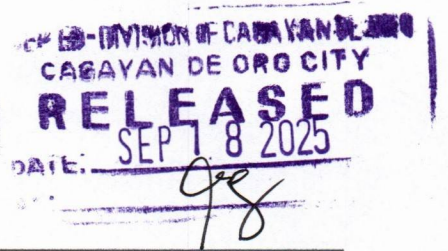




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

17 Sept 2025

DIVISION MEMORANDUM
No. 816 s.2025

**PRE-WORK ACTIVITIES OF THE PROGRAM MANAGEMENT TEAM (PMT)
FOR THE KAGAY-AN BAHANDI AWARDS CUM WORLD TEACHERS' DAY
2025**

TO: Concerned Elementary and Secondary Public-School Heads and Principals
Concerned Elementary and Secondary Public-School Teachers
This Division

1. In preparation for the **Kagay-an Bahandi Awards cum World Teachers' Day Celebration 2025** on October 3, 2025, the Program Management Team (PMT) identified on the table is directed to attend the following pre-work activities:

Date & Time	Activity	Venue	Time	Participants
Sept. 19, 2025	PMT Pre-Work Activity	Board Room, Division Office	8:00-5:00 PM	Program Lay-out & Printing, LED Projections, & Tarpauling Lay-out Team (refer to DM 732)
Sept. 19, 2025	PMT Pre-Work Activity	Board Room, Division Office	1:00-5:00 PM	1. Hosts: John Vincent R. Besas Donnalyn S. Rivero 2. Voice Over: Dawn Princess B. Carciller Johnson Sunday E. Gabule 3. Music & Sound Effects Com Wilfredo L. Belono Jr. Patricio Sambaan Jeffrey M. Librada 4. Lights Committee Bienvinido D. Codillo Romy C. Llamis Jr.



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Date & Time	Activity	Venue	Time	Participants
Sept. 25, 2025	PMT Pre-Work Activity	Café Basa	Whole Day	Program Lay-out & Printing, LED Projections, & Tarpaulin Lay-out Team (refer to DM 732)
Sept. 26, 2025	Meeting	Café Basa	1:00 – 5:00 PM	PMT Chairperson & Unit Heads
Sept. 29-30, 2025	Rehearsal	Father William Covered Court	Whole Day	All PMT, Performers, Technical Teams
Oct. 2, 2025	Technical & Grand Rehearsal	Limketkai Atrium	1:00 PM onwards	All PMT, Performers, Technical Teams (Note: Please bring DepEd ID)

2. School Heads and Teachers concerned are advised to **arrange alternative facilitators** for their classes during the pre-work schedules to ensure uninterrupted learning delivery.

3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

4. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None

Reference: N o n e

To be indicated in the Perpetual Index

under the following subjects: WORLD TEACHER'S DAY

KAGAY-AN BAHANDI AWARDS 2025

DM076-SGOD-HRDS-MCTG / PRE-WORK ACTIVITIES OF THE PROGRAM MANAGEMENT TEAM (PMT) FOR THE KAGAY-AN BAHANDI AWARDS CUM WORLD TEACHERS' DAY 2025
September 17, 2025



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