

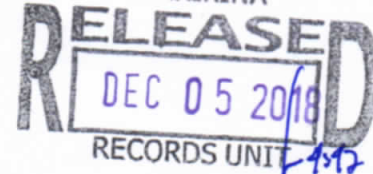


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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DIVISION OF CITY SCHOOLS
MARIKINA



MEMORANDUM


TO: ALL CITY PAID EMPLOYEES WITH DISABILITIES / SOLO PARENT

SUBJECT: SUBMISSION OF PHOTO COPY OF IDENTIFICATION CARDS (IDs)

DATE: December 03, 2018

Please see attached Memorandum dated November 23, 2018, signed by the City Personnel, Janet S. Obispo, content of which is self-explanatory.

Immediate and wide dissemination of this memorandum is desired.


JOEL T. TORRECAMPO
Officer-In-Charge

Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
CITY PERSONNEL OFFICE

23 November 2018

DIVISION OF CITY SCHOOLS
MARIKINA

RECEIVED
26 NOV 2018
RECORDS UNIT
10-75

MEMORANDUM

FOR : All Employees With Disabilities/Solo Parent

SUBJECT : **Submission of Photo Copy of Identification Cards (IDs)**

X-----X

For the information and guidance of all city officials and employees who are Solo Parents and to those with disabilities, **you are required to submit photo copies of your IDENTIFICATION CARDS (IDs) to the City Personnel Office immediately, the purpose of which is to up-date our data base which are necessary in the periodic submission of reports to the Civil Service Commission and the National Council on Disability.**

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

[Signature]
JANET S. OBISPO
City Personnel Office

RECEIVED
PERSONNEL UNIT
BY *[Signature]*
DATE/TIME: *11/24/18*

- 3:07



LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)