



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City
Nueva Ecija Street, Bago Bantay, Quezon City



August 10, 2011

MEMORANDUM TO:

Assistant Schools Division Superintendents
Chief Administrative Officer
Elementary and Secondary School Principals
All City Paid Employees (Permanent/Contractual)

This is to reiterate the Memorandum dated April 15, 2011, re: Wearing of New Office Uniform for City Paid Personnel.

The Premier Center for Fashion and Designs Inc, the supplier assigned to City Schools Personnel will be at the Division Office on **August 18, 2011, Thursday at 12:00nn**, to get the measurement of all city paid personnel (permanent/contractual) deployed at different schools. Please prepare P500.00 for the down payment.

In this connection, all school heads are directed to instruct their respective city paid personnel (permanent/contractual) to be at the Division Office on the said date.

For strict compliance.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent