



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

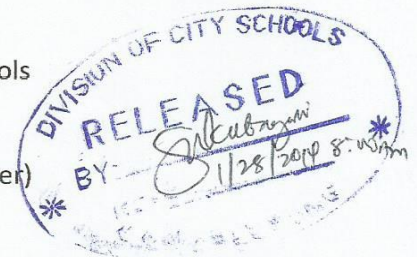
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URGENT

January 27, 2014

Memorandum To : Principals, Elementary and Secondary Schools
Administrative Officer-V
Human Resource Management Officer-I
All City Paid-Personnel (Casual and Job Order)




Reproduced at the back hereof is the letter of Ms. Flordeliza D. Bonador, City Government Department Head dated January 24, 2014 re: **enjoining all concerned city paid employees who are seriously interested in taking the Civil Service Examination (Professional and SubProfessional) scheduled on April 6, 2014.** Interested personnel may directly coordinate with the Personnel Unit of the City Government of Mandaluyong ***through Ms. Claire Cruz and Ms. Marissa Malabanan from January 27, 2014 (Monday) until January 30, 2014 (Thursday) from 9:00 AM to 5:00 PM.***

Preferential attention is invited to paragraphs 2, 3 and 4 which states the purpose of the early registration of interested personnel and the disciplinary sanctions they might face if they failed to commit to take the review and actual examination as well as the qualifications of those who can register and take the exam.

While interested city paid personnel assigned in the Division Office may coordinate with Ms. Lynn P. Swain, Personnel In-charge of City Paid Employees on or before January 29, 2014 (Wednesday).

Prompt and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES
OIC-Schools Division Superintendent

memos



REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG

Human Resource Management Department

MEMORANDUM NO. 0055

Series of 2014

TO : ALL HEADS OF OFFICES
SUBJECT : CIVIL SERVICE EXAMINATION
DATE : January 24, 2014

#0746

DIVISION OF CITY SCHOOLS	
RECEIVED	
By: <u>Malm</u>	
Date: <u>27 JAN 2014</u>	
Time: <u>12:30 PM</u>	
MANDALUYONG	

There is a scheduled Civil Service examination (professional and sub-professional) on April 6, 2014.

As such, all concerned city employees who are seriously interested in taking it are enjoined to enlist at this office through Ms. Claire Cruz and Ms. Clarissa Malabanan starting January 27, 2014 (Monday) until January 30, 2014 (Thursday) from 9:00 am – 5:00 pm. Enlistment beyond this date will not be entertained.

This early registration is imperative to facilitate preparation for a free review session as well as processing of the needed budgetary requirements to defray the examination fees.

Do not attempt to register if you cannot commit to take the review and the actual examination because the undersigned is keen in imposing a strict disciplinary measure (i.e., SIMPLE MISCONDUCT – carrying a penalty of suspension for one (1) month to six (6) months on employees who fail to take the examination after all papers had already been finalized and necessary fees paid thereto.

All those who are in service three (3) years and above are qualified to take the exam.

Director Eva F. Olmedillo of the Civil Service Commission and her staff will personally check filed applications for exam on February 11, 2014 at the Human Resource Management Department from 10:00 am to 5:00 pm.


FLORDELIZA D. BONADOR
City Gov't. Dept. Head II