



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

December 5, 2025

OFFICE MEMORANDUM

No. **602** s. 2025

**UPDATES ON THE CONDUCT OF SPIRITUAL ENRICHMENT- CUM-YEAR-END
GATHERING OF DEPED REGIONAL OFFICE VIII PERSONNEL**

To: Regional Director
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 event shall be officially held on December 12, 2025 at NEAP-R, DepEd Regional Office VIII, Government Center, Brgy. Candahug, Palo Leyte
2. There will be no presentation per Functional Division.
3. Enclosed are the updated program of activities and the list of Committees.
4. All other provisions in the aforementioned Office Memorandum which are consistent with this issuance shall remain in effect.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RONALO A. K. FIRMO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: as stated

References: as stated

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

ENRICHMENT

PERSONNEL

SPIRITUAL

HRDD- MGT



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**SPIRITUAL ENRICHMENT-CUM-YEAR-END GATHERING OF DEPED
REGIONAL OFFICE VIII PERSONNEL**

**Theme: "Cultivating GREATness Among DepEd Regional Office 8
Employees through Spiritual Enrichment"**

NEAP-R, DepEd Regional Office VIII, Government Center, Brgy.

Candahug, Palo Leyte

December 12, 2025

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00am-9:00am	Registration	FTAD, QAD
9:am – 10:00am	Blessing of RELC and Eucharistic Celebration	NEAP
10:00am – 12:00nn	Recollection Fr. Goldie Zabala Facilitator	HRDD
12:00nn- 1:00pm	Lunch	
1:00 – 5:00pm	Christmas Party	
	Philippine National Anthem	
	Bagong Pilinas Hymn	
	DepEd Quality Policy Statement	
	DepEd Hymn	
	Message	Dr. Ronelo Al K. Firmo, CESO IV Assistant Regional Director Officer-In-Charge Office of the Regional Director
	Games	CLMD
	Closing	

**Master of Ceremony:
Ariem V. Cinco**

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, PPRD

	provide assistance as required.	
Program, Venue, Stage Decoration	<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

Prizes, Mass and Resource Person	<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 	Admin Division GSU
Master of Ceremony	<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. 	Ariem V. Cinco