MEMORANDUM TO:

Public Schools District Supervisors
Elementary & Secondary School Heads
Non-Teaching Personnel

In connection with the 119th Philippine Civil Service Anniversary, all Non-Teaching personnel are required to attend and participate in the Kick Off Activities on September 2, 2019 (Monday).

SDO Personnel, Elementary and Secondary Non-Teaching Personnel will use white shirt during the event. Whereas, the Implementing Units can choose their own attire.

Attached is the Calendar of Activities.
Travel and other incidental expenses shall be charged against School Funds subject to the usual accounting and auditing rules and regulations.

For your information, guidance and compliance.

SOCORRO V. DIAZ A ROSA, CESO V.
Schools Division Superintendent
DISPLAY OF ANNIVERSARY BANNER AT GOVERNMENT OFFICES FACADE
(Layout attached)

September 2, 2019 (Monday)

KICK OFF ACTIVITIES

TO BE PARTICIPATED BY ALL NATIONAL, PROVINCIAL, MUNICIPAL EMPLOYEES
GOVERNMENT OWNED AND CONTROLLED CORPORATIONS
STATE UNIVERSITIES AND COLLEGES

9:00 - 9:30 AM
Thanksgiving Mass
Venue: Immaculate Conception Cathedral

9:30 AM - 10:00 AM
Fun Walk
Venue: From Town Plaza to Capitol Grounds

11:00 AM
Opening Program
(Separate Program)
Venue: Provincial Capitol Grounds

September 6, 2019 (Friday)

4:00 PM
4 o'clock habit Laban Kontra Dengue

5:00 PM
ZUMBA
Venue: Capitol Grounds
Simultaneous with LGUs

September 13, 2019 (Friday)

EARTHQUAKE DRILL

1:00 PM
Orientation on Earthquake Drill
Venue: Convention Center

3:00 PM
Actual Earthquake Drill
Venue: Respective Offices

4:00 PM
4 o'clock habit Laban Kontra Dengue

5:00 PM
ZUMBA
Venue: Capitol Grounds
Simultaneous with LGUs
Note: Attached letter from CSC

September 20, 2019 (Friday)

7:00 AM
Coastal Clean Up and Family Day
Area of Assignment to be provided by CSU & ENRD-DFNR
Simultaneous with Respective LGUs
September 19, 2019

9:00 am  Health and Wellness for Provincial Government Employees
Check up of Blood Sugar and Blood Pressures
Medicines to be provided
Venue: Convention Center

September 24, 2019

8:00 am  Forum on Employees Benefits
w/ separate program
Venue: Convention Center

- CCHRMP will send invitation

September 25-27, 2019

8:00 am  Learning and Development Records Management

- CCHRMP will send invitation

October 1, 2019

6:00 pm  Fellowship Night
TO BE PARTICIPATED BY ALL NATIONAL, PROVINCIAL, MUNICIPAL EMPLOYEES
GOVERNMENT OWNED AND CONTROLLED CORPORATIONS
STATE UNIVERSITIES AND COLLEGES
Venue: Vitru Town Plaza Covered Court

SEPARATE PROGRAM

1. Induction of Newly elected officers
   CCHRMP
   CACGO

2. Recognition of Finalist
   National Search for Outstanding Government Employees

3. Dinner & Dance, Dance, Dance

Please note: Foods & Drinks care of participating National,
Provincial & Municipal Agencies/Offices

Special Treats for Government Employees
MCDO, Eye gate Saloon & Catanduanes Eye Center
Details c/o CCHRMP