

03 2017



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



**DIVISION MEMORANDUM**

No. 445 S. 2017

TO : SCHOOL HEADS  
SEF PAID PERSONNEL  
ALL OTHERS CONCERNED

FROM : FEDERICO P. MARTIN, EdD, CESO VI  
Schools Division Superintendent


SUBJECT : ATTENDANCE TO THE CULMINATING ACTIVITY OF THE  
LGU EMPLOYEES' WEEK

DATE : December 05, 2017

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1. Pursuant to Proclamation No. 1130, s. 1997, "**Declaring the First Week of December of every year as National Government Employees' Week**", the LGU-Baguio Employees Association Inc., (LGU-BEAI) has scheduled activities to observe the aforesaid proclamation. One of the activities is the *Culminating Activity* to be held on *December 7, 2017*, from *1:00 pm to 5:00 pm* at the *City Hall Ground*.
  2. In this connection, all SEF paid personnel are hereby requested to attend the said activity.
  3. Immediate dissemination of and strict compliance to this memorandum is directed.

**FEDERICO P. MARTIN, Ed.D., CESO VI**  
Schools Division Superintendent

For the SDS:

  
**SORAYA T. FACULO, PhD**  
OIC – Assistant Schools Division Superintendent



Republic of the Philippines

**LGU-Baguio Employees Association Incorporated (LGU-BEAI)**

Baguio City

28 November 2017

**HON. MAURICIO G. DOMOGAN**

City Mayor

Baguio City

Sir:

Pursuant to Proclamation No. 1130, s. 1997, "Declaring the First Week of December of Every Year as National Government Employees' Week", the LGU-Baguio Employees Association Inc., (LGU-BEAI) has scheduled activities to observe the aforesaid proclamation, as follows:

Date	Activity	Venue
December 4	Launching of Employees Week	City Hall Grounds (during the Monday's flag raising ceremony)
December 5 - 2017 (1:00 P.M. - 5:00 P.M.) Dec. 6, 2017 8:30 - 12 nn	Information and Education Campaign a. Health and wellness program b. Health Care program c. Red Cross Program	Sangguniang Panlungsod Session Hall
December 7 (1:00 P.M. - 5:00 P.M)	City Hall Employees Got Talent	City Hall Grounds

In this connection, may we respectfully request His Honor to allow the employees to join in these activities. Furthermore, may we also invite His Honor on 07 December 2017 to give his message during the culminating activity at the City Hall Grounds.

Thank you very much.

Very truly yours,

  
**MARIETA C. ALVAREZ**  
President

**APPROVED:**

  
**MAURICIO G. DOMOGAN**  
City Mayor



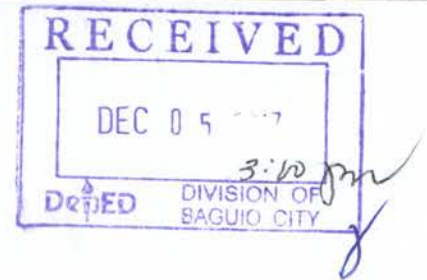
Republic of the Philippines

**LGU-Baguio Employees Association, Inc. (LGU-BEAI)**

City Government of Baguio

December 4, 2017

ALL EMPLOYEES  
City Government of Baguio



Through: Respective Department Heads/Administrative Officers/LGU-BEAI  
Representatives

Sirs/Mesdames:

Pursuant to Proclamation No. 1130 s., 1997, "Declaring the First Week of December of each year as National Government Employee's Week, may we furnish you herein authority issued by the Honorable Mauricio G. Domogan, City Mayor, this City, for our the attendance to the activities lined-up for the celebration.

In this regard, for the conduct of Health and Wellness Lectures on December 5, 2017, 1:00 – 5:00 P.M. and December 6, 2017 8:30 A.M. , attendance of at least three (3) employees from each department is respectfully requested. Certificates of participation/attendance shall be issued to all attendees of said activities.

During the culminating activity on December 7, 2017, it is further requested that list of employees in your respective offices, with designated representative to withdraw the snacks, be submitted to Ms. Gloria S. Evangelista, Supervising Administrative Officer, City Mayor's Office and Treasurer of the LGU-BEAI not LATER than December 5, 2017.

Thank you very much.

Very truly yours,

  
**MARIETA C. ALVAREZ**  
President

Encl. : a/s