



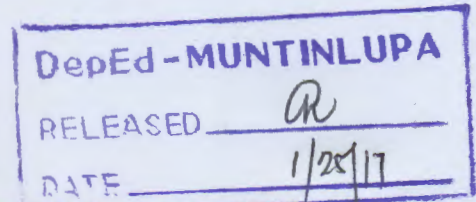
Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

January 24, 2017

DIVISION MEMORANDUM

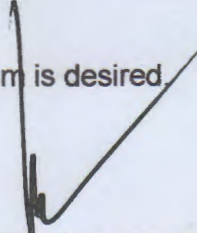
To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
All Public Elementary and Secondary School Principals/OICs
Administrative Officer V
All Other Concerned



MONTHLY BIRTHDAY CELEBRATION OF CITY'S EMPLOYEES AND PERSONNEL (January and February Birthday Celebrators)

Attached is the City's Unnumbered Memorandum dated January 18, 2017 re: Monthly Birthday Celebration of City's Employees and Personnel whose Birthdate Falls on the Months of January and February, the contents of which are self-explanatory, for the information of all concerned.

Immediate and wide dissemination of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent





Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



MEMORANDUM

TO : ALL DEPARTMENT HEADS AND EMPLOYEES

FROM : City Human Resources Management Department

DATE : 18 January 2017

SUBJECT : MONTHLY BIRTHDAY CELEBRATION FOR THE MONTHS OF JANUARY & FEBRUARY 2017

This is in connection with the 2017 Monthly Birthday Celebration for Employees and Personnel of the City Government of Muntinlupa for the months of January and February to be held on February 24, 2017 at the City Quadrangle.

May we request your good office to submit a list (see attached form) of employees and personnel whose birthdate falls on the month of January or February and who will attend/participate on the said activity as to properly plan the expenses and preparation of work program.

Deadline of submission is on January 25, 2017 at the City Human Resources Management Department. You can coordinate with Ms. Cynthia Arevalo should you have further questions on the matter.

Thank you very much and Mabuhay!

[Signature]
Atty. RODERICK B. TAGNIA
 OIC - CHRMD

Noted: *[Signature]*
Engr. ALLAN A. CACHUELA
 City Administrator

DIVISION OF CITY SCHOOLS
 RECEIVED _____
 DATE 1/23/17
 TIME 11:30 am
CITY OF MUNTINLUPA

City Government of Muntinlupa
**PARTICIPANTS FOR THE 2017 MONTHLY BIRTHDAY CELEBRATION
FOR THE MONTHS OF JANUARY AND FEBRUARY**

Department/Office: _____

Name	Birth date	Signature
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