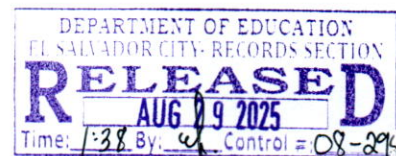




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 29, 2025

DIVISION MEMORANDUM
NO. 294, s. 2025

TEMPLATE FOR DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisors
Division Office Personnel
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 030. S.2019 titled "The Department of Education Manual of Style", this Office reiterates the use of the approved template for Division Memorandum.
2. The approved template for Division Memorandum can be downloaded from the website at <https://depedelsalvadorcity.net/downloadable-forms-2/>.
3. For the sample memorandum, see enclosed document.
4. For concerns you may contact Sherrie R. Dungog at 09177154632.
9. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
10. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 30, s.2019
To be indicated in the Perpetual Index
under the following subjects:

FORMS

OSDS/srd



Address: Zone 3, Tuburan, Poblacion, El Salvador City
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Effectivity	08.29.25	Page	1 of 2



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

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November 11, 2024

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DIVISION MEMORANDUM
NO. _____, s. 2024

3

2024 DIVISION FESTIVAL OF TALENTS

4

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisors
All Public Secondary School Heads
All Others Concerned

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1. In reference to the Regional Memorandum No. 823 s. 2024 Regional Festival of Talents (RFOT), this Office through the Curriculum Implementation Division (CID) will hold the **2024 Division Festival of Talents** with the theme "Talento at Husay ng Bagong Henerasyon para sa Progresibong Rehiyon" on November 22, at El Salvador City Central School (ECCS), Poblacion, El Salvador City.

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2. The DFOT aims to

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a. provide opportunities for learners from elementary and secondary schools as well as learners from the Alternative Learning System (ALS) To showcase their skills and talents in different disciplines; and

b. provide a platform in assessing learners' artistic abilities, language, scientific, technological and livelihood skills, critical analysis and deep reasoning, among others.

3. The DFOT 2024 will showcase different contest package under the following learning areas and focal persons:

- | | |
|---------------------------------------|----------------------------|
| a. Sining Tanhalan
(Himig Bulilit) | Vanity Jade C. Lazaga |
| b. Technolympics | Lina C. Bejiga, PhD |
| c. Read- a- Thon (English) | Roque R. Sabasaje |
| d. Read- a-Thon (Pilipino) | Margie R. Valmoria , PhD |
| e. PopDev | Genevieve E. Lusterio, PhD |
| f. STEMazing | Lorna H. Estrosas, PhD |
| | Marie Jade a. Cacayan, PhD |
| | Annabelle M. Mamacay |

4. There shall be one entry for every event per school. The learner-participant shall be certified by the school head as bonafide and officially enrolled for the School Year 2024-2025.

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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

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5. The school shall provide travel, allowance, contest materials and food, including snacks for their participants. Please take with you your school banner during the opening ceremony.

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6. The DFOT mechanics and guidelines of the contest shall be adopted from the National Festival of Talents (NFOT). Attached are the contest guidelines, schedules, venues and working committees.

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7. For technical concerns, you may contact Roque R. Sabasaje, DFOT Coordinator at 09069504793.

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8. Participation to this activity shall be subject to the non-disruption of classes policy stipulated in DepEd Order No. 9, s.2005 titled "Instituting Measure to Increase Engaged Time on Task and Ensuring Compliance therewith, Section 3 of Republic Act No. 5546. (Policy on Contributions) and DepEd Order No. 66, s. 2017 (Policy on Off-Campus Activities)."

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9. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

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10. This Office directs the immediate and wide dissemination of this Memorandum.

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RANDOLPH B. TORTOLA
Schools Division Superintendent

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ATCH.: As stated
Reference: Reginal Memorandum No. 823, 2024
To be indicated in the Perpetual Index
under the following subjects:

13

14

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CONTESTS PERFORMANCE
PROGRAMS

15

RE: 2024 Division Festival of Talents (DFOT)

1 to 2 spaces

CID/rrs

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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

The Division Memorandum has 17 elements, as follows:

1. The letterhead, which includes the DepEd seal, and the agency name in Old English Text MT;
2. Date of release or approval;
3. Control number, with year series (s.);
4. Title of the DM;
5. Officials concerned, policy proponents and implementers, and stakeholders;
6. Statement of the activity;
7. Objectives of the activity
8. Statement of the enclosure in support of the activity;
9. Target participants;
10. Contact details of project proponent;
11. Closing statement, which directs the dissemination of the DM (through the DepEd website);
12. Signature of the Schools Division Superintendent;
13. Statement of enclosure/s (if any);
14. Related and/or repealed previous issuances used as references (if any);
15. Classification in Perpetual Index for easy reference and research;
16. Tracer, including the initials or name of encoder, file name of DM, assigned tracking number, and date prepared; and
17. Footer, which includes the address of DepEd, contact number, and website.