



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

30 June 2025

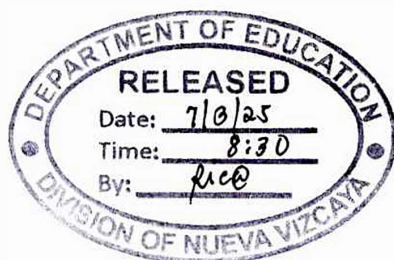
**DIVISION MEMORANDUM**

No. 295, s. 2025

**EXCELLENCE IN SERVICE AWARD  
FOR RETIRING DEPED EMPLOYEES OF SDO NUEVA VIZCAYA**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Principals In-Charge of Districts  
All others concerned

1. This office, through the SDO Programs on Awards and Incentives for Service Excellence (PRAISE) Committee, is requesting all schools to submit the complete name and number of years in service of all employees who are scheduled to retire at least one month prior to their retirement date.
2. The submission should be addressed to the Schools Division Superintendent, **ATTENTION: EDWARD M. SANTIAGO**, PSDS, Chairperson of Rewards and Recognition Committee.
3. All retirees will be awarded a Certificate of Excellence in Service as a token of appreciation of their outstanding dedication, exceptional service, and unwavering commitment to the Department.
4. For information, guidance, and compliance.



**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent



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