



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

13 November 2025

**DIVISION MEMORANDUM**

No. 93/, s. 2025

**UPDATES FOR THE CONDUCT OF THE 2025 SEAL Awards**  
(Service Excellence Awards for school Leaders) AS PER DM 916 & 876, s. 2025

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CONCURRENT OIC-ASDS & CID CHIEF  
CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
2025 SEAL AWARDEES (Individual Category)  
2025 SEAL AWARDEES (School Category)  
All Others Concerned

1. This Office through the Planning & Research Section of the SGOD respectfully informs all awardees (Individual & School Category), school heads with school personnel identified as awardees on the final instruction relative to the conduct of 2025 SEAL Awarding Ceremony slated come November 28, 2025, Friday, 1:00-5:00 in the afternoon at Ritz Tower de Leyte, Real Street Tacloban City.
2. In order to facilitate a seamless and very systematic flow of the 2025 SEAL Awards' conferment ceremony all awardees (Individual & School Category), are hereby instructed to accomplish the deployed Confirmation Slip indicated in DM 916, s. 2025, and submit the scanned copy (image format) through this email address: [angelo.alcaraz@deped.gov.ph](mailto:angelo.alcaraz@deped.gov.ph) on or before November 14, 2025 at exactly 11:00 in the morning.
3. The dress code for the above-mentioned awarding ceremony shall be the DepEd Monday Uniform (New Set) for all DepEd Employees for the Private Schools your designated monday school uniform.
4. Registration of Participants shall start at 12:45 in the afternoon, while the awarding ceremony will officially commence at exactly 1:30 in the afternoon, hence we implore all confirmed attendees shall be at the venue, 1:00 in the afternoon.
5. For relevant queries and concerns you may connect with ANGELO V. ALCARAZ, Planning Officer III or DR. JADE B. CALLEJA, SEPS-P&R or visit the PRS Office 3<sup>rd</sup> Floor SDO Building, Real Street, Tacloban City.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

**SHERLITA A. PALMA EdD, CESO VI**  
Assistant Schools Division Superintendent

Office-In-Charge  
Office of the Schools Division Superintendent

Enclosures:  
Reference: DM 916 & 876, s. 2025  
To be indicated in the Perpetual Index under the following subjects:  
UPDATES 2025 SEAL Awards PRIME-HRM



AVA/PLORH  
Nov. 11, 2025

**RELEASED**



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/cmvillamor2024

Time: 2:58

Signature: [Signature]