



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

July 13, 2026

OFFICE MEMORANDUM

HRDD-2026- **347**

IMPLEMENTATION OF PROJECT SALUDO (STAFF APPRECIATION AND LEADING FOR UNITY, DEVELOPMENT, AND OUTCOMES)

To: Director III
Regional Functional Division Chiefs
All Others Concerned

1. In recognition of individuals and teams who exemplify exceptional performance in their respective roles, introduce innovative practices that enhance education delivery, demonstrate inspiring leadership, and uphold an unwavering commitment to service excellence that elevates the standards of DepEd Region VIII, this Office, through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the Human Resource Development Division (HRDD), hereby announces the implementation of Project SALUDO (Staff Appreciation and Leading for Unity, Development, and Outcomes).
2. This initiative seeks to formally acknowledge and celebrate the contributions of personnel whose dedication and achievements embody the values of excellence, innovation, and leadership in public service.
3. Project SALUDO shall be conducted on the last Thursday of each month, with the assigned functional division responsible for managing the activity and preparing all necessary materials. In cases where scheduling conflicts arise, the activity may be moved to another day, subject to the approval of this Office.
4. As reflected in the table below, after the Quality Assurance Division (QAD) concludes its assigned month, responsibility for managing Project SALUDO shall return to the Administrative Division (AD), followed by the next divisions in sequence. This rotation will continue in the same order for succeeding years, thereby ensuring equitable participation and sustained commitment across all functional divisions/offices.

Project SALUDO Monthly Schedule		
Month	Date (Last Thursday of each month)	Assigned Functional Division/Office
July 2026	July 30, 2026	Administrative Division
August 2026	August 27, 2026	CLMD
September 2026	September 24, 2026	ESSD
October 2026	October 29, 2026	Finance Division
November 2026	November 26, 2026	FTAD
January 2027	January 28, 2027	HRDD

February 2027	February 25, 2027	ORD
March 2027	March 25, 2027	PPRD
April 2027	April 29, 2027	QAD

6. To finalize and approve the awardees for Project SALUDO, the Regional PRAISE Committee shall convene a special meeting, either face-to-face and/or online, prior to the scheduled conduct of the activity as indicated in the table below. In the event of scheduling conflicts, the meeting may be rescheduled to another date, subject to the approval of this Office.

Month of Conduct of Project SALUDO	PRAISE Committee Schedule of Special Meeting	Venue
July 2026	July 28, 2026	Convergence Zone, DepEd RO8, Government Center, Candahug, Palo, Leyte
August 2026	August 25, 2026	
September 2026	September 22, 2026	
October 2026	October 27, 2026	
November 2026	November 24, 2026	
January 2027	January 26, 2027	
February 2027	February 23, 2027	
March 2027	March 23, 2027	
April 2027	April 27, 2027	

7. Expenses incurred relative to the conduct of the activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

8. Attached is the list of the Technical Working Committees, together with their corresponding Terms of Reference, for reference and guidance.

9. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Regional Director

HRDD-RVR



Enclosure to Office Memorandum No. _____, s. 2026

PROJECT SALUDO TECHNICAL WORKING COMMITTEES

Committee	Chairperson	Co-Chairperson	Members/Personnel
Steering Committee	Dr. Salustiano T. Jimenez, JD, CESO III	Dr. Marilyn B. Siao, CESO IV	N/A
Project Implementer (Logistics/Program Preparation/ Attendance/Food/ Venue/Certificates/ Tokens)	Chief, Functional Division assigned for the month	N/A	Personnel from the Functional Division assigned for the month
Awards	Dr. Harvie D. Villamor	N/A	PRAISE Committee, PRAISE Secretariat and HRDD Personnel
SALUDO Spotlight: Celebrating Our Wins	Chief, Functional Division assigned for the month	N/A	Ariem Cinco, Maryjean Menil, Mikko Duero, and Personnel from the Functional Division assigned for the month
Event Documentation	Chief, Functional Division assigned for the month	Ms. Jasmin F. Calzita	PAU, ICT, and Personnel from the Functional Division assigned for the month

