



Republic of the Philippines
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE



BAGONG PILIPINAS

GENERAL SERVICES DEPARTMENT

MEMORANDUM No. GSD - 319 - APRIL 2025

FOR : ALL CONCERNED OFFICES/DEPARTMENTS
FROM : THE DEPARTMENT MANAGER III
General Services Department
SUBJECT : **Fire Drill & Seminar on April 30, 2025**
DATE : 25 April 2025



Please be advised that the Annual Fire Evacuation and Firefighting Demonstration Drill and Seminar will take place on **April 30, 2025**, starting at **1:00 PM** onwards. This important safety activity is conducted in coordination with the Bureau of Fire Protection – Mandaluyong City and the Barangay Wack-Wack Fire Brigade Team. Firefighting personnel and equipment will be present to facilitate the drill.

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

Noted by:

JULIETA F. ASEO
Assistant General Manager
Administrative Sector



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CRLD - 2025-436



BAGONG PILIPINAS

AGM-25-25-2379MM

GENERAL SERVICES DEPARTMENT

MEMORANDUM No. GSD-321 - APRIL 2025

FOR : ALL CONCERNED OFFICES/DEPARTMENTS

FROM : THE OIC-DEPARTMENT MANAGER III
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

Noted by:

JULIETA F. ASEO
Assistant General Manager
Administrative Sector

