



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 9, 2024

OFFICE MEMORANDUM

No. **616** s. 2024

**UPDATES ON THE CONDUCT OF DEVELOPING POSITIVITY: A SOLIDARITY OF
DEPED REGIONAL OFFICE VIII PERSONNEL**

To: Director III
Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), informs all concerned that the aforementioned event shall be held officially at Madison Park Hotel, Manlurip, San Jose, Tacloban City on December 17, 2024.
2. Enclosed are the updated program of activities and the List of Committees.
3. All other provisions in the aforementioned Office Memorandum which are consistent with this issuance shall remain in effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: As stated
References: As stated

To be indicated in the Perpetual Index under the following subjects:

ENRICHMENT PERSONNEL SPIRITUAL

HRDD- MGT



DEVELOPING POSITIVITY: A SOLIDARITY OF DEPED REGIONAL OFFICE VIII PERSONNEL

Theme: "Empowering Minds, Enriching Souls: Fostering Holistic Well-being for Dedicated Educators"

Madison Park Hotel, Manlurip, San Jose Tacloban City

December 17, 2024

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00am-9:00am	Registration	FTAD, QAD
9:am – 10:00am	Eucharistic Celebration	Fr. Virgilio Manaog
10:00am – 12:00nn	Lecture on Developing Positivity	Fr. Virgilio Manaog
12:00nn- 1:00pm	Lunch	
1:00 – 6:00pm	Solidarity of the DepEd Regional Office VIII Personnel	
	Philippine National Anthem	AVP
	Bagong Pilipinas Hymn	AVP
	DepEd Hymn	AVP
	Opening Remarks	Dr. Ronelo Al K. Firmo, CESO IV
	Message	Dr. Evelyn R. Fetalvero, CESO III
	PRESENTATION BY FUNCTIONAL DIVISION/GAMES	
	Presentation 1	
	Presentation 2	
	Game 1	HRDD
	Presentation 3	
	Presentation 4	
	Game 2	HRDD
	Presentation 5	
	Presentation 6	

	Game 3	HRDD
	Presentation 7	
	Presentation 8	
6:00pm – 7:00pm	Dinner	
7:00pm- 8:00pm	Gift Giving/Closing	

Masters of Ceremony:
Rex Briones
Jenny lind Daya

COMMITTEE	TERMS OF REFERENCE	IN-CHARGE
Attendance	<ul style="list-style-type: none"> - Monitor attendance and ensure accurate record-keeping of participants, guests, and speakers. 	FTAD, QAD
Food	<ul style="list-style-type: none"> - Coordinate with caterers to ensure food provisions for all participants (guests, speakers, performers, staff, etc.) - Ensure food preparation, serving, and distribution is timely and in accordance with dietary preferences and restrictions. - Oversee food safety and cleanliness 	Finance Division
Protocol/ welfare	<ul style="list-style-type: none"> - enhance the overall well-being of all involved Ensuring proper communication and coordination among participants for protocol-related matters - Ensure proper protocols are followed for participants - Manage arrival and seating of participants and 	ESSD

	provide assistance as required.	
Program, Venue, Stage Decoration & Games	<ul style="list-style-type: none"> - Develop the event program, including identifying speakers, performances, and other activities. - Ensure that the program is culturally appropriate, engaging, and aligns with the theme of the celebration. - Coordinate with presenters, performers, and speakers to ensure smooth transitions and time management. - Facilitate the games. - Design and arrange the stage and venue decorations according to the event theme. - Ensure decorations are set up well in advance and are aesthetically appealing and functional for the program flow 	HRDD

<p>Prizes, Mass and Resource Person</p>	<ul style="list-style-type: none"> - Send invitation letter to the Resource Person - Prepare the venue and other task related to the Eucharistic Celebration. Manage the awarding and distribution of the prizes/gifts 	<p>Admin Division</p>
<p>Master of Ceremony</p>	<ul style="list-style-type: none"> - Host and manage the program, ensuring seamless transitions between segments - Maintain the event's schedule and ensure all activities occur on time. - Engage and connect with the audience, fostering a positive and interactive environment. - Provide clear communication o important information, such as announcements, introductions and instructions. 	<p>PPRD</p>