

Republic of the Philippines  
 Department of Education  
 Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

August 30, 2024

DIVISION MEMORANDUM  
 No. 411 s, 2024

**PARTICIPATION OF SDO CATANDUANES PERSONNEL TO THE  
 124<sup>TH</sup> CIVIL SERVICE ANNIVERSARY CELEBRATION ACTIVITIES**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 SGOD and CID Personnel  
 OSDS Unit Heads and Personnel  
 All Others Concerned

- The Civil Service Commission is celebrating the Philippine Civil Service month this September and as part of the 1.6 million government employees we have been invited to participate in the various activities of the Civil Service Commission Catanduanes Field Office.
- In response to the invitation, SDO Catanduanes personnel shall be participating in the following activities:

| Date/Time/Venue  | Activity                           | Participants  |
|--|------------------------------------|---|
| <b>September 1, 2024</b><br>(Sunday) 8:00 A.M.   | Kick-Off Activity - Zumba          | 10 volunteer employees from the SDO Proper  |
| <b>September 6, 2024</b><br>(Friday) 1:00 PM<br>Immaculate Conception Cathedral, Virac             | Thanksgiving Mass                  | SDO Personnel   |
| <b>September 6, 2024</b><br>(Friday) 2:00 PM<br>Imelda Boulevard to Provincial Capitol             | Parada ng mga Lingkod Bayani       | SDO Personnel, Invited participants from schools, and Invited Drum and Lyre Corps |
| <b>September 28, 2024</b><br>(Saturday)<br>*Tentative - time, and activities to be announced later | Family Day                         | All SDO Personnel   |
| <b>September 30, 2024</b><br>6:00 P.M.<br>(Monday, Venue to be verified)                           | Culminating Program & Awards Rites | Identified SDO Personnel  |

- The following are the specific instructions for the participants in the September 6, 2024 activities:

**A. For SDO Proper Participants**

- Unit Heads must ensure that there are personnel who will be left in the office to attend to clients so that services in the SDO will not be hampered.
- Unit Heads must attend the activities if there are no urgent transactions in their offices.
- Names of the personnel joining the activities must be submitted to the AO V Ma'am Eva S. Tolentino, on or before Wednesday, September 4, 2024. The list of participants must be submitted by the AOV to the Office of the SDS prior to the activity.
- Locator Slip must be secured by participating personnel for his/her DTR report at the end of the month.



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- 5) Personnel who are attending the Mass may have their lunch break from 11:45 A.M. to 12:45 P.M. so that at 12:45 they can proceed to the Immaculate Conception Cathedral for the Mass. Those not attending the Mass because they are not Catholics (or for other reasons), may leave the office at 1:45 P.M. so that they will not be late for the parade.
- 6) The assembly area for the parade is at Imelda Boulevard, at the back of LGU Virac.
- 7) The Office of the Administrative Officer V shall take charge of the checking of attendance of personnel during the activities.
- 8) SDO Participants are expected to stay at least until 5 o'clock P.M. because they are out of the office on official time.
- 9) The attire for the mass and the parade will be:
  - white MATATAG t-shirt or any white t-shirt with DepEd logo
  - black or maong pants or skirt (that is knee length and below), and
  - a comfortable pair of shoes.
- 10) Participants are expected to behave at their best as representatives of SDO Catanduanes in the event.

**B. For Participants from the Schools**

- 1) School Personnel must secure the appropriate locator slip/travel authority prior to the activities.
- 2) As much as possible teachers with classes must not participate in the activities.
- 3) Student participation should be guided by DepEd Order No. 66, s. 2017 "Implementing Guidelines on the Conduct of Off-Campus Activities".
- 4) There shall be personnel in-charge to take care of students to ensure that safety and security protocols before, during and after the activity are followed.
- 5) Best behavior is also expected of the participants from the school.

4. For the Family Day, the following are tasked facilitate the planning and implementation of the activities:

Chairperson: AOV EVA S. TOLENTINO

Co-Chairperson: Legal Officer Atty. NORLITO JR. P. AGUNDAY

Members: SGOD Chief MARY JEAN S. ROMERO

CID Chief ROMEL G. PETAJEN


A separate memorandum will be issued on the details of the activity.

5. The SDO participation to the culminating activity on September 30, 2024 shall be managed by the HRMO, Ms. MARICHELLE B. LLAVE.

6. Clarification and other concerns may be directed to Ms. EVA S. TOLENTINO, Administrative Officer V for Administrative Services.

7. Expenses relative to the activities shall be charged to local funds, subject to availability of funds and to relevant accounting & auditing rules and regulations.

8. This memorandum is for information, guidance and compliance of all concerned.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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