

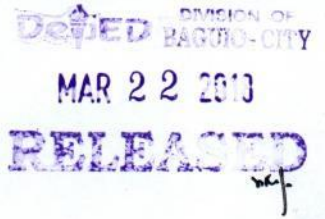
MEMORANDUM No. 074,s. 2018

TO : **ALL DEPARTMENT/OFFICE HEADS**  
 City Government of Baguio  
 Baguio City

FROM: **THE CITY MAYOR**

SUBJECT: 2018 City Hall Mini Olympics and Fun Games

DATE: 21 March 2018



With our continuing effort to promote fitness amongst employees and foster camaraderie, the opening of the 2018 City Hall Mini Olympics and Fun Games will be held on April 06, 2018 at the Athletic Bowl, Baguio City with the theme *“Reinventing camaraderie through strengthened unity in a diverse community.”*

To facilitate the lined up events and games, please be guided by the following:

1. All City Officials and Employees are enjoined to attend the opening program on April 06, 2018 (Friday) at exactly 8:00 in the morning. Employees are not required to use the biometrics that day; however, they are required to be at the Athletic Bowl before 8:00 A.M. Arriving beyond 8:00 A.M. and/or leaving the venue early will be considered as Tardy/undertime. Attendance will be checked by the City Human Resource Management Office.
2. All City Officials and Employees are strongly encouraged to participate in all the listed activities and games. In order to facilitate the conduct of the games, the list of participants should be submitted to the CHRMO on or before April 02, 2018.
3. All departments and offices are required to assign personnel (skeletal force) in order not to disrupt the continuity of services in the City Government. List of employees composing the skeletal force shall be submitted to the CHRMO for purposes of the distribution of snacks and lunch.
4. All administrative officers are hereby directed to monitor the attendance of employees of their respective departments/office.

Be guided accordingly.

MAURICIO G. DOMOGAN  
 City Mayor

