



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE


October 19, 2020

DIVISION MEMORANDUM
NO. 313, s. 2020





To: OICs, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Unit Heads
All Concerned

**ADDENDA/ CORRIGENDUM TO DM NO. 283 S. 2020 TITLED SDS'S SPECIAL
CAVITE'S OUTSTANDING AND VALIANT INDIVIDUAL DELIVERER
(COVID) AWARDS 2020**

1. The SDS Special Cavite's Outstanding and Valiant Individual Deliverer (COVID) Awards 2020 shall be held on **Thursday, October 22, 2020, from 8:00 AM until 12PM at the Bulwagang Tanglaw**. This is established as a form of employee recognition to provide incentives, and awards to selected employees for exhibiting exemplary and outstanding performance in various categories since the beginning of this pandemic period which contribute to the realization of the organization's vision and mission. *(See Annex A for the Program Design).*
2. **Compliance to the required minimum health standards and safety protocols shall strictly be observed** throughout the awarding ceremony. *(See Annex B for the Health and Safety Protocols during Awarding Ceremonies and Special Events).*
3. The sequence of awarding will be done on a **"come and go"** basis starting with the CID, followed by the OSDS and last shall be the SGOD.
4. Expenses incurred shall be subject to the usual accounting and auditing rules and regulations.
5. For any relevant concerns, you may contact the SGOD Chief, Dr. Diana P. Topacio thru depedcavite.sgod@deped.gov.ph.
6. For immediate dissemination and appropriate action.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

"Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO"



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Annex A. Program Design



SDS SPECIAL COVID
(Cavite's Outstanding Valiant Individual Deliverer)
AWARDS

8:00 a.m. - 9:00 a.m.	Holy Mass Rev. Fr. Agustin M. Baas
9:00 a.m. - 9:15 a.m.	Philippine National Anthem Invocation Cavite Hymn Quality Policy
9:15 a.m. - 9:20 a.m. (5 mins)	Welcome Address Diana P. Topacio (PRMISE Chairperson)
9:20 a.m. - 9:25 a.m. (5 mins)	Opening Remarks Galileo L. Go (ASDS)
9:25 a.m. - 9:30 a.m. (5 mins)	Greetings Elpidia B. Bergado (Chief, CID)
9:30 a.m. - 9:40 a.m. (10 mins)	Special Message Rommel C. Bautista (SDS)
9:40 a.m. - 9:45 a.m. (5 mins)	Reading of the Selection and Awarding Guidelines Ronilyn P. Salazar (SEPS - HRD)
9:45 a.m. - 11:35 a.m. (1 hour and 50 mins)	Awarding Proper
11:35 a.m. - 11:40 a.m. (5 mins)	Special Performance Louise Randolph Erasmo
11:40 a.m. - 11:50 a.m. (10 mins)	Turnover of Riso Machines Rommel C. Bautista (SDS) Alvin S. Mojica (Provincial Administrator)
11:50 a.m. - 11:55 a.m. (5 mins)	Closing Remarks Randy D. Punzalan (ASDS)

Masters of Ceremony

Sarah Lyn P. Marcaida
Louise Randolph Erasmo

ROMMEL C. BAUTISTA





CESO V
Schools Division Superintendent
SDO Cavite Province

October 22, 2020

Thelengang Tugline,
DepEd Cavite Compound, Brgy. Luciano,
Trece Martires City, Cavite

Please wear your best semi-formal attire



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

"Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO"



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Annex B.

HEALTH AND SAFETY PROTOCOLS DURING AWARDING CEREMONIES AND SPECIAL EVENTS

EVENT PREPARATION

- Pls disinfect the area 24hrs before and right after the event
- Tablecloths and chair cover use are discouraged
- Pls put corresponding signages and markings on the area
- Pls put foot bath on strategic locations
- Pls put alcohol/ sanitizer in strategic and targeted locations
- Ensure good ventilation in a close area. (Aircon temp @ 23-25C)




UPON ENTRANCE

- Health Declaration Form/ Contact Tracing Log sheet/ Temperature checking
- Bring your own pen
- Hand sanitation
- Observe strict social distancing
- Strict and proper use of PPEs (wearing of facemask and face shield)

CLOSED AREA (BULWAGANG TANGLAW)

- **Strictly 20 persons allowed inside at a time (including TWG)**
- Strict and proper use of PPEs (wearing of facemask and face shield)
- Strictly 2 persons/table
- Observe strict social distancing
- Observe less than 15 mins close contact
- Observe unidirectional flow



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

"Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO"



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE





OPEN AREA (COVERED COURT)

- Strict and proper use of PPEs (wearing of facemask and face shield)
- Strictly 2 persons/table
- Observe strict social distancing
- Observe less than 15 mins close contact
- Observe unidirectional flow
- Recommended packed foods for participants
- NO videoke/ any entertainment activity that will draw more people to the area

References:

DO No. 014, s. 2020
DM No. 181, s. 2020
DM No. 183, s. 2020
Provincial Ordinance No.304, s.2020
DOH Minimum Health and Safety Standards
IATF Issuances



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

"Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO"







Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

RPS/DM No.
ODC/DTS NO./10/19/2020



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

"Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO"