



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



DIVISION MEMORANDUM

No. 661 S. 2019

TO : **ELEMENTARY AND SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS
UNIT/SECTION HEADS
ALL SEF PAID PERSONNEL
ALL OTHERS CONCERNED**

FROM : **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

SUBJECT : **(SEF) ATTENDANCE TO THE ANNUAL CITY EMPLOYEES CHRISTMAS
PARTY/PROGRAM**

DATE : **December 10, 2019**

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1. The City Government of Baguio will be conducting **City Hall Christmas Party/Program** on **December 20, 2019** from **8:00 in the morning** at the **City Hall grounds, Baguio City**.
 2. In relation to this, SEF-paid personnel are requested to attend the said activity.
 3. Please see attached memorandum from the office of the City Mayor.
 4. Immediate dissemination of and strict compliance to this memorandum is directed.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent



MEMORANDUM NO. 404 – A
Series of 2019

TO: ALL EMPLOYEES
City Government of Baguio

SUBJECT: Amendment to Memorandum No. 404, s. 2019, Re: Attendance to the Annual City Employees Christmas Party/ Program on 20 December 2019 at the City Hall Grounds.

DATE: 28 November 2019

Please be informed that office Christmas parties **shall only be scheduled on 20 December 2019 (Friday) after the conduct of the annual City Hall Christmas Party/ Program** in the morning of 20 December 2019.

This memorandum is issued retracting the earlier issued Memorandum No. 404 , s. 2019, dated 15 November 2019, stating that office Christmas parties may be scheduled before or after the City Employees Christmas Program on 20 December 2019.

For your compliance.


BENJAMIN B. MAGALONG
City Mayor



Republic of the Philippines
OFFICE OF THE CITY MAYOR
 City Government of Baguio

NOV 18 2019
 Mayor's Office
 11:25

NOV 15 2019
 THE CITY
 11:25
 11/18/19

MEMORANDUM NO. **404**

Series 2019
 CIVIL REGISTRY OFFICE
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 NOV 18 2019

TO : **ALL EMPLOYEES**
 City Government of Baguio

FROM : **THE CITY MAYOR**

SUBJECT : **ATTENDANCE TO THE ANNUAL CITY EMPLOYEES CHRISTMAS PARTY/PROGRAM ON DECEMBER 20, 2019 AT THE CITY HALL GROUNDS.**

DATE : **NOVEMBER 15, 2019**

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All employees are enjoined to participate in the celebration of the annual City Employees Christmas Program to be held on 20 December 2019 at the City Hall grounds starting at 8:00 in the morning.

There will be an Inter-Color Christmas Dance Competition and raffle of prizes.

All Offices may schedule respective Christmas Party before or thereafter to ensure attendance of everyone. Whenever necessary, Department heads shall assign staff to man respective offices to ensure non-disruption of frontline services.

For guidance.

ENGINEERING
 NOV 18 2019
 3:10
 OFFICE OF THE BUDGET OFFICER

BENJAMIN B. MAGALONG
 City Mayor

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 BAGUIO CITY

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 Baguio City
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