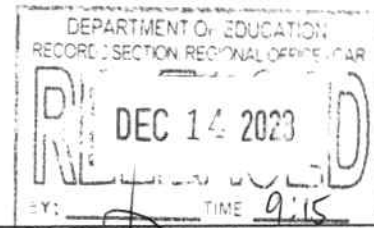




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



14 December, 2023

REGIONAL MEMORANDUM

No. 740.2023

2023 GAWAD CORDILLERA REGIONWIDE AWARDING CEREMONIES

To: Schools Division Superintendents
SGOD and CID Chiefs
School Heads of Public & Private Elementary and Secondary Schools
All others concerned

1. This is to announce the conduct of the **2023 GAWAD CORDILLERA REGIONWIDE** awarding ceremonies with the theme: “ **Strengthened Employee Engagement For Client Satisfaction through Rewards and Recognition**” at the Open Court, DepED-CAR Regional Office, Wangal, La Trinidad, Benguet on December 19, 2023 at 9:00 am. onwards.

2. The activity aims to recognize and reward Offices, men and women employees of their exceptional performance which contributed to the effective and efficient delivery of basic education services in the Schools Division Offices of the Department of Education-Cordillera Administrative Region.

3. Cash prizes of winners are allocated as follows:

Individual Category

Public -Php10,000.00

Private -Php5,000.00

Group Category

Public -Php12,000.00

Private -Php8,000.00

Schools Division Office

1st Place -Php20,000.00

2nd Place -Php15,000.00

3rd Place -Php10,000.00


4. Please find the attached list of participants composed of select Regional Office personnel, Schools Division Personnel and the top three (3) finalist of the aforementioned activity.

5. Winners of the different search categories will be announced during the awarding ceremonies. All non-winning entries in the various award are considered finalists.
6. All participants are requested to wear formal attire of their choice during the activity.
7. Chairpersons of Technical Working Committee are requested to orient their own group on their roles and functions during the aforementioned activity and start preparations ahead of time for the smooth conduct of the activity. A rehearsal shall be done on December 18, 2022 at the Open court, DepEd-CAR Regional Office at 3PM onwards.
8. Schools Division Office Participants shall be provided with Board and lodging. First Meal is dinner on December 18, 2023 and last meal is PM snacks on December 19, 2023 for SDO Participants. Check-in starts at 2PM on December 18, 2023 while check-out is noon time of December 19, 2023. Regional Office participants shall be served with Lunch, AM & PM snacks on December 19, 2023.
9. Lodging, Meals and snacks, materials to be used during the activity, and cash incentives for awardees shall be charged against the Regional Office MOOE subject to the usual procurement, accounting and auditing rules and regulations.
10. Immediate dissemination of and compliance to this Memorandum to all concerned is enjoined.



Carino Estela Leon
2023.12.13
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ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director 

Enclosure No. 1 of RM 740.2023

No.	Name/Position	Division	Number of Participants
1	RD Estela P. Leon-Cariño PhD, CESO III	ORD	1
2	ARD Ronald B. Castillo CESO V	OARD	1
3	Maksim A. Botilas – CAO	ASD	1
4	Jennifer P. Ande - CES	CLMD	1
5	Edgar H. Madlaing – CES	FTAD	1
6	Georgina C. Ducayso - CES	ESSD	1
7	Atty. Sebastian G. Tayaban – CAO	Finance	1
8	Rosita C. Agnasi - OIC	HRDD	1
9	Clemente D. Bandao - OIC	PPRD	1
10	Ethielyn E, Taqued - CES	QAD	1
11-18	SDS/ASDS		8
19-26	Chief of SGOD		8
27-34	SDO- Administrative Officer V		8
35-42	Division HR SEPS/EPS		8
43-49	SDO Drivers (Abra, Apayao, Baguio City, Ifugao, Kalinga, Mt. Province and Tabuk City)		7
50-54	Additional Allocated Participants from SDO 0 Baguio City		5
55-59	Additional Allocated Participants from Benguet Division		5
Top three (3) Finalist			
60	Analyn D. Tagura	Abra	1
61	Geraldine M. Franciso	Abra	1
62	Annabelle T. Guidang	Abra	1
63	Marivic F. Calelao	Apayao	1
64	Gilbert M. Badua	Apayao	1
65	Mishel Joy B. Arriola	Apayao	1
66	Daine D. Gamiao	Apayao	1
67	Jessica B. Ubay	Apayao	1
68	School Head-Luna Central School	Apayao	1
69	Flordeliza S. Dulay	Baguio City	1
70	Joeferino M. Guinumtad	Baguio City	1
71	Nor-ian R. Parrocha	Baguio City	1
72	Rita P. Embang	Baguio City	1
73	Jocelyn S. Jones	Baguio City	1
74	School Head of Lucban ES	Baguio City	1
75	School Head of Pines City NHS	Baguio City	1
76	Macarthy M. Malanes	Benguet	1
77	Jobelle Ann A. Batanes	Benguet	1
78	Jason Y. Paras	Benguet	1
79	Heather G. Banagui	Benguet	1
80	Marilyn Zarate	Benguet	1

