



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

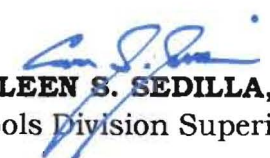
NOV 14 2022

MEMORANDUM

CHRISTMAS TREE LIGHTING IN CITY HALL

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V
All City Paid Employees

1. Attached is a Memorandum from Engr. Allan A. Cachuela- City Administrator, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. All city paid employees shall attend on November 18, 2022 at 5:00 PM at the City Quadrangle.
3. For information and strict compliance.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

EMPLOYEES

MMP/NAV/DM – CHRISTMAS TREE LIGHTING IN CITY HALL
389 / NOVEMBER 14, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



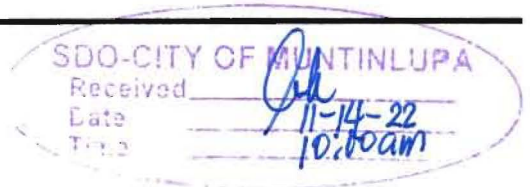
389 1115013



Office of the City Administrator

CITY GOVERNMENT OF MUNTINLUPA

2/F Main Building, City Hall, Barangay Putatan, Muntinlupa City 1772



Memo

To : All Heads and Personnel of the Departments and Offices of the City Government

From : The City Administrator

Date : 11 November 2022

Subject : Christmas Tree Lighting in City Hall

To usher in the Yuletide, the City Government of Muntinlupa shall hold the Annual Christmas Tree Lighting Program at the City Quadrangle on 18 November 2022, Friday, at 5 o'clock in the afternoon.

All Heads and Personnel shall attend and wear green or red top, as well as a Santa hat.

Attendance Forms shall be distributed and collected by the City Human Resources Management Department (CHRM).

For the information and compliance of all concerned.


Engr. ALLAN A. CACHUELA

cf : Rozzano Rufino B. Biazon,
City Mayor
Elizabeth Agdon-Gaviola,
CHRM

