



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



April 14, 2021

DIVISION MEMORANDUM

No. 119 s. 2021

TURN-OVER CEREMONY FOR THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

TO: The Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
Schools Governance and Operations Division Chief
This Division

1. Please be informed that the Turn-Over Ceremony of the Incoming and Outgoing Assistant Schools Division Superintendent is on **April 16, 2021, Friday at 1:00 o'clock** in the afternoon at C.V. Diez MCES Covered Court. This will be followed by a short program for the Welcome and Send-off Program at the Covered Court in front of the SDO New Building.
2. The following personnel are required to attend the Turn-Over Ceremony, who are encouraged to wear **casual attire**:
 - SGOD Chief
 - CID Chief
 - Education Program Supervisors
 - Public Schools District Supervisors
 - Administrative Officer V
 - Accountant
 - Budget Officer
3. The School Heads are enjoined to watch live the said activities via the SDO's FB page.
4. All SDO Office-based personnel, both permanent and job order, are enjoined to attend the second part of the program at the Covered Court in front of the SDO New Building **wearing the new Division polo shirt paired with white pants**.

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5. The three functional divisions of the SDO are also encouraged to prepare their respective intermission numbers.
6. For your information and guidance.
7. Wide and immediate dissemination of this Memorandum is hereby advised.

KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

KLG/jgp
04/14/2021