No.	Name/Position	Division	Number of Participants
81	Julie D. Agno	Benguet	1
82	Rosaria M. Pes-oyen	Benguet	1
83	Imelda T. Licyag	Ifugao	1
84	Inocencio T. Madet	Ifugao	1
85	Sally L. Lamag	Ifugao	1
86	Myla M. Tumapang	Ifugao	1
87	Luzviminda G. Caguiwa	Ifugao	1
88	Elma Lyne P. Labio	Ifugao	1
89	School Head of Gohang NHS	Ifugao	1
90	Abegail T. Sawi	Mt. Province	1
91	Anthony P. Berto	Mt. Province	1
92	Helen D. Buyagan	Mt. Province	1
93	Kathlyn C. Salimbuat	Mt. Province	1
94	School Head of Sumadel ES	Mt. Province	1
95	School Head of Guinzadan NHS	Mt. Province	1
96	Daphne Divine D. Delson	Tabuk City	1
PRAISE Main and Sub-Committees			
*	ARD Ronald B. Castillo , CESO V	AORD	1
*	Atty. Sebastian G. Tayaban	Finance	1
*	Maksim A. Botilas	ASD	1
*	Rosita C. Agnasi	HRDD	1
*	Jennifer P. Ande	CLMD	1
*	Georgina C. Ducayso	ESSD	1
*	Edgar H. Madlaing	FTAD	1
*	Clemente D. Bandao	PPRD	1
*	Ethielyn E. Taqued	QAD	
*	Sasha Joseph L. Daganos	HRDD	1
97	Jonalyn A. Ambrona	CLMD	1
98	Johanne Joshua B. Dumo	PSU	1
99	Valentina Conchita Balura	Finance	1
100	Eleonora A. Albidas	Admin	1
101	Elena C. Tawana	Admin	1
102	Emmanuela M. Gabol	HRDD	1
103	Marvin John C. Flores	HRDD	1
104	Dumas Aban	ADS	1
105	Ester Gallotan	QAD	1
106	Romulo B. Basa	QAD	1
107	Leonardo M. Aquino	QAD	1
108	Marjory T. Valdez	FTAD	1
109	Rose Melody M. Flores	PPRD	1
110	Dexter B. Andres	HRDD	1

No.	Name/Position	Division	Number of Participants
111	Wilfred Bagsao	CLMD	1
112	Rosemarie Yangkin	CLMD	1
113	Denia O. Tarnate	CLMD	1
114	Asterio Madalla	CLMD	1
115	Nover Kiethley S. Mente	CLMD	1
116	Florence E. Balictan	QAD	1
117	Alfredo B. Lanas	CLMD	1
118	Benjamin Dio-al	CLMD	1
119	Corazon Alos	CLMD	1
120	Jumar B. Yao-an	ORD-ICTU	1
121	Clinton Bugtong	ORD-ICTU	1
122	Vandolph B. Flora	ASD-AMS	1
123	Crisanta P. Pantaleon	PPRD	1
124	Elvernice S. Fanged	HRDD	1
125	Laureen B. Likigan	HRDD	1
127	Maricris B. Sotelo	ASD-AMS	1
128	Jennilyn Kitongan	PPRD	1
129	Kaye Shaira Dizon	ORD-PAU	1
130	Technical Working Group		
131	Dalton Teliao	ORD-Legal U	1
132	Purita delos Santos	ASD	1
133	Ton Gabino	ASD	1
134	Warly Kindiawan	HRDD	1
135	Jefferson Villena	HRDD	1
136	Jose Lorenzo Cobarrubias	QAD	1
137	Cristel Joy M. Casimero	ASD	1
138	Rushel Minong	PPTD	1
139	Lilia A. Banaue	ASD	1
140	Sandra Tarem	ASD	1
141	Lena Alinao	ASD	1
142	Elvira Cudli	FTAD	1
143	Jeremy Kermit Padilla	CLMD	1
144	Carl Temporal	ORD-ICTU	1
145	Glenn P. Papa	ORD-ICTU	1
146	Manilyn D. Botilas	ORD – PAU	1
147	Cyrille Gaye Miranda	ORD-PAU	1
148	Annie Rose Cayasen	FTAD	1
149	Engr. Christopher Hadsan	ESSD	1
150	Engr. Vincent Pier Sangkaan	ESSD	1
151	Engr. Silver Tasing	ESSD	1
152	Salvador Cayambas	ASD	1
153	Cleto Simon	ASD	1

