



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



Division Memorandum

No. 019, s. 2019

January 10, 2019

GENERAL INSTRUCTIONS FOR THE FAMILY DAY

**To : CID and SGOD
Public Schools District Supervisors (Elementary and Secondary)
School Heads (Elementary and Secondary)
Teachers (Elementary and Secondary)
All Others Concerned**


1. This is to inform the field that the DepEd Family Day will be celebrated on January 12, 2019, 8:00 onwards at the PFVR Gym with the theme, *"Using the Past to Build a Better Future for SDO Baguio City"*.

2. In line with this are the following reminders:

- a. **Parking Area**—Division Office and PFVR are reserved for guests and city officials (regional director, city mayor, congressman and other officials), others can park at SPED and Quezon ES grounds;
- b. **Attire**—awardees in formal attire;
- c. **Assembly Time**—from 7:30 to 7:50 and program will start at exactly 8:00 in the morning;
- d. **Seating Arrangement**—seats are reserved for awardees and the rest is on first come, first served basis;
- e. **Ushers/Usherettes and Committee Chairpersons**—are advised to be at the venue at 7:00 in the morning;
- f. **Announcement of Names/Awardees**—continuous reading to avoid crowding, picture taking to be done systematically;
- g. **Raffle Draw**—during the duration of the whole-day program/activity, and
- h. **Snacks and Lunch**—AM (9:00) and PM (2:30) snacks including lunch (11:00) will be provided and based on the signed attendance/registration by school, faculty club representatives must have their own lists and will get from designated areas (elementary at Quezon ES, secondary at SPED, SDO at DO Training Centerl).

Please be guided accordingly.

3. Immediate dissemination of this memorandum is desired.


FEDERICO P. MARTIN, Ed.D.,Ced.D. CESO V
Schools Division Superintendent