



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City
SNFHS Comp., Misamis St., Bago Bantay, Quezon City



July 6, 2010

MEMORANDUM TO:

**Assistant Schools Division Superintendent,
Chief Administrative Officer
Division and District Supervisors
Elementary and Secondary School Administrators**

Attached is a Memorandum from the Office of the City General Services Department, **Rolando P. Montiel**, City Government Department Head III, re: **Suspension of Out-of-Town Trip of City Owned Buses**, effective on July 16, 2010.

For the information and guidance of all concerned.

ROWENA A. CACANINDIN
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



Republika ng Pilipinas
Lungsod ng Quezon
Kagawaran ng Lingkuranang Panlahat
(GENERAL SERVICES DEPARTMENT)



MEMORANDUM FOR:

The Honorable Vice Mayor
The Honorable City Councilors
All Department Heads & Chiefs of Offices

All of this City

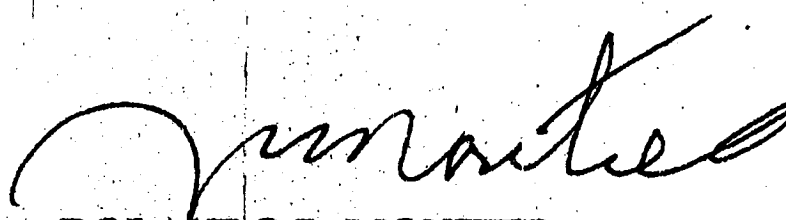
SUBJECT

Suspension of Out-of-Town Trip of City-Owned Buses

As part of this Office's preventive maintenance program and also in preparation for the rainy season, please be informed that all request/s for out of town trip/s shall be temporarily suspended effective on *July 16, 2010*.

For your information and guidance.

June 29, 2010


ROLANDO P. MONTIEL
City Government Department Head III

EDO/dang

VISION : The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.
MISSION : We provide the delivery of general services to the Quezon City Government and its constituents that are: **EFFECTIVE, EFFICIENT and ECONOMICAL.**