154	Rogel Estigoy	ASD	1
155	Oliver Balageo	ASD	1
156	Dr. Angeline F. Calatan	ESSD	1
157	Dr. Joan Bumanghat	ESSD	1
158	Diane B. Joaquin	ESSD	1
159	Marites A. Calica	ASD-Cash	1
160	Marissa Soc-a	ASD-Cash	1
161	Jannete Payang	ORD	1
162	Ariane Binaliw	ORD	1
163	Gladys Ann Baldo	ORD	1
164	Dawny Beth Polon	ORD	1
165	Gregorio Cacacho	ORD	1
166- 180	Regional Office Personnel not included in the above list		14
	Total		180

TECHNICAL WORKING GROUP

COMMITTEE	PERSONS IN-CHARGE	TERMS OF REFERENCE
Consultant	RD Estela P. Leon-Cariño	<ul style="list-style-type: none"> • Approves policies, AR, PR and Memo for the conduct of the Search and awarding ceremonies • Leads in the overall conduct of the search and awarding ceremonies
Co-Consultant	ARD Ronald B. Castillo	
Overall Chairperson and Co-chairperson of the Awarding Ceremonies	Chairperson- Rosita C. Agnasi Co-chairperson – Sasha Joseph L. Daganos	<ul style="list-style-type: none"> • Plans for the details and organize the search and awarding of the celebrating gains • Recommends policies in the implementation of the activity
Regional Office PRAISE Main and sub-Committees	ARD Ronald B. Castillo, CESO V Chairperson	<ul style="list-style-type: none"> • Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct; • Formulates, adopts and amends internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees; • Determine the forms of awards and incentives to be granted • Monitor implementation of approved suggestions and ideas through feedback reports; • Prepare plans, identify resources and propose budget for the system on an annual basis; • Develop procedure, distribute a system policy manual and orient the employees on the same;
	Atty. Sebastian G. Tayaban Co-Chairperson	
	Members: Maksim A. Botilas. CES-ASD Jennifer P. Ande -CES-CLMD Edgar H. Madlaing – CES- FTAD Georgina C. Ducayso -CES – ESSD Ethielyn E. Taqued – CES- QAD Clemente D. Bandao – OIC-PPRD Rosita C. Agnasi – OIC-HRDD Sasha Joseph L. Daganos- HRDD Jonalyn C. Ambrona – CLMD Valentina Conchita Balura – Finance Johanne Joshua Dumo – PSU	

	<p>Sub-Committee Ester Gallotan-QAD Romulo Basa-QAD Leonardo M. Aquino-QAD Marjory T. Valdez – FTAD Rose Melody M. Flores- PPRD Dexter B. Andres – HRDD Wilfred C. Bagsao – CLMD Rosemarie Yangkin – CLMD Denia O. Tarnate – CLMD Asterio Madalla – CLMD Corazon Alos -CLMD Alfredo Lanas- CLMD Nover Kiethley S. Mente - CLMD Florence E. Balictan - CLMD Jumar Yago-an -ICTU Clinton Bugtong- ICTU Vandolph Flora-AMS Crisanta Pantaleon-PPRD Laureen Likigan-HRDD Elvernice S. Fanged- HRDD Maricris B. Sotelo -AMS Jennilyn Kitongan -PPRD Kaye Shaira Dizon – PAU</p> <p>Secretariat – Eleonora A. Albidas Elena C. Tawanna Emmanuela M. Gabol Marvin John Flores Dumas Aban</p>	<ul style="list-style-type: none"> • Document best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm; • Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day January; • Monitor and evaluate the System’s implementation and improvements thereafter to ensure its suitability to the agency; and • Address issues relative to awards and incentives within fifteen (15) days from the date of submission.
<p>Focal Person for Rewards and Recognition</p>	<p>Sasha Joseph L. Daganos Emmanuela M. Gabol</p>	<ul style="list-style-type: none"> • Coordinates with all committee chairpersons to ensure readiness and completeness of needed materials and services before and during the activity.

