



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023-405

To : All concerned School Heads
All Section Heads
All Schools Division of Digos City Personnel
All concerned personnel

Subject : **EXTENSION PERIOD FOR THE SETTING UP OF THE SCHOOLS
DIVISION OFFICE CHRISTMAS DECORATION**

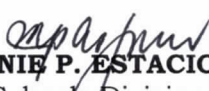
Date : December 1, 2023

Given the hectic schedules for the past weeks, this memorandum is issued to **extend** the setting up of Christmas decoration under DM OSDS 2023-284 dated November 6, 2023, Deck the Halls: Schools Division Office Christmas Decoration Showdown until **December 8, 2023**.

Service credits shall be granted to the teachers (DepEd Order No. 53 s. 2003) while Compensatory Overtime Credits (COC) shall be granted to non-teaching personnel (CSC and DBM Joint Circular No. 2 s. 2004) for the services rendered on Saturday, Sunday, and Holidays.

Attached is the List of Technical Working Group (TWG) who will help assist in the setting up of Christmas decorations for ready reference.

For information, guidance, and compliance.

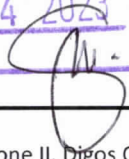

MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
23-117273

DATE: DEC 04 2023 TIME: 4:12pm

BY: 



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

LIST OF TECHNICAL WORKING GROUP

Building	Assisting Team	
CID/Admin	Team Leader	Jayson Abellon
	Members:	Yancy R. Bacugan - DICNHS Arnie G. Montaner - Palan Annex Vina E. Aguilar - RMCES Jhea May Damo - RMCES Geoffrey Andrade - PGES Amabel Caminade - Binaton ES Joyce F. Cortes - Binaton ES Jasmine Eve Bucod - Colorado ES Jeaniefer Mabandos - RMCES Jonathan Macias - DMMES Marcelino Ranollo, Jr - HR
SDS/ASDS/SGOD	Team Leader	Melvin Anthony Sabio
	Members:	Catherine Zapanta - DICNHS Diosa Mae Torrefiel - DICNHS Lilybeth Sayson - DICNHS Clarissa Laco - DICNHS Johannes Sabio - DICNHS Rosalie Legaspi - DICNHS Janeliza Marajan - DICNHS Marlon Mercader - DICNHS Francisco Cabrillos - DICNHS Joeji Aguilar - DICNHS Marvie Grace Carillo - DICNHS
Records/Supply/ Accounting	Team Leader	John P. Millan
	Members:	Rodel Pagayon - DICNHS Michael Timtim - DICNHS Iname N. Romitman - DICNHS Hazel Anne Cahiles - DICNHS Denise Imari Casilac - DICNHS Gina Bustamante - DICNHS Rio Peralta - DICNHS Ma. Bernadette Pagayon - Cogon ES



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

LIST OF TECHNICAL WORKING GROUP

Building	Assisting Team	
CID/Admin	Team Leader	Jayson Abellon
	Members:	Yancy R. Bacugan - DICNHS Arnie G. Montaner - Palan Annex Vina E. Aguilar - RMCES Jhea May Damo - RMCES Geoffrey Andrade - PGES Amabel Caminade - Binaton ES Joyce F. Cortes - Binaton ES Jasmine Eve Bucod - Colorado ES Jeanieffer Mabandos - RMCES Jonathan Macias - DMMES Marcelino Ranollo, Jr - HR
SDS/ASDS/SGOD	Team Leader	Melvin Anthony Sabio
	Members:	Catherine Zapanta - DICNHS Diosa Mae Torrefiel - DICNHS Lilybeth Sayson - DICNHS Clarissa Laco - DICNHS Johannes Sabio - DICNHS Rosalie Legaspi - DICNHS Janeliza Marajan - DICNHS Marlon Mercader - DICNHS Francisco Cabrillos - DICNHS Joeji Aguilar - DICNHS Marvie Grace Carillo - DICNHS
Records/Supply/ Accounting	Team Leader	John P. Millan
	Members:	Rodel Pagayon - DICNHS Michael Timtim - DICNHS Iname N. Romitman - DICNHS Hazel Anne Cahiles - DICNHS Denise Imari Casilac - DICNHS Gina Bustamante - DICNHS Rio Peralta - DICNHS Ma. Bernadette Pagayon - Cogon ES



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023-284

To : Assistant Schools Division Superintendent
 SGOD & CID Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Non-Teaching Personnel Assigned in the SDO
 All others concerned

Subject : **DECK THE HALLS: SCHOOLS DIVISION OFFICE CHRISTMAS DECORATION SHOWDOWN**

Date : November 6, 2023

The Schools Division Office of Digos City is delighted to announce the Christmas Decoration Contest for 2023, titled **Deck the Halls: Schools Division Office Christmas Decoration Showdown**. As we approach the Christmas Season, it is time to bring some festive cheer to our workplace.

