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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 : 22 March 2017
SUBJECT : MONTHLY BIRTHDAY CELEBRATION FOR THE MONTHS OF MARCH & APRIL 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 March and April to be held on April 28, 2017 at the City Quadrangle.

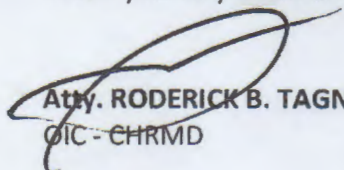
May we request your good office to submit a list (see attached form) of employees and personnel whose birthdate falls on the month of March or April and who will attend/participate on the said activity as to properly plan the expenses and preparation of work program.

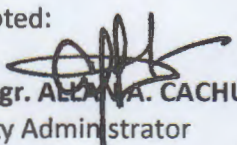
Deadline of submission is on March 31, 2017 at the City Human Resources Management Department. Employees/Personnel who did not confirmed their attendance after March 31, 2017 will not be included in the allotment of food and raffle tickets. Employees with shifting schedules are requested to coordinate with their supervisors for necessary adjustments.

Employees/Personnel who registered to participate but were unable to attend the said activity must submit an explanation letter to the Office of the City Administrator.

You can coordinate with Ms. Cynthia Arevalo should you have further questions on the matter.

Thank you very much and Mabuhay!


Atty. RODERICK B. TAGNIA
OIC - CHRMD

Noted:

Engr. ALLANA A. CACHUELA
City Administrator

DIVISION OF CITY SCHOOLS
RECEIVED _____
DATE _____ 3/29/17
TIME _____ 11:42 AM
CITY OF MUNTINLUPA

City Government of Muntinlupa
PARTICIPANTS FOR THE 2017 MONTHLY BIRTHDAY CELEBRATION
FOR THE MONTHS OF MARCH AND APRIL

Department/Office: _____

Name	Birth date	Signature
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