

MEMORANDUM CIRCULAR

No. ____

08 December 2015

TO : ALL PROVINCIAL GOVERNMENT OFFICIALS & EMPLOYEES

SUBJECT : MONTHLY CONVOCATION SPONSORSHIP

Please be guided on the following year-round schedule of sponsorship of the Convocation Program for CY 2016:

<u>Dates</u>		<u>Sponsoring Office</u>
January	4	Provincial Governor's Office
February	1	Provincial Economic Enterprise & Development Office
March	7	Provincial Social Welfare & Development Office
April	4	PAdO-Assistant Provincial Administrator's Office
May	2	Provincial General Services Office
June	6	Provincial Environment & Natural Resources Office
July	4	Provincial Planning & Development Office
August	1	Provincial Engineer's Office
September	5	Provincial Human Resource & Management Office
October	3	Office of the Secretary to the Sanggunian/Vice Governor's Office/ Sangguniang Panlalawigan Office
November	7	Provincial Legal Office
December	5	Provincial Health Office

When Monday is a Holiday

In the event a Monday already scheduled is declared a holiday, **no** Flag Raising and Convocation shall be conducted. Sponsorship of the concerned office that falls on this occasion shall then be forgone.

Responsibilities of the Sponsoring office

1. Inform the Office of the Governor/Administrator of the theme identified;
2. Invite speaker, if any;
3. Prepare the program-invitation to be distributed to all offices both in the executive and legislative branches;
4. Prepare the venue for the convocation including sound system and chairs;
5. Coordinate with Provincial General Services Office for the backdrop preparation; and
6. Provide meals/snacks to visitors/guests.

Duration of the Convocation

Time management shall be observed. The Convocation shall be done in thirty (30) to sixty (60) minutes.

For your information and guidance.

By the Authority of the Governor:

ATTY. JENNIFER B. NAMOC-YASOL
Provincial Administrator