



18 January 2017

c/o Planning

The Department/Office Heads
City Government of Baguio
Baguio City

Attention: **Supervising Administrative Officers/Personnel-in-Charge of personnel matters**

Ladies and Gentlemen:

May we respectfully request you to submit to this office the name/s of your employees who have disabilities (Physical, visual, hearing impairment) on or before February 15, 2018, for records and reference purposes.

Format:

Employee Name:	Position:	Disability:	Gender:	Status of Appointment:
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Thank you.

Very truly yours,


AUGUSTIN P. LABAN III
City Human Resource Management Officer

/rbd

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION
FEDERICO P. MARTIN, Ed.D, CESO VI
Schools Division Superintendent


ROBERTO R. GONZALES
Administrative Officer V