



Republic of the Philippines  
**Department of Education**  
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2025-0359

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
All Education Program Supervisors  
All Public-School District Supervisors  
All School Heads

Subject: CONDUCT OF PRACTICES AND REHEARSALS FOR THE 2025 CIVIL SERVICE CELEBRATION

Date: SEPTEMBER 02, 2025

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1. In line with the upcoming **Civil Service Month Culmination Program**, all participating School Heads and Non-Teaching Personnel are hereby **allowed to practice and rehearse for the various events** related to the celebration.
2. Participants may use a maximum of **three (3) days, inclusive of the final rehearsal**, prior to the scheduled culmination activity. Practices shall be conducted in a manner that will not hamper the delivery of essential office functions and services.
3. Section Heads and Team Leaders of each team are directed to make the necessary adjustments in work schedules to ensure both active participation of personnel and the continuity of division operations.
4. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
5. Immediate dissemination and compliance with this memorandum are desired.



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

SGOD/rtp