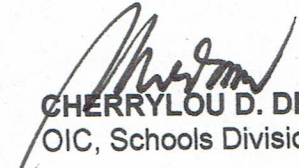


MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
All SDO Personnel
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **CIVIL SERVICE MONTH CELEBRATION**

DATE: September 20, 2016

In line with the 116th Anniversary of Civil Service Commission, this Office will have a three-day activity starting September 26 – 28, 2016. This is designed to encourage and inspire servant heroes of SDO Cavite to uphold public service excellence.

The activities and privileges that will be offered to the personnel will be done at the Bulwagang Tanglaw, DepEd Compound, Brgy. Luciano, Trece Martires City, Cavite which includes the following :

September 26, 2016

- Wellness Services
- Dental Services
- Medical Services

September 27, 2016

- Make-up Training Session
- Dress for Success

September 28, 2016

- Awarding Ceremony of Ayon sa Atin: An SDO poll survey
- Zumba
- Boodle Fight

For your information and guidance.



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



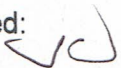
BUDGET PROPOSAL

September 26 - 28, 2016

Bulwagang Tanglaw, DepEd Compound Brgy. Luciano Trece Martires City, Cavite
SDO Cavite Civil Service Week Celebration

I. Food and Snack		
Ice cream	-	Php 2,500.00
Boodle fight	-	10,000.00
Wellness Service	-	20,000.00
II. Printing		
2 pieces	-	500.00
III. Honorarium	-	3,500.00
IV. Prizes and Certificates	-	27,000.00
TOTAL		Php 63,500.00

Noted:


JOEL M. SOLIS
Budget officer

Approved:

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

Program of Activities

Day 1

September 26, 2016

8:00 – 8:30	-	Flag Ceremony
8:30 – 9:00	-	Commitment Signing
9:00 – onwards	-	Wellness Service
		Medical and Dental Services

Day 2

September 27, 2016

9:00 – 12:00	-	Make-up Training Session
1:00 – 3:00	-	Dress for Success

Day 3

September 28, 2016

1:00 – 2:00	-	Awarding Ceremony : Ayon sa Atin
2:00 – 4:00	-	Zumba
4:00 – onwards	-	Boodle Fight