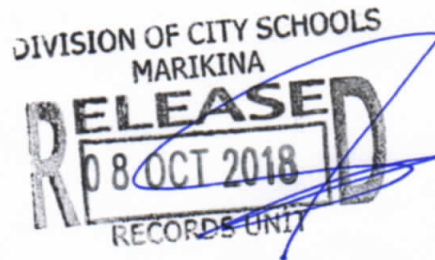




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046(SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



September 27, 2018

MEMORANDUM

**TO: CHIEF EDUCATION SUPERVISORS – CID AND SGOD
UNIT HEADS
ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS
OFFICER-IN-CHARGE
ALL CITY PAID EMPLOYEES**

SUBJECT: REMINDERS ON CERTAIN OFFICE RULES

Please see attached MEMORANDUM dated September 14, 2018, signed by the Acting City Administrator, Mr. Adrian S. Salvador, content of which is self-explanatory.

Immediate and wide dissemination of this memorandum is desired.


SHERYL T. TAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
Office of the Mayor

14 September 2018

MEMORANDUM

FOR : All Department/Office Heads
SUBJECT : Reminder on Certain Office Rules

DIVISION OF CITY SCHOOLS
MARIKINA



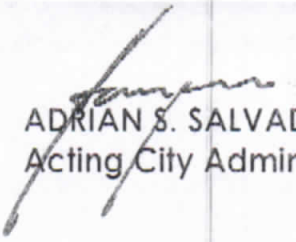
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For the information of all Department/Office Heads, the following are reminders/instructions on certain office rules and regulations:

1. Please be at your respective offices by 8:00 a.m. so that your employees are properly guided before they start their work/deployment;
2. Please see to it that your employees are wearing the prescribed proper uniform;
3. Always remind your employees especially those who perform field work, to bring with them mission orders, not only for purposes of attendance monitoring but also for their protection, as well;
4. Please refrain from asking the Volunteers assigned in your office to run personal errands for you.

For guidance.

BY AUTHORITY OF THE MAYOR:


ADRIAN S. SALVADOR
Acting City Administrator

RECEIVED
PERSONNEL UNIT
BY: 
DATE/TIME: 9/26/18 - 9:58

LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)

STA. ELENA, MARIKINA CITY, METRO MANILA, PHIL. 1800 TEL. NOS. 646-1634, 682-9279, 646-2360 TO 70 • FAX NO. 646-5277