



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 17 2022

MEMORANDUM

CHRISTMAS TREE LIGHTING ACTIVITY IN CITY HALL 2022

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 dated November 14, 2022, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. For immediate and wide dissemination of this memorandum is desired.


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 ACTIVITY

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



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
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Memo

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

From : The City Administrator

Date : 14 November 2022

Subject : Christmas Tree Lighting Activity in City Hall 2022

To officially welcome the Christmas Season, the Annual Christmas Tree Lighting Activity will take place on Friday, 18 November 2022, starting at 5pm, at the City Quadrangle.

Please be reminded of the following, namely:

- (1) All Heads and personnel shall attend, except for those involved in critical work, medical response, emergency case, or any other similarly-situated circumstance. The City Human Resources Management Department (CHRMD) shall distribute and collect Attendance Sheets;
- (2) All shall wear either (a) red, or (b) green top, which may be worn at the start of the working hours. Likewise, a Santa hat shall be worn during the activity;
- (3) The City Health Office (CHO) is emphatic on this matter, hence, face masks shall be worn at all times during the activity;
- (4) Lights shall be switched off in the offices in City Hall (Main Building, Annex Building, and People's Center) starting at 5pm;
- (5) Live light shows will be featured by the hour, and the last one shall be at 9pm. However, at 8pm, (a) access inside the City Hall premises shall cease, and (b) lights will be switched off at the Ground Floor and the Second Floor of the Main Building.

For the information and strict compliance of all concerned.


Engr. ALLAN A. CACHUELA

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

