



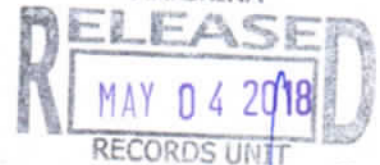
REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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May 03, 2018

DIVISION OF CITY SCHOOLS  
MARIKINA



**MEMORANDUM**

**TO: ALL CITY PAID EMPLOYEES  
OF SCHOOLS DIVISION OFFICE – MARIKINA CITY**

**SUBJECT: TEAMBUILDING SEMINAR 2018  
(For All City Officials/Employees)**

Please see attached MEMORANDUM No. 18-008 dated April 23, 2018, signed by the City Personnel Officer, Janet S. Obispo, content of which is self-explanatory.

Immediate and wide dissemination is highly enjoined.

*For:*

**SHERYLL T. GAYOLA**

*Office-In-Charge*

*Office of the Schools Division Superintendent*

*By:*

  
**ELISA O. CERVEZA**

*Chief Education Supervisor, CID*

*OIC – Office of the Schools Division Superintendent*



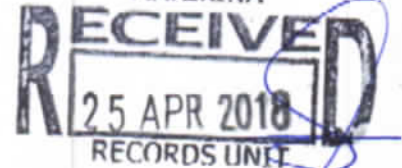
Republic of the Philippines  
**CITY OF MARIKINA**  
CITY PERSONNEL OFFICE

23 April 2018

**MEMORANDUM**

NO. 18-008

DIVISION OF CITY SCHOOLS  
MARIKINA



FOR : All City Officials/Employees  
SUBJECT : **TEAMBUILDING SEMINAR 2018**  
(For All City Officials/Employees)

For the information and guidance of all city officials and employees, a **Teambuilding Seminar** with the theme "**SWABE... SAMA-SAMANG GALAW SA TAG-ARAW**" will be held on **May 25, 2018, Friday**, at **LA VIRGINIA RESORT AND HOTEL**, Mataas Na Kahoy, Batangas. The objective of this annual activity is to promote good camaraderie among city officials and employees.

Please be guided by the following:

1. The Teambuilding is exclusively for all city hall officials and employees (no companion);
2. Assembly time is 4:00AM at the cityhall grounds and boarding at 4:30AM. **Buses will leave the city hall at exactly 5:00 in the morning.** Attendance sheets will be provided in every bus.
3. Bring office ID for raffle purposes; "No show" means no chances of winning. Raffle stubs shall be dropped in the tambiola by the participants upon arrival.
4. Entrance and raffle tickets and meal stubs will be provided per office one (1) week before the Teambuilding;
5. Lunch (guided buffet), AM & PM snacks, unlimited water/drinks, will be served in color-coded buffet stations.
6. **Time of departure from the resort is 5:00PM**, on a first come-first served basis. (1<sup>st</sup> to complete the number of passengers, 1<sup>st</sup> to go.)
7. For those who will bring their own vehicle, please register upon arrival at the entrance. Car passes will be provided.
8. Please see attached Resort House Rules and Regulations, for additional information.



**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](http://www.marikina.gov.ph)

## RESORT POLICIES AND GUIDELINES

1. Smoking inside closed areas is not allowed. If you want to smoke, please utilize outdoor spaces.
2. Deadly weapons and illegal drugs are not allowed inside the premises.
3. Bringing-in of food is allowed.
4. Bringing bottled drinks in the poolside and inside the pool is strictly prohibited.
5. Please wear proper swimming attire: No buttons or zippers allowed on all swim wear.
6. Please shower before dipping in the pool.
7. Management has the right to refuse guests from using the pools should these guests have any communicable skin diseases.
8. Please refrain from rowdy behavior as this can endanger other guests
9. Please observe utmost care when walking in our premises. Take extra care when walking on surfaces that are wet.
10. The management is not liable for the loss of your valuables. Please secure them properly.
11. Please do not litter. Clean as you go policy is observed.
12. Please help us in preserving our environment. Please turn off water faucets/shower heads.
13. Other amenities available, to be shouldered by employee:
  - Zipline: P250.00 per ride.
  - Wall climbing: Php 100 per climb
  - Archery: 400/hr; 200/half hr

The management reserves the right to refuse entry/stay to individuals violating hotel policies and guidelines

yetmcm@gmail.com

Hereunder are the clustering of offices with respective team leaders. To be able to distinguish clustered groups, **color coding of t-shirts/outfits shall be observed :**

**1) Team WERPA- Color PINK**

**Leader: DAVE DAVID (MCDRRMO)**

- |                         |                               |
|-------------------------|-------------------------------|
| 1. City Health Office   | 6. SRMG                       |
| 2. CTMDO-TOED           | 7. Vice-Mayor's Office /Rehab |
| 3. CTMDO-TMED           | 8. Community Relations Office |
| 4. GSO/Procurement/BGMD | 9. Local Registry Office      |
| 5. MCDRRMO              | 10. MDTO/CENTEX               |

**2) Team ASTIG - Color BLUE**

**Leader: ANN LUMBO (CSWDO)**

- |                           |           |
|---------------------------|-----------|
| 1. Engineering Office     | 6. MASIDO |
| 2. Dep-Ed/School Janitors | 7. COA    |
| 3. CSWDO                  | 8. PLEB   |
| 4. Accounting Office      | 9. PDAO   |
| 5. COMELEC                |           |

**3) Team LODI - Color ORANGE**

**Leader: PONCHIE SANTOS (Tourism)**

- |                                   |                        |
|-----------------------------------|------------------------|
| 1. CEMO                           | 12. MISCC              |
| 2. Mayors/Admin Office            | 13. Budget Office      |
| 3. M S O/MCEO                     | 14. LRPESO             |
| 4. Market Office                  | 15. Legal Office       |
| 5. Tourism Office                 | 16. Volunteer's Office |
| 6. Trade & Industry               | 17. OSCA               |
| 7. BPLO                           | 18. Library            |
| 8. Bikeways Office-               | 19. DILG               |
| 9. Marikina Hotel                 | 20. Rehab              |
| 10. Planning Office/Architectural | 21. PNP                |
| 11. Personnel Office              |                        |

**4) Team PETMALU - Color RED**

**Leader: ROMY CANLAS (Assessors)**

- |                               |                              |
|-------------------------------|------------------------------|
| 1. City Council               | 7. City Veterinary Office    |
| 2. Parks Development Office   | 8. Assessors Office          |
| 3. OPSS                       | 9. Public Information Office |
| 4. Treasury Office            | 10. Motorpool Section        |
| 5. Marikina Sports Center     | 11. Steel Fabrication        |
| 6. MTC/RTC/Prosecutors Office | 12. River Park Authority     |

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

  
**JANET S. OBISPO**  
City Personnel Officer