



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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DEC 16 2020

**MEMORANDUM**

**TO : ALL CITY OFFICIALS/EMPLOYEES**

**SUBJECT : PROHIBITION ON THE CONDUCT OF MASS GATHERINGS/CHRISTMAS PARTY**

**DATE : December 16, 2020**

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Please see attached Memorandum dated December 9, 2020, signed by the Acting City Administrator / City Personnel Officer, **JANET S. OBISPO**, content of which is self-explanatory.

Immediate and wide dissemination of this Memorandum is desired.



**SHERYLL T. GAYOLA**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Republic of the Philippines  
CITY OF MARIKINA

Office of the City Administrator

09 December 2020

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

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MEMORANDUM

FOR : All City Officials/Employees

SUBJECT : Prohibition on the Conduct of Mass Gatherings/  
Christmas Party


HEIDI R. MASA  
Records Unit  
DepEd Marikina

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For the information and guidance of all city officials and employees, the conduct of mass gatherings are still prohibited per Inter Agency Task Force on Covid-19 (IATF) guidelines.

This prohibition aims to prevent the spread of the virus and to maintain the downward trend of Covid-19 positive cases which is the result of the strict implementation of health protocols. In view thereof, holding of Christmas Parties is not allowed.

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

  
JANET S. OBISPO  
Acting City Administrator/  
City Personnel Officer

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