

July 30, 2014

# RUSH

Dear Principals,

Attached is Memorandum No. 0544 from the Human Resource Management Department (HRMD), City of Mandaluyong entitled **“Employees’ Bingo”**, which is self-explanatory and for information of all concerned.

Employees’ Bingo will be on **August 1, 2014**, same time and venue.

Please be reminded to accomplish the attached on-duty/on-leave form. Said form **should be submitted directly** 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 **Thursday, July 31, 2014**.

**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.**

Thank you very much...

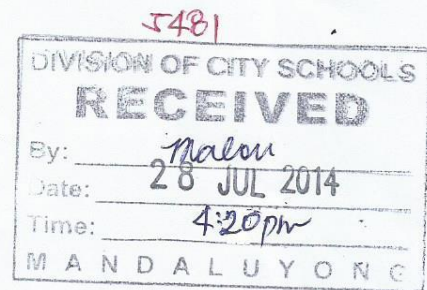
**Records Unit**



REPUBLIC OF THE PHILIPPINES  
CITY OF MANDALUYONG  
Human Resource Management Department

MEMORANDUM NO.: 0244  
Series of 2014

To : **ALL CONCERNED EMPLOYEES**  
Subject : **"EMPLOYEES' BINGO"**  
Date : **July 25, 2014**



Please be informed that **"EMPLOYEES' BINGO"** initially scheduled last **July 15, 2014, Tuesday** is moved to **August 1, 2014, Friday** same time and venue.

Be guided accordingly.

  
**FLORDELIZA D. BONADOR**  
City Government Department Head II



**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 Thursday, July 31, 2014. 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.