cooking inside the room is strictly not permitted;
7. Rice cooker, gas stove, butane stoves and any other form of stoves are strictly not allowed inside the room;
8. No weapon of any kind and illegal drugs are allowed inside the resorts grounds;
9. Restaurant is open from 7:00 a.m. to 10:00 p.m. No room service;
10. Pets are not allowed;
11. Fire pits is not allowed;
12. No nudity, proper wearing of swim wear must be observed;
13. Bottles and breakable wares should be left within the confines of your cabanas/tent. It should not be brought near the shore or swimming area;
14. The resort management reserves the right a guest to leave the resort premises in the event of violation of house rules and regulations;
15. The management is not liable for the loss of your valuables. Please secure them properly,

LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)
STA. ELENA, MARIKINA CITY METRO MANILA, PHIL. 1800 TEL: NO. 646-2569 TO 65 LOCAL 205; TELEFAX: 646-4065
Email Address: www.marikina.gov.ph
16. Please do not litter. Clean as you go policy is observed.
17. Do not forget to bring your own personal amenities such as medications, sunblock. Cape/hats, drinking tumblers and others which are deemed necessary.

All heads of departments/office are reminded to disseminate this information to all employees under their jurisdiction.

JANET S. OBISPO  
Chairman, Teambuilding 2019

ADRIAN S. SALVADOR  
Acting City Administrator

Noted: