MEMORANDUM TO:

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

FEDERATION OF PARENTS-TEACHERS ASSOCIATION
IN MARIKINA CITY (FPTAM) ANNUAL GIFT GIVING

Enclosed is a letter from Ms. Jeane Cruz - De Leon, President, FPTAM dated March 13, 2019 re: “Federation of Parents-Teachers Association in Marikina City (FPTAM) Annual Gift Giving for the Less Fortunate Children” on March 23, 2019, Saturday, 7:00 am – 12:00 nn at Marikina Elementary School, the content of which is self-explanatory, for information and appropriate action.

Particular attention is invited to paragraph 2 of the said letter.

Participation and cooperation of all concerned are highly encourage.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa
March 12, 2019

Dr. Joel Torrecampo
School Division Superintendent
SDO - Marikina
Marikina City

Dear Dr. Torrecampo:

God’s favor and goodness be upon you through Christ Jesus our Lord!

The Federation of Parents-Teachers Association in Marikina City (FPTAM) will be holding its Annual Gift Giving for the Less Fortunate Children on Saturday, March 23, 2019, 7:00 am to 12:00 noon at the Marikina Elementary School, Sta.Elena, Marikina City. Activities are musical and dance extravaganza; free rides, feeding program and gift-giving for the children. This will be participated by 500 school children from the 32 public schools here in Marikina City, 15 students per school.

In lieu of this, we would like to request from your good office to allow us to use the School Ground of Marikina Elementary School on that date. At the same time, we also request for a Memorandum of the said activity.

The FPTAM is assuring for maintaining peace and order and cleanliness of the school facilities. We are willing to shoulder the expenses of the guard and volunteer during the conduct of the activity, electric and water consumption bill, if necessary.

Please do not hesitate to contact the FPTAM for any questions at 09175744726.

Trusting and hoping for your expeditious and favorable response. Thank you very much.

Sincerely yours,

JEANE CRUZ – DE LEON
FPTAM President