		<ul style="list-style-type: none"> • Ensures readiness and completeness of plaques/lei/bouquet Certificates before the start of the activity
Convener	Leonardo M. Aquino Romulo Basa	<ul style="list-style-type: none"> • Facilitates the smooth conduct of the activity
Ushers/usherettes and Secretariat	Chairperson: Ester L. Gallotan Members : Marjory T. Valdez Florence E. Balictan Jonalyn Ambrona Benjamin Dio-al Dexter B. Andres Denia O. Tarnate Corazon Alos Rosemarie Yangkin Rose Melody Flores Laureen B. Likigan Elvernice S. Fanged Dalton Teliao Maricris B. Sotelo Jennilyn Kitongan Purita delos Santos Kaye Shaira Dizon Dumas Aban Ton Gabino Warly Kindiawan Jefferson Villena Jose Lorenzo Cobarrubias <u>Cristel Joy M. Casimero</u>	<ul style="list-style-type: none"> • Greet participants with smiles and usher them to their designated seats • Assists to the needs of guests/participants • Distributes Program Papers to participants • Ensures that daily attendance sheets are completely signed by the participants during the activity. • Distribution of certificates of appearance • Usher awardees to the stage and back to their seats

Logistics and Food Committee	Chairperson – Rushel Minong Members - Lilia A. Banaue - Sandra Tarem - Lena Alinao	<ul style="list-style-type: none"> • Ensures on time delivery of meals and snacks during the activity • Ensure smooth distribution of snacks and meals
Program and Invitation	Chairperson : Emmanuela M. Gabol Members Elvernice S. Fanged Marvin John C. Flores	<ul style="list-style-type: none"> • Prepares layout and finalizes program paper • Prepares invitation letter and ensures delivery to the Guest Speaker • Confirms attendance of the Guest speaker • Collects photos of awardees for the preparation of tarpaulin • Prepares tarpaulin for awardees
ICT Support and sound system	Chairperson: Jumar B. Yago-an Members : Clinton Bugtong Glenn P. Papa Marvin John C. Flores Elvira Cudli Jeremy Kermit Padilla Carl Temporal	<ul style="list-style-type: none"> • Ensures readiness of sound system, LCD and other ICT Facilities needed during the activity • Provides needed technical assistance on ICT matter to conveners/guests during the activity
Documenter	Manilyn D. Botilas	<ul style="list-style-type: none"> • Captures activity actions through photo documentation • Provides photo documentation with captions to program owner for the preparation of the terminal report

Publicity and Media	Chairperson – Cyrille Gaye Miranda	<ul style="list-style-type: none"> • Promotes and advertise the awarding ceremony • Take charge of all media concerns during the activity
Stage Decoration, Lei/bouquet/plaque preparation and distribution	<p>Chairperson: Sasha Joseph L. Daganos Co-Chairperson : Emmanuela M. Gabol Members : Annie Rose Cayasen Margie B. Gardingan Marjory T. Valdez Romulo Basa Leonardo Aquino Benjamin Dio-al Engr. Christopher Hadsan Engr. Vincent Pier Sangkaan Engr. Silver Tasing Elena Tawanna Eleonora Albidas Valentina Conchita Balura Salvador Cayambas Rogel Estigoy Cleto Simon All Job Orders and Agency general services</p>	<ul style="list-style-type: none"> • Ensures that the venue is ready for the activity • Ensures smooth distribution of the plaques/ certificates/lei and tokens to awardees and guests • Take charge for the physical arrangement of the venue including the facilities to be used during the activity –sound system, LCD, microphones, extension wires, etc.

Health and Sanitation Committee	Chairperson – Dr. Angeline F. Calatan Dr. Joan Bumanghat Diane B. Joaquin	<ul style="list-style-type: none"> • Ensure observance of health protocols during the activity • Assist participants with health concerns
Cash Incentive Distribution	Marites A. Calica Marissa Soc-a	<ul style="list-style-type: none"> • Ensures the availability of cash prizes during the awarding • Prompt distribution of cash prizes to awardees
QAME	Chairperson : Leonardo M. Aquino QAD Staff	<ul style="list-style-type: none"> • Ensures the monitoring and evaluation of the activity • Provides copy of the results of the evaluation to the program owner