



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, 2<sup>nd</sup> District, Metro Manila

July 7, 2011


MEMORANDUM TO:

Assistant Schools Division Superintendents  
Division/District Supervisors  
Elementary/Secondary School Principals  
Head Teachers and Officers In-Charge  
Heads of Administrative Units  
All Contractual Utility Workers, Security Enforcers  
and Security Aides

For the information and guidance of all concerned, attached is Unnumbered Memorandum dated July 6, 2011 from Mr. Dennis H. Samson, Assistant Secretary to the Mayor, this City, relative to the re-orientation, training and staff development of all Contractual Security Enforcers, Security Aides and Utility Workers every Saturday from 8:00 a.m to 5:00 p.m.. The venue for this month until September 3, 2011 shall be at the 14<sup>th</sup> floor, Quezon City Hall. Venue for the succeeding weeks will be announced later.

Particular attention is invited to the 2<sup>nd</sup> paragraph of the enclosed Memorandum for compliance of the concerned personnel.

Immediate dissemination and strict compliance of this Memorandum is desired.

  
**CORAZON C. RUBIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge

Personnel/epi



**OFFICE OF THE  
ASSISTANT SECRETARY TO THE MAYOR**

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06 July 2011

**MEMORANDUM**

**TO :** **DR. CORAZON C. RUBIO**  
*Officer In-Charge*  
*Division of City Schools, Quezon City*

**ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL  
PRINCIPALS**

**SUBJECT :** **TRAINING SEMINAR OF ALL CONTRACTUAL SECURITY  
ENFORCERS AND UTILITY WORKERS**

We noted that despite the issuance of a Memo relative to the re-orientation, training and staff development of Security Personnel and Utility Workers held last Sunday, July 3, 2011, many of those listed in the records submitted to us by the Personnel Section of the Division of City Schools were absent.

Please remind those concerned that attendance in the said activity is a MUST. In this regard, we are transmitting the herein Memoranda directing concerned employees to submit a written explanation on their failure to attend said activity. This further informs that repetition of the same shall be dealt with accordingly.

Based on the Orientation Meeting conducted last Sunday, most of the contractual security enforcers and utility workers have signified their intention to undergo the 30 Saturday trainings conducted by the Philippine Army. In this regard, we are requesting all school principals to allow their contractual security enforcers and utility workers to attend the said training program every Saturday from 8:00a.m. to 5:00p.m. The venue for this month until September 3 shall be at the 14<sup>th</sup> floor, Quezon City Hall. Venue for the succeeding weeks will be announced later. Said training is vital in the performance of their functions as security enforcers and utility workers.

Wide dissemination of this Memo is desired.

**DENNIS H. SAMSON**  
*Assistant Secretary to the Mayor*