



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

September 2, 2025

DIVISION MEMORANDUM

No. 682 s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 654, s. 2025
ENTITLED DIVISION-BASED WORLD TEACHERS' DAY CELEBRATION 2025

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs and PSDSs
Elementary and Secondary School Heads
All Others Concerned

1. In relation to the released Division Memorandum No. 654, s. 2025, entitled DIVISION-BASED WORLD TEACHERS' DAY CELEBRATION 2025, this Office provides additional information as per said Memorandum.
 - a. There will be a Division Kick-Off Program on **September 5, 2025 starting 7:30** in the morning at the SDO Tacloban City Grounds.
 - b. All School Heads, Public Schools District Supervisors, Division Teaching-Related and Non-teaching Personnel and Officers of Tacloban City Federated Faculty Club are requested to join the said activity.
 - c. Attached herewith is the flow of the program.
2. Identified teacher-participants are enjoined to make instructional catch-up plan which shall be delivered by the Department Head or whoever is assigned by the School Head to ensure that learning competencies and other programs and projects are being delivered during their absence.
3. Expenses incurred relative to the conduct of this activity shall be charged to Local Funds/MOOE subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Division Memorandum and compliance thereto are highly desired.

See: 7, 30# 2025-5220
SHERLITA A. PALMA EdD, CESO VI
Schools Division Superintendent



RELEASED
Date: 9/2/25
Time: 4:11
Signature: [Signature]
03 SEP 2025





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Enclosure 1 Program Flow

Time	Activity	Person's Responsible
7:30 – 8:00	Assembly Time	
8:00-9:00	Holy Mass	
9:00-9:05	Philippine National Anthem	Joselita M. Ogsimer Officer, TCFCC
9:05-9:10	Division Hymn	Catherine M. Capoquian Officer, TCFCC
9:10-9:15	Opening Message	Dr. Melani D. Escobarte Chief, SGOD
9:15-9:20	Inspirational Message	Dr. Sherlita A. Palma OIC-SDS
9:20-9:25	Inspirational Message	Dr. Henrietta T. Managbanag ASDS
9:25-9:30	Intermission Number	Selected LNHS SPA Quartet
9:30 – 10:15	Motorcade	Division Office DLC 1 DLC 2 DLC 3 DLC 4 DLC 5 TCFCC Officers DLC 6 DLC 7 DLC 8 DLC 9 DLC 10 CFPTA Officers
10:15 – 10:30	Closing Message	Mark Chester Anthony G. Tamayo Chief, CID

Jemmy Bacani
Christian B. Artoza
Masters of Ceremony



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SocMobUnit/snc/2025