



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

December 17, 2021

OFFICE MEMORANDUM

No. 059 s. 2021

2021 SCHOOLS DIVISION OFFICE (SDO) PERSONNEL FELLOWSHIP NIGHT

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Section/Unit Heads
Public Schools District Supervisors/Principals In-Charge
SDO Personnel

1. In light of the Division activity re: **A Time for Healing: Ensuring Gender-Sensitive Workspace and Strengthening Mental Health Support for SDO Personnel**, this Office shall conduct the **2021 Schools Division (SDO) Personnel Fellowship Night** with the theme **"Christmas in the Barn"** on **December 20, 2021**, starting **5:00 in the afternoon** at the SDO Grounds, DepEd Northern Samar Schools Division Office, Catarman, Northern Samar.
2. The attendees of the activity are all SDO-based personnel from the functional divisions: Office of the Schools Division Office (OSDS), Curriculum Implementation Division (CID), and Schools Governance and Operations Division (SGOD).
3. Each of the following groups shall prepare a Christmas Presentation no longer than five (5) minutes:
 - a. Office of the Schools Division Superintendent (OSDS)
 - b. Curriculum Implementation Division (CID)
 - c. Schools Governance and Operations Division (SGOD)
 - d. School Health Section
 - e. Public Schools District Supervisors (PSDS)/Principals In-Charge (PIC)
4. The flow of the activity is as follows:

TIME	ACTIVITY
5:00 PM	Preparation for the Final Judging of Christmas Decorations Competition per office
6:00 PM	Final Judging of Christmas Decorations Competition per office
7:00 PM	Fellowship Night Proper

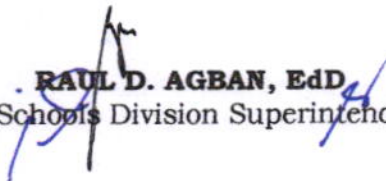
5. Attendees shall wear rodeo/cowboy attire and prepare exchange gift with minimum amount of Php 200.00.



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6. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed COVID19 case before the conduct of the activity shall inform the management for proper coordination.
7. Services rendered by the Program Management Team on Saturday and Sunday/Non-working Holiday are entitled to Compensatory Time-Off (CTO)/Overtime Pay/Service Credits as per CSC and DBM Joint Circular No. 2, s. 2004.
8. For guidance, compliance, and dissemination.


RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent