



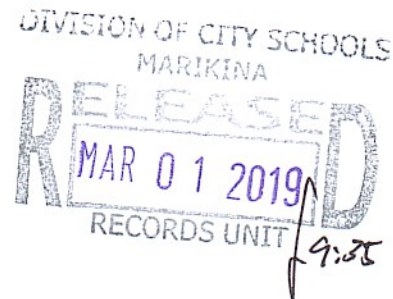
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



MEMORANDUM TO:

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



DONATIONS OF USED CLOTHES DRIVE

Enclosed is a letter from Ms. Janet S. Obispo, City Personnel Officer, City Personnel Office dated February 28, 2019 re: **Donations of Used Clothes Drive**, content of which is self-explanatory, for information and guidance.

In line with this, all schools are requested to donate old clothes. The donations must be boxed and properly secured to avoid damages. All donations will be brought to the City Social Welfare and Development Office on March 4 to 25 2019, from 8:00 am to 5:00 pm only.

Participation and cooperation of all concerned are highly enjoined.

Immediate and wide dissemination of this Memorandum is desired.


JOEL T. TORRECAMPO

Officer-in-Charge
Office of the Schools Division Superintendent



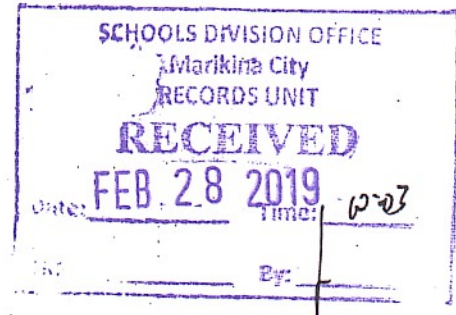
Republic of the Philippines
CITY OF MARIKINA
CITY PERSONNEL OFFICE

21 February 2019

MEMORANDUM

FOR : All City Officials/Employees

SUBJECT : **DONATION OF USED CLOTHES DRIVE**




This is to request all officials and employees to donate used clothes for us to create a buffer stock that will be ready for distribution to those affected in times of emergency.

All donations may be forwarded to the City Social Welfare and Development Office.

May we request all heads to disseminate this memo and spearhead the campaign to all employees under their jurisdiction.

Thank you.


JANET S. OBISPO
City Personnel Officer

Noted:


ADRIAN S. SALVADOR
Acting City Administrator



LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)

STA. ELENA, MARIKINA CITY METRO MANILA, PHIL. 1800 TEL. NOS.: 646-2360 TO 65 LOCAL 205; TELEFAX: 646-0365
Email Address: www.marikina.gov.ph