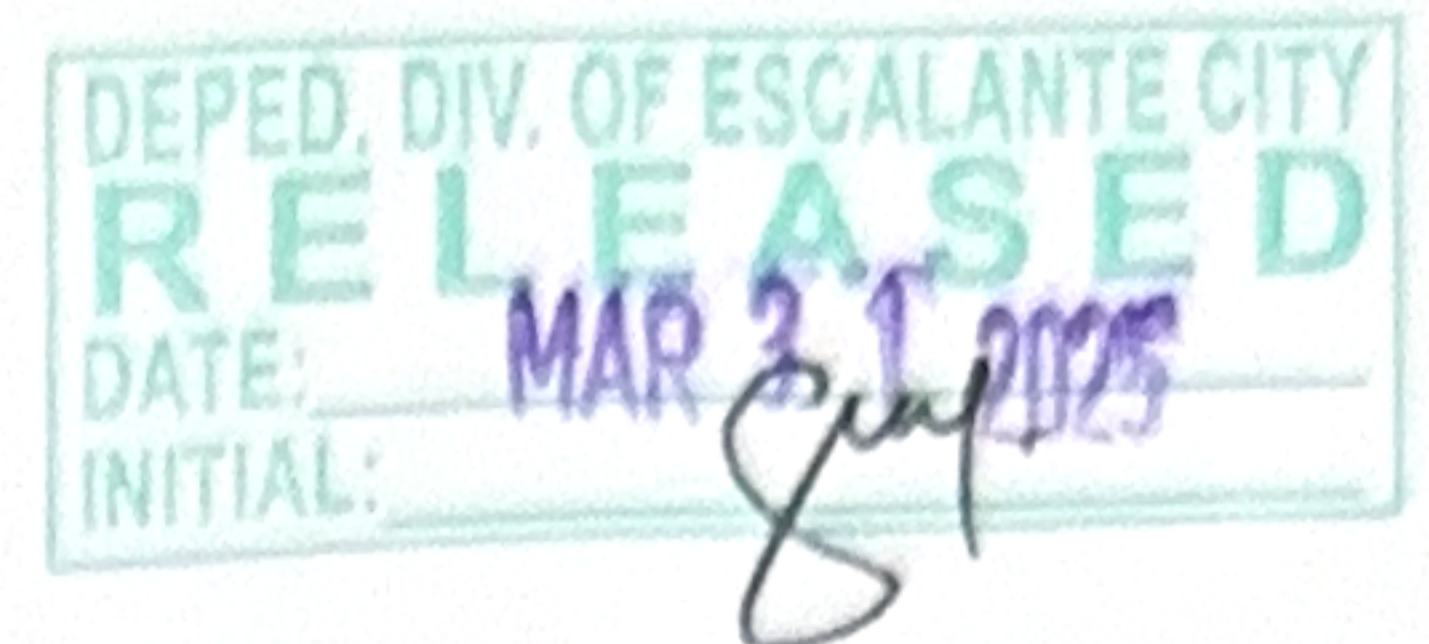




Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF ESCALANTE CITY



March 24, 2025

DIVISION MEMORANDUM

No. 205 s. 2025

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
All Others Concerned

**ADDENDUM TO DIVISION MEMORANDUM NO. 197, S. 2025, CONDUCT OF THE
K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES FOR THE
SCHOOL YEAR 2024-2025**

1. In line with Division Memorandum No. 197, s. 2025, entitled Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2024-2025, this addendum is issued **to ensure safety during the conduct of the end-of-school-year rites** and to **inform all secondary schools regarding the submission of the list of awardees for Manlambus Torch Bearer Escalante Eagles Club Service Excellence Award for Senior High School Students.**
2. All schools are reminded of the following points:
 - a. Prioritize the safety and security of all participants during the end-of-school-year rites.
 - b. School heads are directed to coordinate with local authorities, and barangay officials to ensure proper crowd control and emergency preparedness.
 - c. Adhere to the health and safety protocols to prevent any untoward incidents during the ceremonies with emphasis on going green.
 - d. Conform to the **“No Collection Policy”** and the activity must **not be a venue for political forum.**
3. To recognize outstanding students in service excellence, all secondary schools are required to submit the list of awardees for the **Service Excellence Award** in preparation for the Certificate of Recognition to be given by the Manlambus Torch Bearer Escalante Eagles Club. The submission must be sent to the Schools Division Office on or before **April 4, 2025** to **Ms. Aiza Joy B. Sonoy- SGOD ADAS II.**

Criteria for the Service Excellence Award in Senior High School

- a. The chosen student must excel in the fulfillment of his/her assigned roles and responsibilities, frequently exceeding expectations;
- b. He/She must demonstrate initiative, creativity, and resourcefulness;
- c. He/She is directly responsible for improvements in the ways he/she does the work and manage the given task;



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- d. He/She exhibits the highest standards of commitment, integrity, and accountability in the assigned task;
 - e. He/She must promote commitment to the values, vision, and goals of the school where he/she is enrolled.
4. All other provisions of said memorandum remain in effect.
 5. Immediate dissemination and compliance with this memorandum are expected.

PETER J. GALIMBA

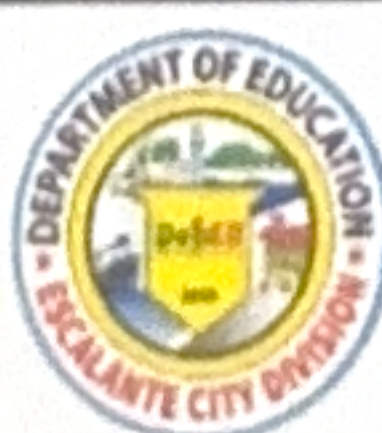
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent

For the SDS:

MARITES C. CAPILITAN

OIC – Assistant Schools Division Superintendent

ALICIA A. OLID PhD/SGOD/03-28-2025
Enclosures : As stated
Reference : None
Allotment : Division Order No. 1, s. 2019
To be indicated in the Perpetual Index under the following subjects:
SGOD End-of-School-Year Rites PROGRAMS



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