
	GENERAL QUALITY FORM		Document Code: <u>DEAFS</u> Revision: 00 Effectivity Date: 08-20-2018
	DIVISION MEMORANDUM		Name of Office: <u>OSDS-OASDS-Admin</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> DIVISION OFFICE BAGUIO CITY DEC 03 2019 RELEASED </div>

Office of the Superintendent
Division Memorandum Number. 649, s. 2019

DIVISION FAMILY DAY AND RECOGNITION OF SERVICE AWARDEES


TO : ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, UNIT & SECTION HEADS
ALL PSDS, EPS, SEPS & PUBLIC SCHOOL HEADS
ALL TEACHING AND NON-TEACHING EMPLOYEES
ALL OTHERS CONCERNED

- The Division Family Day and Recognition of Service Awardees will be on December 13, 2019 from 8:00am to 12:00nn only at the PFVR Gymnasium with the theme: "Pammigbig Kadagiti Maitantan-ok iti Serbisyo ken Panagkaykaysa Tayo a kas Pamilya." It will be attended by all teaching, non-teaching and division office employees.
- There will be no classes; however, the teachers, non-teaching employees and SDO personnel are required to attend the said celebration. Thus, the attendance will be checked by the division chiefs/section/unit heads, Public Schools District Supervisors and school heads. **Awardees are requested to wear casual attire.**
- Below is the schedule of activities:

Part I.	7:00 – 8:00	Registration
Part II.	8:00 – 12:00	Program Proper

National Anthem	PCNHS Choir
Doxology	
Welcome Remarks	Asst. Schools Division Superintendent
Christmas Song	BCSTEA Band
Messages	Congressman City Mayor Regional Director
Intermission	PESPA
Recognition of Retirees & Service Awardees (35, 30, 25 yrs.)	
Intermission	NAPSSHI
Recognition of Service Awardees (20, 15 & 10 yrs.)	
Christmas Song	BCSTEA Band
Closing Message	Schools Division Superintendent

- All assigned to render intermission shall prepare a presentation which will not last for more than 5 minutes.
- All SDO personnel are required to report at the Division Training Center immediately after the program.
- For information and guidance of all concerned.


MARIE CAROLYN B. VERANO, CESO VI
 School Division Superintendent