This competition is a wonderful opportunity for our SDO personnel to: showcase the Spirit of Christmas, promote camaraderie among SDO personnel, demonstrate their decorating skills, and lighten the mood in the office during the Christmas Season.

There shall be two categories in this contest:

1. Best Building Christmas-Themed Decoration
2. Best Christmas Tree

Setting up of decorations shall start on **November 13, 2023** and shall be completed by **November 24, 2023**. Judging will occur on **December 11-15, 2023**. Winners will be announced on **December 20, 2023**, during the Christmas Party of the SDO Personnel. Decorations may remain in place until **January 5, 2024**.

There will be a box to be placed near the entrance of each building for the SDO employee to leave a message or any present he/she wants to give to his/her manito or manita and even to any employee in the SDO. The assigned "angel" in each building shall deliver the said presents to the concerned personnel at 10:00 a.m. and 3:30 p.m. on weekdays.

Enclosed are the Contest Guidelines and Criteria.

For information, guidance and compliance.

Schools Division Office of Digos City
 RECORDS SECTION

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 OIC Schools Division Superintendent

23-11821
 DATE: NOV 13 2023 TIME: 12:54 PM
 BY: *[Signature]*



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
 Telephone Nus.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

**Guidelines and Criteria on
Deck the Halls: Schools Division Office Christmas Decoration Showdown**

GENERAL GUIDELINES:

1. Lighting: If using indoor or outdoor lights, please check with the Division DRRM Coordinator to be sure they are suitable for indoor or outdoor use.
2. Do not cover walls or ceilings with paper or combustible decorations, such as streamers, unless they are of a fireproofed material.
3. Safety: Ensure all decorations are fire-safe and do not obstruct pathways or work areas.
4. Respect: Avoid any content that may be considered offensive or inappropriate.
5. Announcement of Winners: The decision of the judges will be final and irrevocable.
6. Prizes will be given to winners.

A. Best Building Christmas-Themed Decoration

1. There shall be three buildings to be evaluated, to wit:
 - a. CID/Admin Building
 - b. SDS/ASDS/SGOD/ Legal/Cash Building
 - c. Records/Supply/Accounting Building
2. Each building shall choose a focal person for this activity.
3. Each entry shall be assisted by the following groups:

Building	Group to Assist
CID/Admin Building	Team Jason Abellon
SDS/ASDS/SGOD/ Legal/Cash Building	Team Melvin Sabio
Records/Supply/Accounting Building	Team Kubo

4. Each building shall have a Christmas Tree, which is visible near the entrance of the building.
5. Criteria for judging are the following:

CRITERIA	PERCENTAGE
Creativity/Innovation and Originality • Artistic design • Colorful • Novel use of materials	40%
Workmanship and Durability- • Neat and tidy • Follow safety or materials rules • Sturdy construction of display	30%
Symbolism • Fun, eye-catching communicates theme	30%
TOTAL	100%



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

B. Best Christmas Tree

1. The Christmas tree may be made from recyclable, indigenous, commercially-made materials or any materials.
2. Each group is free to express creativity and originality. They may decorate the trees in any way they like, projecting their creativity and reflecting their version of the Christmas spirit.
3. No offensive decorations allowed; decorations may be handmade or purchased.
4. Lights are required. However, candles and live fire are not permissible.
5. The Christmas Tree must be set up starting **November 13, 2023** and may remain in display until **January 5, 2024**. The group shall be responsible for disassembling and removing the tree and clearing the area after the aforesaid date.
6. All entries will be photographed on **December 15, 2023** for documentation and monitoring purposes
7. Criteria for judging are the following:

CRITERIA	PERCENTAGE
Attractiveness and Appeal • Is the Christmas Tree interesting or appealing?	40 %
Originality & Uniqueness • Evaluate the uniqueness and originality of the decorations. Are they innovative and do they stand out?	30%
Overall Impact • Consider the overall visual impact of the decorations. Are they visually pleasing and well-arranged?	30%
TOTAL	100%



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396