



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

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**RUSH**

Memorandum To : Education Program and District Supervisors  
Division Coordinator  
Principals, Public Elementary and Secondary Schools  
Administrative Officer V  
Division Section Chiefs  
OIC, Mandaluyong Association of Non-Teaching Personnel (MANTEP)  
All City Paid Employees

Date : February 10, 2015

Subject : **CIVIL SERVICE EXAMINATION**

Attached is a letter from **Atty. Flordeliza D. Bonador**, City Government Department Head II, Human Resource Management Department re: "Civil Service Examination", which is self-explanatory and for information of all concerned.

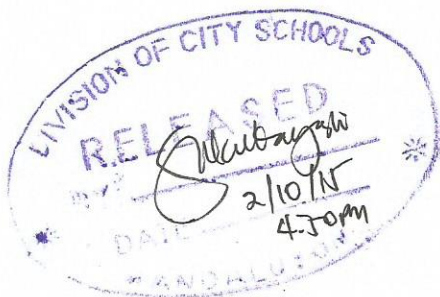
All *concerned city employees who are seriously interested* in taking it are enjoined to enlist at this office through Ms. Claire Cruz and Ms. Cherry Gonzales starting **February 6, 2015 until February 13, 2015 from 9:00–5:00PM**. Enlistment beyond this date will not be entertained.


Strict disciplinary measure will be imposed by the City Human Resource Management Department (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.

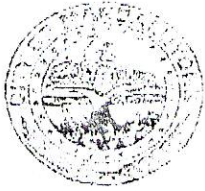
All those who are in service three (3) years and above are qualified to take the exam.

Director Henry B. Peliño of the Civil Service Commission and his staff will personally check filed applications for exam on **February 24, 2015** at the Human Resource Management Department from 9:00AM–5:00PM.

Immediate and wide dissemination of this **Memorandum** is desired.



  
**NERISSA L. LOSARIA, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent



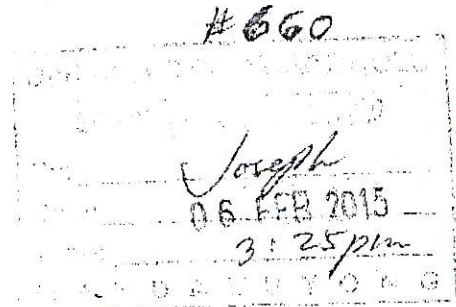
REPUBLIC OF THE PHILIPPINES  
CITY OF MANDALUYONG

*Human Resource Management Department*

MEMORANDUM NO. 0082

Series of 2015

TO : ALL HEADS OF OFFICES  
SUBJECT : CIVIL SERVICE EXAMINATION  
DATE : February 05, 2015



There is a scheduled Civil Service examination (professional and sub-professional) on May 3, 2015.

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. Cherry Gonzales starting February 6, 2015 until February 13, 2015 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 Henry B. Peliño of the Civil Service Commission and his staff will personally check filed applications for exam on February 24, 2015 at the Human Resource Management Department from 9:00 am to 5:00 pm.

*Flordeliza D. Bonador*  
FLORDELIZA D. BONADOR  
City Gov't. Dept. Head II