



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



8772

November 18, 2016

DIVISION MEMORANDUM
No. 0145, s. 2016


SDO CHRISTMAS PARTY 2016

To: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Public Secondary and Elementary School Heads
All Concerned

1. To spread the spirit of peace and love this Yuletide season, this division will hold the Christmas Party 2016 on December 20, 2016, 5:00 P.M. – 10:00 P.M. at The Bayleaf Hotel, Governor's Drive, Barangay Manggahan, General Trias, Cavite.
2. Participants to this event are the following:

Office/ Unit	Costume Assigned
Curriculum Implementation Division (CID)	Movie Characters (Local & Foreign)
Accounting and Finance	Super Heroes
Administrative	Disney Characters
Office of the Schools Division Superintendent (including IT Office & Legal Department)	Mythical Characters
Schools Governance and Operations Division	Japanese Anime

3. Each Office is requested to prepare a five- minute presentation related to the theme- "The Many Faces of Christmas".
4. Enclosures to this Memorandum are the Management Committee and the Program of Activities.
5. Widest dissemination of this Memorandum is earnestly desired.


ELPIDIO B. BERGADO, Ed.D.
Chief, Curriculum Implementation Division
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



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EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

EDITHA M. ATENDIDO, Ed. D.
Assistant Schools Division Superintendent

ELIAS A. ALICAYA Jr., Ed. D.
OIC, Asst. Schools Division Superintendent
OIC, Chief, Schools Governance and Operations Division

ELPIDIA B. BERGADO, Ed. D.
Chief, Curriculum Implementation Division

MANAGEMENT COMMITTEE

Program Manager	Lorena L. Arca
Food, Venue, and Accommodation	Gina B. Dulce
Registration and Attendance	Mary Joy Mendoza & Carlo Melo
Invitation, Awards and Certificates	Marlene Panganiban, Kristine D. Gener & Kebin Herrick Avilla
Documentation	Mary Angelic Federoso & Lou- Junnel Velasco
Technical	Jay Fulvadora & Romnick Cuachin

PROGRAM OF ACTIVITIES

- I. National Anthem
- II. Prayer
- III. Welcome Remarks
- IV. Group Presentations
- V. Raffle
- VI. Awarding
- VII. Closing Remarks