



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

September 28, 2022

**DIVISION MEMORANDUM**

No. vd2 s. 2022

To: All SDO Non-Teaching Personnel

**VIRTUAL BI-MONTHLY MEETING AND FELLOWSHIP PROGRAM**

1. This is to announce the conduct of the Virtual Bi-Monthly Meeting and Fellowship Program on September 30, 2022, 4:00 in the afternoon to be held at the SDO Conference Hall.
2. The agenda of the activity are the following:
  - a) Know the different updates and setting a new perspective from the office directions;
  - b) Determining specific adjustments needed in the office; and
  - c) Fostering strong camaraderie among SDO personnel.
3. Immediate dissemination of this Memorandum is earnestly desired.

**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

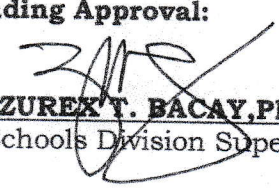
**PROJECT PROPOSAL**

- I. PROJECT TITLE** : Virtual Bi-Monthly Meeting and Fellowship Program
- II. PROGRAM AREA** : Organizational Awareness/Rewards & Recognition
- III. PROPONENTS** : Administrative Services Section
- IV. PROGRAM VENUE** : Virtual
- V. TARGET CLIENTELE** : ALL SDO PERSONNEL
- VI. RATIONALE** : It is imperative for all employees to be informed of the different updates in the office. It is also a great venue for brainstorming of wonderful ideas that would resolve current/emanating issues in the workplace. Moreover, the fellowship program is an equally important activity for it will bring positivity to every personnel through the recognition of life's achievements and individual milestones. The positivity in turn is expected to boost morale that promotes work quality and efficiency.
- VII. OBJECTIVES** :
  1. Knowing the different updates and setting a new perspective from the offices directions;
  2. Determining specific adjustments needed in the office; and
  3. Fostering strong camaraderie among SDO personnel.
- VIII. SOURCE OF FUND/S** : MOOE

Prepared by:

  
**FRIESSY CRUZ S. BERMUDA II**  
 Administrative Officer V

Recommending Approval:

  
**ZUREX T. BACAY, PhD.**  
 Assistant. Schools Division Superintendent

Approved:

  
**DANTE G. PARUNGAO, CESO V**  
 Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119  
 Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov](mailto:munozscience.city@deped.gov)  
 DSCM-QMS-QMR-QSF-011 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**  
 REGION III - CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

**BUDGET PROPOSAL**

**A. NUMBER OF PARTICIPANTS:**

84 SDO Personnel

**B. ESTIMATED EXPENSES:**

FIRST BATCH						
Birth Month	No. of Celebrants	Expenses				Total Cost
		Cup Cake	Total	Gift	Total	
January	8	80	640	150	1200	1840.00
February	4	80	320	150	600	920.00
March	4	80	320	150	600	920.00
April	8	80	640	150	1200	1840.00
May	9	80	720	150	1350	2070.00
June	5	80	400	150	750	1150.00
July	6	80	480	150	900	1380.00
August	10	80	800	150	1500	2300.00
September	7	80	560	150	1050	1610.00
<b>Total</b>						<b>14,030.00</b>

SECOND BATCH						
October	9	80	720	150	1350	2070.00
November	9	80	720	150	1350	2070.00
December	4	80	320	150	600	920.00
<b>Total</b>						<b>5,060.00</b>

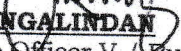
**Note:** Cupcake with icing, box and dedication (Php. 80.00 each)

Gift: Personalized mug with dedication and caricature for 2022 celebrants ( Php. 150.00 each)

Prepared by:

  
**FHRIESSY CRUZ S. BERMUDA II**  
 Administrative Officer V

Funds Available:

  
**MINDA V. MANGALINDAN**  
 Administrative Officer V / Budget Officer

Recommending Approval:

  
**ZUREX T. BACAY, PhD.**  
 Assistant Schools Division Superintendent

APPROVED:

  
**DANTE G. PARUNGAO, CESO V**  
 Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119  
 Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov](mailto:munozscience.city@deped.gov)  
 DSCM-QMS-QMR-QSF-011 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

# PROGRAM OF ACTIVITIES

September 30, 2022 (4:00 p.m -5:00 p.m)

Prayer

WENSDY S. CASIO  
EPS-II

Makabayan Song

Audio-visual Presentation

Message

DANTE G. PARUNGAO, CESO V  
Schools Division Superintendent

Ceremonial Blowing  
of Candles

Birthday Celebrants

Giving of Gifts/Tokens

Birthday Celebrants

**JESSICA SAPITAN**  
*Emcee*

