



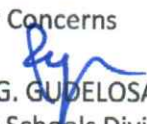

Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools Division
Superintendent**

January 16, 2024

INTER-OFFICE MEMORANDUM
ADMIN-SERVICES IM-2024- 001

TO : Assistant Schools Division Superintendent
: CID and SGOD Chiefs
: Education Program Supervisors
: Heads of Functional Sections/Units
: SDO Proper Non-Teaching Personnel
: All Other Concerns

FROM :  **DANILO G. GUDELOSAO EdD, CESO VI**
Assistant Schools Division Superintendent 

SUBJECT : SDO ANNUAL FIESTA FOR SR. STO. NINO '24

1. This Office announces to the Christian Catholics in this Office for the SDO Annual Fiesta of Patron Saint Senor Sto. Nino on January 26, 2024, Friday. The highlight of activities is the 9-day Novena to start on January 17, 2024 at every 12:30 High Noon. Below is the schedule and corresponding sponsors to lead for the daily novena prayer, to wit;

January 17, 2024 (Wednesday)	- Administrative and Personnel Section
January 18, 2024 (Thursday)	- Accounting Section
January 19, 2024 (Friday)	- Records & Property Section
January 20, 2024 (Saturday)	- DPSU & General Services
January 21, 2024 (Sunday)	- Administrative and Personnel Section
January 22, 2024 (Monday)	- SGOD
January 23, 2025 (Tuesday)	- SDS & ASDSs Office Legal
January 24, 2024 (Wednesday)	- Cashier and Budget Section
January 25, 2024 (Thursday)	- CID

2. In the Fiesta celebration on January 26, 2024 there will be a Holy Mass @ 9:30 in the morning to be held at SDO Conference Room and right after a procession of the image of the Sto. Nino within our office premises.

3. Lunch shall be prepared every section at their respective offices with their own desired menu. Since this is a fiesta celebration, we are expecting visitors from the field and our retired co-employee, thus every functional section will provide at least 1 menu to be served at the SDS office, to be facilitated by the ASDS/SDS staff.

4. As agreed during the meeting, there will be a contest for Sinulog Dance and Festival Queen to be represented every Group. A short program will be held at 1:00 clock in the afternoon at the SDO façade area with the following group Sinulog Dance presentations and Festival Queen Contest:

1. SGOD, Health & Nutrition, Physical Facilities
2. Curriculum Implementation Division, LR, ALS & PSDS
3. SDS, ASDS, Legal, IT, Accounting with IAS, Budget & Cahiers
4. Administrative, HRMO, DPSU, GSO, Records & Supply

5. Below are the different Working Committees:

Steering Committee:

Chairperson : Dr. Danilo G. Gudelosao – ASDS
 Vice-Chair : Dr. Faustino N. Toradio – ASDS
 Member : Dr. Carmela N. Restificar – CID Chief
 : Dr. Marcela R. Bautista – SGOD Chief
 : All Sections/Units Heads

Ways and Means Committee:

Chairperson : Mrs. Gabina F. Ladaran
 Vice Chair : Mrs. Ma Victoria M. Jaspe

Eucharistic Celebration: C/o Mrs. Nicanora Gretli S. Fostanes

Care Off All January Birthday Celebrators

Priest : Rev. Fr. Irvin Garsuta
 Choirs and Lectors

Program & Invitation

Chairperson: Miss Debra P. Sabuero
 Members: SGOD Staff

Physical Arrangement and After Care

Chairperson: Mr. Fermin M. Albutra
 Vice Chair: Mrs. Teodomera A. Bersaluna
 Members: Mr. Gerry Sagayno
 Mrs. Mercedes Ungab
 Mr. Frances Melencion
 All GSO Personnel

Sound

Chairperson: Mr. Ganie Caliso
 Members: Mr. Amando Relampagos
 Mr. Joey Lagrada
 Mr. Leo Capuno
 Mr. Jun Caliso

Decoration

Chairperson: Mrs. Mildred Piquero
 Members: OSDS Section Heads

Emcees :

Mr. Jerome Capuno
 Mrs. Mariel P. Lomardas