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**PROJECT SALUDO TERMS OF REFERENCE (TOR) OF THE
TECHNICAL WORKING COMMITTEES**

A. Steering Committee Chairperson

1. Provide vision and guidance to align Project SALUDO with DepEd Region VIII's mission and PRAISE objectives.
2. Ensure activities uphold standards of fairness, transparency, and integrity.
3. Supervise the Technical Working Committees and functional divisions assigned to manage monthly activities.
4. Approve schedules, contingency plans, and adjustments in case of conflicts.
5. Oversee the monitoring of program outcomes and impact on personnel morale and performance.

B. Steering Committee Co-Chairperson

1. Support the Chairperson in guiding the overall direction of Project SALUDO.
2. Ensure timely coordination with Technical Working Committees and functional divisions.
3. Exercise delegated authority in approving schedules, adjustments, and contingency measures.
4. Collaborate with the Chairperson in reviewing reports and assessing program outcomes.

C. Project Implementer (Assigned Functional Division/Office)

- This Committee is created to ensure the effective, organized, and meaningful implementation of Project SALUDO by clearly defining the responsibilities of each functional division when assigned to manage the monthly activity.
1. The assigned division shall take full responsibility for planning, organizing, and executing the monthly Project SALUDO activity.
 2. Prepare all necessary materials, documents, and logistics including tokens required for the smooth conduct of the program.
 3. Coordinate with other functional divisions/offices, PRAISE Committee, and the Technical Working Committees to ensure alignment with program objectives and standards.
 4. Document attendance, proceedings, highlights, and outcomes of the activity.
 5. Make the Activity Documentation Report (ADR).
 6. In case of schedule conflicts, propose an alternative date and ensure readiness for the adjusted schedule.
 7. Observe the rotation rule: after the QAD concludes its assigned month, responsibility returns to the Administrative Division (AD), followed by the next functional divisions/offices in sequence.

D. Awards

- Committee is established to oversee the fair, transparent, and effective recognition of individuals and teams under Project SALUDO. It ensures that awards are conferred based on merit, aligned with the standards of DepEd Region VIII, and consistent with the objectives of the Program on Awards and Incentives for Service Excellence (PRAISE).
1. Develop and disseminate nomination guidelines and criteria.
 2. Receive, screen, and validate nominations submitted by functional divisions/offices.
 3. Conduct objective evaluation of nominees based on established criteria.
 4. Finalize and approve awardees for Project SALUDO.
 5. Forward the list of awardees to the assigned Project Implementer for the month.

E. SALUDO Spotlight: Celebrating Our Wins

- This Committee is tasked with producing monthly video highlights showcasing the achievements, milestones, and “wins” of the Office from the previous month. These videos serve to inspire personnel, promote transparency, and celebrate collective success within DepEd Region VIII.
1. Collect relevant data, reports, and documentation of office achievements.
 2. Coordinate with divisions and committees to identify key highlights.
 3. Create engaging, professional-quality videos summarizing monthly wins.
 4. Edit raw footage, add graphics, captions, and background music as appropriate.
 5. Ensure timely delivery before the scheduled Project SALUDO activity.
 6. Maintain a digital archive of all produced videos.

F. Event Documentation

- This Committee is established to ensure accurate, comprehensive, and timely recording of all Project SALUDO activities. It provides official records that highlight proceedings, achievements, and outcomes, serving as a basis for evaluation, reporting, and institutional memory.
1. Document the flow of activities, including program highlights, speeches, recognitions, and presentations.
 2. Maintain attendance records of participants and awardees.
 3. Capture photos and videos of the event for archival and publicity purposes.
 4. Compile a comprehensive post-activity report/ADR detailing proceedings, attendance, and key outcomes.