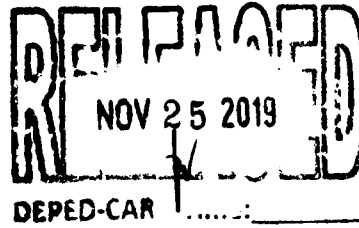




November 27, 2019

**REGIONAL MEMORANDUM**

No. 428.2019



**2019 SHINE- DepEdCAR AWARDING CEREMONY FOR THE BEST OFFICE AND  
EMPLOYEES OF THE DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION**



TO : Schools Division Superintendents  
RO Functional Division Chiefs  
Heads of Private Schools  
All others concerned

1. This is to announce the awarding ceremony for the 2019 SHINE-DepEdCAR Best Office and Employees of the Department of Education-Cordillera Administrative Region per RM No. 242 s. 2019 with the THEME: ***“EXCELLENCE ON FIRE . . . SERVICE WITH A HEART”*** which will be conducted on December 6, 2019 at the DepEd-CAR Regional Office Open Court, Wangal, La Trinidad, Benguet. The Awarding Ceremony for the Regionwide Awards starts at 8:30AM just after the mass at 7:30AM while the Awarding Ceremony for the Regional Office Employees will be conducted at 1:30 in the afternoon.
2. The awarding ceremony aims to:
  - a) Motivate, distinguish, and reward Offices, Men and Women employees for their exceptional work performance which contributed to the achievement of the DepEd’s vision and mission.
  - b) Motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts for the improvement in the delivery of basic education services.
3. The participants to the above mentioned activity are the following:

<b>Region Wide Awards</b>	
Regional Director	1
Assistant Regional Director	1
SDO ((SDS,ASDS, Chiefs of CID & SGOD, HRMO, SEPS,EPS II-HR) 7	56
Work Commitment Award (Supervisor)	6
Non-Teaching Level 1	7
Non-Teaching Level 2	8
Mountain Mover Awards –Best School – (Public Elem- 8; Multi-grade-7 ; Secondary –Junior HS -2; with SHS-6) (Private Elem-3 ; Private Secondary -4)	30
Difference Maker Award - Best School Head - (Public Elem Sch Head- 7; Public Sec Sch Head - 6)	15

(Private Elem Sch Head - 1; Private Sec Sch Head - 1)	
Mother Theresa Award -Best Teacher (Public Elem Teacher -8; Public Sec Teacher -7; ALS Implementer -6; Multi Grade Teacher -5) (Private Elem Teacher - 2; Private Sec Teacher - 1)	29
SHINE DEPED-CAR Committee	10
Guests	2
Chiefs/Representative of RO Functional Divisions	15
<b>Total</b>	<b>180</b>
<b>Regional Office Awards</b>	
Regional Director	1
Assistant Regional Director	1
SHINE DepEd-CAR Committee	10
Technical Working Group	20
All Regional Office Personnel	83
<b>Total</b>	<b>115</b>

4. Winners of the different search categories will be announced during the awarding ceremony. All non-winner entries of the different categories of the regionwide search are considered finalists while Regional Office entries are nominees.
5. All entries are requested to submit a soft copy of their passport size ID picture in formal attire at email address- [hrdd.depedcar@gmail.com](mailto:hrdd.depedcar@gmail.com) on or before November 26, 2019.
6. Participants are likewise requested to wear formal attire (Filipiniana/Cordillera) during the awarding ceremony.
7. Please submit confirmation list of participants to the awarding ceremony on or before November 29, 2019 through email @ [hrdd.depedcar@gmail.com](mailto:hrdd.depedcar@gmail.com) for the coordination with the service provider for board and lodging.
8. Board and lodging of the participants shall be charged from the RO-MOOE while travel and other incidental expenses relative to the attendance to the awarding ceremony will be charged against local funds subject to the usual accounting and auditing rules and regulations. First meal is dinner of Day 0 while last meal is PM snack of Day 1. Check-in of participants is 2:00PM onwards on Day 0 while check-out will be afternoon of Day 1.
9. Attached is the list of entries per category for reference.
10. Immediate dissemination of and compliance with this memorandum is enjoined.

