



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

TO : ALL CITY OFFICIALS/EMPLOYEES

SUBJECT : CLOTHING ALLOWANCE FOR CY 2020

DATE : February 24, 2020

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT


RELEASED

Date: FEB 27 2020

By: [Signature]

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



Republic of the Philippines
CITY OF MARIKINA

Office of the City Administrator

19 February 2020

MEMORANDUM

FOR : All City Officials/Employees


SUBJECT : CLOTHING ALLOWANCE FOR CY 2020

X-----X

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

Marikina City Hall, Shoe Ave., Brgy. Sta Elena, Marikina City 1800
Tel. Nos.: 646-1634; 682-9281
Email add: mayorsofficemarikina@yahoo.com

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RECEIVED

FEB 21 2020 Time: 10:11

TRN: _____ By: 