



OFFICE CIRCULAR No. 13  
Series of 2024

**TO : ALL CONCERNED**

**FROM : THE ADMINISTRATOR**

**SUBJECT : AUTHORITY TO PARTICIPATE IN THE BLOODLETTING ACTIVITY  
FACILITATED BY THE PHILIPPINE BLOOD CENTER IN  
PARTNERSHIP WITH NIA TRAVELER'S CLUB AND TAU GAMMA PHI.**

In line with our commitment to public health and social responsibility, the **NIA Medical and Dental Services** in coordination with the **NIA Traveler's Club** and **Tau Gamma Phi**, will be conducting a Bloodletting Program on **October 7, 2024**.

**Objectives:**

1. To contribute to the national blood supply in partnership with local health organizations.
2. To promote a culture of volunteerism and community involvement among NIA employees and stakeholders.
3. To raise awareness on the importance of regular blood donation as a means to save lives.

**Program Details:**

- **Date:** October 7, 2024, Monday
- **Time:** 8:00 AM to 3:00 PM
- **Venue:** NIA Central Office, Matikas Hall, Diliman, Quezon City
- **Organizers:** NIA Traveler's Club, Tau Gamma Phi, NIA MDS

**Participants:**

- All NIA employees, officials, and interested stakeholders are encouraged to participate in this noble cause.
- Participants are advised to be in good health condition on the day of the event.
- Prior registration is required for proper coordination. Please register with the NIA Medical and Dental Clinic by October 1-4, 2024.


**Important Reminders:**

- Ensure adequate rest and avoid strenuous activities 24 hours before donating blood.
- Consume a healthy meal and stay hydrated before the donation.
- Participants will undergo a brief health screening before the donation process.

This circular serves as a formal invitation to participate in this life-saving initiative. Your support and cooperation in this endeavor are highly appreciated. Let us work together to make a positive impact on the lives of those in need.

For more information, please contact the NIA Medical and Dental Services at 92846429/9296071 loc 153 or email us at [niamedicaldental@gmail.com](mailto:niamedicaldental@gmail.com).

For your guidance.

  
**ENGR. EDUARDO EDDIE G. GUILLEN**  
Administrator

