



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

January 14, 2021

DIVISION MEMORANDUM
NO. 023 , s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 016, S. 2021 RE:
VIRTUAL DEPED-BOHOL SALUDO 2020**

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, CURRICULUM IMPLEMENTATION DIVISION &
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SERVICE AWARDEES & SPECIAL AWARDEES**

1. The List of Awardees enclosed in Division Memorandum No. 016, s. 2021 shall be the only basis for the PSDS in identifying the awardees from each District. PSDSs are then requested to send the names of their awardees back to the SDO through this link: <https://tinyurl.com/SALUDO2020ServiceAwardees>. The sooner the list of identified awardees per District is sent to the link provided the better. It will give the SGOD ample time to sort out the awards and tokens by District, ready for pick-up on or before January 22, 2021.
2. The subsidy of Php 300.00 per PSDS and School Head (both Elementary and Secondary) c/o Division GAD Fund which is allotted for lunch during the day of the awarding shall be downloaded to the District through the District Disbursing Officer. Each District shall prepare an Activity Design with corresponding budgetary requirement and procurement for liquidation purposes. (See attached Activity Design for reference).
4. The PSDSs shall ensure that all awardees from their respective Districts are notified in advance re the activity. Awardees are encouraged to wear formal attire befitting the occasion.
5. PSDSs shall, likewise, ensure that permit/clearance from their respective LGUs/Local Health Units is obtained ahead of time. Health protocols shall be strictly complied and adhered to in the conduct of the activity.
6. For the information, guidance and compliance of all concerned.
7. Widest dissemination of this Memorandum is desired.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL
DISTRICT OF _____

Activity Design

VIRTUAL DEPED-BOHOL SALUDO 2020

January 27, 2021

Activity Design

I. General Information of the Activity:

Activity Title :	<i>Virtual DepEd-Bohol Saludo 2020</i>
Activity Description:	<i>This is an activity aimed to recognize and give honor to the invaluable service and outstanding performance of DepEd-Bohol employees.</i>
Duration:	<i>January 27, 2021</i>
Management Level of Program	<i>District-based Hosted by the SDO</i>
Target Personnel:	<i>1 PSDS _____ Elementary School Heads _____ Secondary School Heads</i>
Budget Requirements:	<i>Please see attached budgetary requirements</i>

Rationale:

DepED-Division of Bohol believes that a great way to increase productivity, boost morale, foster loyalty and increase pride and motivation in the organization which translates into higher performance and greater satisfaction is the giving of awards and recognition to deserving employees.

It is for this reason that the DepEd-Division of Bohol will hold the Virtual **DepEd-Bohol Saludo 2020** on January 27, 2021 with the theme: "Celebrating Life-long Commitment and Service".

Objectives:

The activity aims to recognize and award the men and women of DepEd-Division of Bohol who have made significant contributions and outstanding performance to the cause of quality education.

II. Activity Matrix

Time	Activity
8:00 AM – 9:30 AM	Arrival/Registration of Participants
9:30 AM – 10:00 AM	Opening Program
10:00 AM – 12:00 NN	Awarding & Recognition Rites
12:00 NN – 1:30 PM	Lunch Break
1:30 PM – 4:30 PM	Awarding & Recognition Rites continued
4:30 PM – 5:00 PM	Photo Ops/Closing Program

Budgetary Requirements

Activity : *Virtual DepEd-Bohol Saludo 2020*

Venue : *District of _____*

Date : *January 27, 2021*

ITEM OF EXPENDITURE	# REQUIRED (e.g. # of pax / units / sets / hr)	Cost per Unit/Hour	Amount
Food for Participants (Lunch)	_____	300.00	_____
TOTAL			_____

APPROVAL SHEET FOR BUDGET

Activity : *Virtual DepEd-Bohol Saludo 2020*

Venue : *District of _____*

Date : *January 27, 2022*

Prepared by:

Chairman, District PRAISE Committee

Date: _____

Recommending Approval:

Public Schools District Supervisor

Date: _____

Certifying the Availability of Funds:

MA. VICTORIA M. JASPE
Division Budget Officer

GABINA LADARAN, CPA
Division Accountant

Date: _____

Date: _____

APPROVED:

BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent

Date: _____