



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
SGOD-2024-0552

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum Implementation Division  
All Division Personnel  
All Elementary and Secondary School Heads  
All Concerned

Subject: **KAHAYAG SA DEPED CHRISTMAS TREE LIGHTING FESTIVAL**

Date: October 30, 2024

1. Please be informed that the DepEd Panabo City Division will launch the **"Kahayag sa DepEd"** in November.
2. Each Building will represent as a group and Division Personnel of that building will automatically be its members.
3. Building Groups will have partners from identified districts as follows:

Team	Members
Building 1	Office of the SDS, Office of the ASDS, IT Section, Legal Section, SGOD and Secondary Schools.
Building 2	CID, Finance Section, Budget Section, Cash Section, Admin Section, Records Section and schools of Panabo Central District
ALS Building	ALS and schools of Panabo South 1 and South 2 Districts
HR Building	HR Section, Payroll Section, Supply Section, COA Personnel and schools of Panabo North District

4. Each group will create a grand Christmas Tree made of recycled and/or indigenous materials, erected in their respective spaces within the vicinity of the Schools Division Office.
5. Each group will ensure that buildings are lighted up and with Christmas decorations.
6. Expenses relative to this shall be sourced out by the members of the team through compatriot sharing and/or local funds subject to the usual accounting and auditing rules and regulations.



Schools Division Office of Panabo City

*Handed Branches*

**CHAMPION**



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7. Further, all employees of the Schools Division Office shall have a Kris Kringle by picking their special friend through an electronic "bunot-bunot" system which will be facilitated by the IT Section this coming November 4, 2024.
8. Personnel shall put up a personalized box or envelope near the entrance of their respective buildings on which we would call a "Safe Space".
9. Special Friends may give notes of encouragement, inspiration, gifts and other forms of positive encouragement anonymously.
10. Special Friends will then be revealed during our Year End Project Implementation Review on which date and venue shall be announced later.
11. For your information and guidance.

  
**JINKY B. FIRMAN PhD., CESO VI**  
Office of the Schools Division Superintendent

Enclosed.: As stated. SGOD/ABA/memsc

**RELEASED**

**OCT 31 2024**

RECORDS SECTION SDO PANABO CITY  
BY 



Schools Division Office of Panabo City

Panabo Branch

CHAMPION