



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

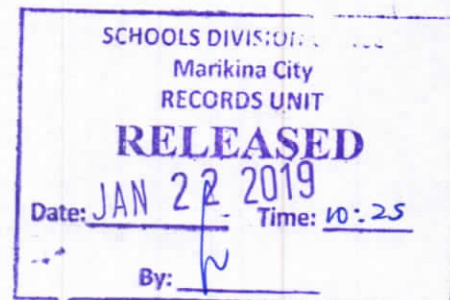
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January 21, 2019

MEMORANDUM TO:

Chief Education Supervisors, SGOD and CID
Elementary/Secondary School Heads
Division Administrative Staff/ Personnel
Public and Private Schools



OFFICE PROTOCOL ON BARANGAY COMMUNICATIONS

Please find the enclosed memorandum from the Acting City Administrator on the same subject matter, the content of which is self-explanatory.

Particular attention is invited to paragraph 1 of the said memorandum.

For the information and guidance of all concerned.


JOEL T. TORRECAMPO

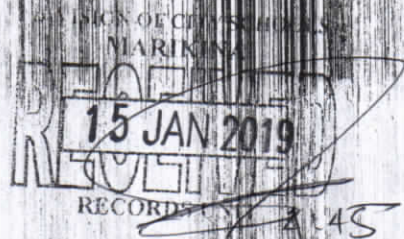
Officer-in-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
Office of the Mayor

10 January 2019

MEMORANDUM



FOR : All City Officials/Employees

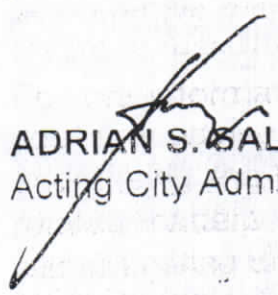
SUBJECT : **OFFICE PROTOCOL ON BARANGAY COMMUNICATIONS**

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For the information and guidance of all city officials and employees, you are advised to refrain from using District I and District II in addressing the particular barangay in all communications and other related matters. You may address the barangay concerned directly without giving distinction to the district where it belongs.

This will help build harmonious relationships and teamwork among the barangays, city officials and our constituents.

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


ADRIAN S. SALVADOR
Acting City Administrator

LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)