  
**MAY B. ECLAR, PHD., CESO V**  
 Regional Director 

**SUMMARY FOR THE LIST OF WINNERS AND APPLICANTS FOR THE 2019 SEARCH FOR THE BEST OFFICES AND EMPLOYEES IN THE DEPARTMENT OF EDUCATION-CAR**

	CATEGORY	OFFICE/NAME	DIVISION
1	<b>Pinnacle Award - SDO</b>		ABRA
2			APAYAO
3			BAGUIO CITY
4			BENGUET
5			IFUGAO
6			KALINGA
7			MT. PROVINCE
8			TABUK CITY
	<b>Work Commitment Award- Best Employee</b>		
9	<b>Supervisor</b>	RONALD T. MARQUEZ	Abra
10		WILMA T. MALLILIN	Apayao
11		JACQUELINE G. LAMPAC	Baguio City
12		SASHA JOSEPH L. DAGANOS	Benguet
13		EVELYN C. GANOTICE	Kalinga
14		MARIONETTE S. DOOMA	Tabuk City
15	<b>Non Teaching - Level 1</b>	HAZEL B. BAROÑA	Abra
16		ROMEHILDA A. TUNAY	Apayao
17		DANIEL T. COTTONG	Baguio City
18		ANFE M. CALAPEN	Benguet
19		TERESA P. ALIGUYON	Ifugao
20		IRENEO L. BAOANTA, JR.	Mt. Province
21		JONALYN A. BAAC	Tabuk City
22	<b>Non-Teaching-Level 2</b>	RHODA P. ASECIO	Abra
23		BERNIE A. GAMIAO	Apayao
24		REYNALYN T. PADSUYAN	Baguio City
25		NERISSA I. BARBOSA	Benguet
26		GENEVIEVE B. CAMHIT	Ifugao
27		MERLYNE G. ITOM-GUMATAY	Kalinga
28		ERWIN S. BAGSIYAO	Mt. Province
29		CATALINA D. CALIMAG	Tabuk City
	<b>Mountain Mover Awards - Best School</b>		
30	<b>Public Elementary School</b>	LAGANGILANG CENTRAL SCHOOL	Abra
31		STA. MARCELA CENTRAL SCHOOL	Apayao
32		BAGUIO CENTRAL SCHOOL	Baguio City
33		PALATONG ELEMENTARY SCHOOL	Benguet
34		POTIA ELEMENTARY SCHOOL	Ifugao
35		PINUKPUK CENTRAL SCHOOL	Kalinga
36		TADIAN CENTRAL SCHOOL	Mt. Province
37		CABARUAN ELEMENTARY SCHOOL	Tabuk City

