MEMORANDUM TO:

OIC, Office of the Assistant School Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public and Private Schools

BLOOD LETTING ACTIVITY

Enclosed is a letter from Ms. Janet S. Obispo, City Personnel Officer, City Personnel Office dated June 26, 2019 re: Blood Letting Activity on Sunday, July 28, 2019 from 9:00 am to 3:00 pm at the Marikina Convention Center, content of which is self-explanatory, for information and guidance.

Wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
26 June 2019

MEMORANDUM

FOR: All City Officials/Employees

SUBJECT: BLOOD LETTING ACTIVITY

In celebration of Blood Donor’s Month (July), the City Health Office in coordination with the Philippine Blood Center and Marikina News, will be conducting a Blood Letting Activity with this year’s theme “Safe BLOOD for ALL” on Sunday, 28 July 2019, from 9:00 a.m. to 3:00 p.m. at the Marikina Convention Center.

In this regard, all city officials and employees are requested to participate in this noble activity which aims to: 1) build public awareness of the need for quality and safe blood; 2) honor and recognize blood donors; and 3) encourage regular blood donation.

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

BY AUTHORITY OF THE MAYOR:

[Signature]

JANET S. OBISPO
City Personnel Officer