



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

Office of the Schools Division Superintendent

March 01, 2025

**DIVISION MEMORANDUM**

No. 0074 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 0061 S. 2025 RE: TIMELINE OF ACTIVITIES OF THE MESS HALL DECORATION COMMITTEE DURING THE 2025 DAVRAA MEET**

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
Public Schools District Supervisors  
All Public Secondary School Heads and Principals  
All Concerned

Relative to Division Memorandum 0061 s. 2025 on the Timeline of Activities of the Mess Hall Decoration Committee during the 2025 DAVRAA Meet, the following schedule shall also be conducted:

Date	Activity	Persons Involved
February 27-28, 2025	Purchase of Materials and Supplies	Assigned personnel and school heads
March 1-2, 2025	Metal works and painting	Identified personnel

The following are additional personnel who will serve as members of the Décor Team:

Name	School
Dominic Dhen Damaso	Panabo City Senior High School
Renan Niño	

School heads are reminded to arrange the classes of teachers involved in this activity subject to no-disruption-of-classes policy stipulated in **DepEd Order No. 9 s. 2005** titled **“Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith”**.

Service credits and compensatory overtime credits shall be granted to teachers and school heads for services rendered on Saturdays and Sundays.

Transportation, supplies, materials and other expenses incurred in this activity shall be charged to the school MOOE and/or any available local funds, subject to the usual accounting and auditing rules and regulations.

All other provisions of the previously issued memorandum shall remain enforced.



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For your guidance and information.

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

RELEASED

MAR 10 2025

RECORDS SECTION-SDO PANABO CITY

BY 