

July 14, 2014

RUSH

Dear Principals,

Please see attached Memorandum No. 0514 from the Human Resource Management Department (HRMD), City of Mandaluyong entitled ***“Employees Bingo”***. Bingo Cards can be claimed to Personnel Unit of the Division c/o Ms. Lynn Swain. As stated in the Memorandum, all concerned should be strictly adhere and comply in the Bingo guidelines.

Only employees/participants who are on official duty and on approved official leave by their respective office heads and duly filed with the HRMD during the conduct of the games shall be allowed to be represented by their officemates.

School heads are advise to accomplish the enclosed on-duty/on-leave form. Said form **should be directly submitted** to HRMD together with the authorization letter stating in particular the designated representative who will be playing the bingo cards for the employee. Deadline of submission is on **Tuesday, July 15, 2014 at 11:00A.M.**

Thank you very much.....

Records Unit



REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG
Human Resource Management Department

Memorandum No. 0514
 Series of 2014

#5053

DIVISION OF CITY SCHOOLS	
RECEIVED	
By:	<i>Joseph</i>
Date:	14 JUL 2014
Time:	2:30pm
M A N D A L U Y O N G	

TO : ALL HEADS OF OFFICES

SUBJECT : EMPLOYEES BINGO

DATE : July 11, 2014

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Accompanied herewith are the bingo cards to be used by your staff personnel for July 15, 2014 (Tuesday) Employees Bingo to be held at the City Gymnasium at 5:00 in the afternoon. To avoid unnecessary delay and confusion during the game proper, we are strictly advising each and every employee/participant to observe due compliance in our Bingo guidelines for and in this regard.

Be guided accordingly.

Flordeliza D. Bonador
FLORDELIZA D. BONADOR
 City Govt. Dept. Head II



REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG

Human Resource Management Department

B I N G O G U I D E L I N E S

I. Bingo games will promptly start at 5:00 in the afternoon. Seating arrangements are on a first come-first serve basis. Participation in the said games are strictly confined to the employees/participants themselves hence, non-employee chaperones whether young or old alike irrespective of affiliations are strictly prohibited from entering the gymnasium premises.

II. Only employees/participants who are on official duty and on approved official leave by their respective office heads and duly filed with the HRMD during the conduct of the games shall be allowed to be represented by their officemates. We have provided herein an on-duty/on-leave form to be duly accomplished by their respective offices for employees/participants who will be unable to participate. Department/division/section heads are advised to submit the list of their on-duty or on-leave personnel to the Human Resource Management Department not later than 11:00 a.m. of July 15, 2014. Submission beyond the required period will no longer be allowed. Authorization in this regard shall be confined and limited to playing the game only. Representatives are strictly prohibited from claiming winning prizes. Employees/participants who are on official duty or an official leave are required to submit their duly signed authorization letter stating in particular their designated representative (officemate) who will be playing their bingo cards for them.

III. Committee members shall announce on stage the color of the game cards to be played. Employee/participants are required to bring their own marking pens. Ten (10) game cards are to be issued to each and every employee/participant.

IV. For security purposes only the winners themselves can personally claim their prizes on stage.



REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG
Human Resource Management Department

Date _____

Office _____

EMPLOYEES	REMARKS	REPRESENTATIVE
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Approved by: _____
Head

Reminder : Please indicate opposite employees name under the remarks column whether they are on official duty (state place and time of duty) or on approved official leave. Deadline of submission will be on Tuesday, July 15, 2014 at 11:00 a.m. Submission beyond the required period will no longer be allowed. Employees/participants who are on official duty or on official leave and duly filed with the HRMD are required to submit their signed authorization letter stating in particular their designated representative (officemate) who will be playing their bingo cards for them. Please be guided accordingly.