

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 16, 2025


OFFICE MEMORANDUM

No. 066 s. 2025

**GRANT OF ONE (1) FREE DAY TO EMPLOYEES WITH DULY ACCOMPLISHED
ATTENDANCE RECORD IN OFFICE REPORTING AND FLAG CEREMONIES
FOR THE FIRST QUARTER OF 2025**

To: Assistant Schools Division Superintendent
SGOD & CID CES and Personnel
OSDS Unit Heads and Personnel
All Others Concerned

1. In reference to Office Memorandum No. 62, s. 2025 "Request for Employee Feedback on Recorded Attendance from January to March 2025", this Office reiterates the gratitude extended to employees who provided feedback on their recorded attendance in the biometric machines as well as the attendance logs during the flag ceremonies.
2. As assured during the Flag Lowering Ceremony last May 10, 2025, all feedback gathered using the Feedback Form serves as input for improvement in the current processes and systems used in processing attendance records in the Schools Division Office (SDO) and for the Rewards and Recognition that will be provided to deserving employees for the Second, Third and Fourth Quarters of 2025.
3. It is reiterated, however that all employees are expected to adhere to DepEd policies on attendance recording and to flag ceremonies and all other Department rules and regulations included in Division Memorandum No. 409, s. 2024 "Reiteration of DepEd Policies/Rules for Effective and Efficient Office and School Operations".
4. As part of the Employee Rewards and Recognition Program of the SDO, a Non-Monetary/ On-the-Spot Superintendent's Award of **One (1) Free Day within the Second Quarter of 2025** will be granted to the following employees who have satisfactorily logged their work duties and attendance to the flag ceremonies during the First Quarter of 2025:
 - a. AO V **EVA S. TOLENTINO**
 - b. Legal Officer Atty. **NORLITO JR. P. AGUNDAY**
 - c. Administrative Aide VI **JADE T. CONCEPCION**
 - d. Administrative Asst. III **VIRGILIO J. MOLINA JR.**
 - e. Dentist II **HIDELITA G. POSADA**
4. The awardees are requested to submit their preferred free day to the Office of the Schools Division Superintendent anytime within the month of May 2025. The free day may be availed of until June 30, 2025.
5. For information and guidance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph