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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-0364

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Education Program Supervisors  
Public Schools District Supervisors  
Selected Elementary and Secondary Principals  
PRAISE Committee and secretariat  
All Concerned Personnel

Subject: **PREPARATION AND SUBMISSION OF DOCUMENTS FOR THE  
2024 EAGLE AND AGILA NOMINATION**

Date: August 22, 2024

In line with the preparation of documents for AGILA/ EAGLE Bid docs, School Heads, Non- teaching and teaching personnel who will be involved in the preparations are hereby instructed to convene starting August 23, 2024 to September 1, 2024 (Inclusive of Saturdays, Sundays, and Holidays) to finalize their entries.

Teacher- writers are only allowed to join the team after class hours, weekends, or during their vacant periods.

It is reminded that the submission of well packaged bid docs shall be on September 2, 2024, until 3:00 o'clock in the afternoon at the Office of the undersigned. Attention SGOD Office.

During the packaging of district nominees, PRAISE secretariat are hereby instructed to extend technical assistance to the different districts.

Travel and other expenses relative to this activity which includes meals and snacks are chargeable against the School MOOE Funds subject to the usual accounting and auditing rules and regulations.

Participants /Member of the Technical Working Group shall be entitled to service credits or Compensatory Time-Off (CTO) for the services rendered on



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Saturdays, Sundays, and Holidays as per DepEd Order No. 53, s. 2003 known as Updated Guidelines on Grants of Service Credits to Teachers.

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
OIC- Schools Division Superintendent

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**RELEASED**

**AUG 28 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 

Enclosed: As stated.  
SGOD/ABA/HRTD/LLS



Schools Division of Panabo City  
City Hall Compound, Panabo City  
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**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.