

## Republic of the Philippines Office of the President

## PHILIPPINE CHARITY SWEEPSTAKES OFFICE



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AGM FOR ADMINISTRAT

## **GENERAL SERVICES DEPARTMENT**

MEMORANDUM No. GSD - 319 - APRILLOS

FOR

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ALL CONCERNED OFFICES/DEPARTMENTS

FROM

THE DEPARTMENT MANAGER III

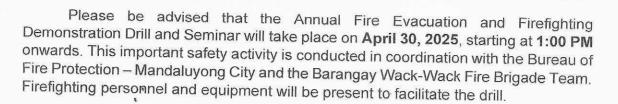
General Services Department

SUBJECT

Fire Drill & Seminar on April 30, 2025

DATE

25 April 2025



As part of the Exercise, the following actions will be carried out as per BFP protocol:

- 1. Temporary shutdown of elevators during the drill
- 2. Activation of fire hose cabinets on selected floors
- 3. Manual activation of the fire alarm system

To Ensure safety and avoid unnecessary concern, we kindly request that you inform your employees and any visitors who may be on-site during the activity.

For your information and guidance, please.

RENIER A. LUISTRO

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Noted by:

Assistant General Manager



## GENERAL SERVICES DEPARTMENT

MEMORANDUM No. GSD -321 -

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FROM

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General Services Department

SUBJECT

Request for List of Participants for Fire Drill and Seminar

DATE

25 April 2025

Reference: Memorandum No. GSD-319-APRIL2025 dated 25 April 2025 re: Fire Drill & Seminar on April 30, 2025.

This Fire Drill and Seminar activity is being organized as part of the continued commitment to enhance the safety and preparedness of all building occupants, in line with the requirements of R.A. 9514 (Fire Code of the Philippines).

Relative thereto, General Services Department (GSD) request your office/sector/department/division to submit the list of personnel (with their titles/designation) who will be participating in the seminar and drill by **April 28**, **2025**.

Your cooperation in this matter is highly appreciated.

RENIER A. LUISTRO

MOU-25-23-2379 MM

AGM FOR ADMINISTRATIV SECTOR

Noted by:

Assistant General Manager
Administrative Sector

