



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

No. 076, s.2024

**2024 HALLOWEEN TRICK-OR-TREAT EVENT**

To: Assistant Schools Division Superintendent  
CES, SGOD  
CES, CID  
All SDO Personnel  
All Others Concerned



1. The Department of Education aims to protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where *family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.*
2. In line with this, the Schools Division Office (SDO) of Vigan City will hold the **2024 Halloween Trick-or-Treat** event on **October 31, 2024, 10:30AM to 11:30AM.**
3. This is also an intervention to promote the WASH in Schools (WinS) Information, Education and Communication (IEC) materials to these young learners.
4. All SDO Vigan City personnel are encouraged to bring their children to participate in this event. The assembly will take place 10:00AM at the 3<sup>rd</sup> Floor Conference Hall of the SDO, Vigan City, and they will be guided through each office by assigned representatives per section.
5. The Top 3 Best Costume winners will be chosen during the event. All personnel are encouraged to wear child-friendly costumes and bring candies. In addition, all offices are required to be designed and adopt the assigned child-safe themes.
6. A total of **25 children** will be accommodated on a first come, first served basis. You may coordinate with Ms. Chrisselle R. De Mesa for the registration and other details of this event.
7. For guidance and compliance.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent *ED*



**Address:** Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
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*Enclosure 1: Halloween Themes of Divisions*

<b>Division</b>	<b>Halloween Theme</b>
1. Office of the Schools Division Superintendent and Assistant Schools Division Superintendent	Fairy Godmothers Up (Disney movie)
2. School Governance and Operations Division	Disney Prince and Princesses
3. Curriculum Implementation Division	Encanto (Disney movie)
4. Finance Unit (Budget, Accounting)	Harry Potter
5. Admin Unit (Records, Supply, HR, Cashier, Payroll, GSO)	Inside Out (Disney movie)



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