MEMORANDUM

TO: ALL CITY OFFICIALS/EMPLOYEES

SUBJECT: CLOTHING ALLOWANCE FOR CY 2020

DATE: February 24, 2020

Please see attached Memorandum dated February 19, 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
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent
19 February 2020

MEMORANDUM

FOR: All City Officials/Employees

SUBJECT: CLOTHING ALLOWANCE FOR CY 2020

Please be informed that the clothing allowance for 2020 will be released soon, however, the following shall be submitted to the City Personnel Office for checking:

1. at least two (2) sets of new uniforms (type A, white shirt jack style/top/midnight blue pants (slacks);

2. at least two (2) sets of type B uniforms.

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

JANET S. OBISPO
Acting City Administrator/
City Personnel Officer

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