



Republic of the Philippines

Department of Education

**REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY**

Office of the Schools Division Superintendent

December 16, 2024

DIVISION MEMORANDUM

No. 514, s. 2024

DISTRIBUTION OF BASIC ACTION RESEARCH INCENTIVES

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
This Division**

1. This Office informs the field of the distribution of Basic Action Research Incentives on December 20 (Friday), 2:00 p.m. at El Salvador City Central School.
2. All Teaching and Non-Teaching personnel are required to be at the venue before the time scheduled.
3. Attached to this Memorandum is the Program Flow.
4. This Memorandum serves as the **Official Authority to Travel** of the participants.
5. This office adheres to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this Memorandum is desired.

Toi
RANDOLPH B. TORTOLA
Schools Division Superintendent



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**Transforming Schools,
Forging Partners**



PROGRAM FLOW

Activity: Basic Action Research Incentives
Venue: El Salvador City Central School
Date: December 20, 2024 (2:00 p.m.)

TIME	ACTIVITY	PIC
2:00 – 2:02 p.m. (2 Minutes)	Lupang Hinirang	Reynaldo A. Geralde, T-I
2:02 – 2:05 p.m. (3 Minutes)	Prayer	Marilou Y. Descallar, EPS II - HRD
2:05 – 2:10 p.m. (5 Minutes)	Acknowledgment of Participants	emcee
2:10 – 2:13 p.m. (3 Minutes)	Welcome Address	Ian Khay H. Castro, Principal-I
2:13 – 2:18 p.m. (5 Minutes)	Message	RANDOLPH B. TORTOLA - SDS
2:18 – 2:23 p.m. (5 Minutes)	Message	Dignitaries from PGMO
2:23 – 2:28 p.m. (5 Minutes)	Message	Dignitaries from PGMO
2:28 – 2:33 p.m. (5 Minutes)	Message	Dignitaries from PGMO
2:33 – 2:38 p.m. (5 Minutes)	Message	Dignitaries from PGMO
2:38 – 2:45 p.m. (7 Minutes)	Closing Remarks	PETER "SR. PEDRO" M. UNABIA Provincial Governor Province of Misamis Oriental
2:45 p.m. – onwards	Incentives Distribution	

Host:

JOVIT D. COMON
Master Teacher I