38	<b>Public Secondary School - Junior HS only</b>	HAPPY HALLOW NATIONAL HS	Baguio City
39		BALONG NATIONAL HS	Tabuk City
40	<b>Public Secondary School w/ Senior HS</b>	CRISTINA B. GONZALES MEMORIAL NHS	Abra
41		PINES CITY NATIONAL HS	Baguio City
42		LEPANTO NATIONAL HS	Benguet
43		IFUGAO TECHNICAL-VOCATIONAL SCHOOL	Ifugao
44		PINUKPUK VOCATIONAL SCHOOL	Kalinga
45		OTUCAN-BILA NATIONAL HS	Mt. Province
46	<b>Public Multigrade School</b>	STA. ROSA ELEMENTARY SCHOOL	Abra
47		MALLIG ELEMENTARY SCHOOL	Apayao
48		AMSALSAL ELEMENTARY SCHOOL	Benguet
49		PULAAN ELEMENTARY SCHOOL	Ifugao
50		TAPPO ELEMENTARY SCHOOL	Kalinga
51		CHAPYOSEN ELEMENTARY SCHOOL	Mt. Province
52		BURAYUKAN ELEMENTARY SCHOOL	Tabuk City
53	<b>Private Elementary School</b>	HOLY CROSS SCHOOL	Abra
54		SLU LABORATORY ELEMENTARY SCHOOL	Baguio City
55		EPIPHANY CHRISTIAN ACADEMY OF LA TRINIDAD, INC.	Benguet
56	<b>Private Secondary School- Junior HS only</b>	HOLY SPIRIT ACADEMY OF BANGUED	Abra
57		SAINT LOUIS UNIVERSITY	Baguio City
58		SAINT LOUIS HS, PHILEX, INC.	Benguet
59		TABUK INSTITUTE	Kalinga
	<b>Difference Maker Award - Best School Head</b>		
60	<b>Public Elementary</b>	ALFREDO B. LANAS	Abra
61		MYRNA C. BALANAY	Apayao
62		ELLEN F. GRANDE	Baguio City
63		MEYA S. MI-ING	Benguet
64		JOVELYN B. DUGAYON	Kalinga
65		ROVELYN P. BERALAS	Mt. Province
66		MARCIANA M. ANNOGUI	Tabuk City
67	<b>Public Secondary</b>	JASMINE P. BRINGAS	Abra
68		JOSEPHINE C. FERNANDEZ	Apayao
69		BRENDA M. CARIÑO	Baguio City
70		XMY B. LAC-AMEN	Kalinga
71		NEMIA N. LITE	Mt. Province
72		CAROLINE O. TORRES	Tabuk City
73	<b>Private Elementary</b>	ELVERNICE S. FANGED	Benguet
74	<b>Private Secondary</b>	MIGUEL O. MARZAN	Benguet

Mother Theresa Award - Best Teacher			
75	<b>Public Elementary</b>	PEPING B. GALINATO	Abra
76		CHANDLER B. IBABAO	Apayao
77		SEBIA L. PALANGE0	Baguio City
78		MARY O WASIAN	Benguet
79		GEMALYN M. LISTA	Ifugao
80		JANE N. BASTIAN- <del>BAC</del> (JAN)	Kalinga
81		MARTINA CODOD	Mt. Province
82		CELSE PAGUEL	Tabuk City
83	<b>Public Secondary</b>	ACELA G. BALLENA	Abra
84		MERCURIA T. MENOR	Apayao
85		MARY LYN CABBIGAT-BURGOS	Baguio City
86		JARDSON S. ONIO	Benguet
87		FEDERICO A. SAMUEL, JR.	Kalinga
88		BAUDER P. LANGKIA	Mt. Province
89		HAMILTON B. MACAGNE	Tabuk City
90	<b>ALS Implementer</b>	RHEA R. LINGGAYO	Abra
91		RENANTE C. CABALANG	Apayao
92		JOJO S. AMBROS	Baguio City
93		MARIVIC M. LADYONG	Kalinga
94		RICARDO B. YAOS	Mt. Province
95		RODE T. PASCUA	Tabuk City
96	<b>Multigrade</b>	CHARIE MAY R. CASCAYAN	Apayao
97		ALMA V. AMOY	Benguet
98		GRAIL L. ALMADA	Kalinga
99		JACKLYN MAY S. TALTALA	Mt. Province
100		CRESELDA B. CORPUZ	Tabuk City
101	<b>Private Elementary</b>	KATE B. PECSOY	Benguet
102		RODALYN C. MUDLONG	Tabuk City
103	<b>Private Secondary</b>	JUDITH R. SATURNINIO	Benguet

**TECHNICAL WORKING GROUP**

COMMITTEE	PERSONS IN-CHARGE	TERMS OF REFERENCE
Consultant	RD May B. Eclar, PhD.CESO V	<ul style="list-style-type: none"> <li>• Approves policies, AR, PR and Memo for the conduct of the Search and awarding ceremony</li> <li>• Leads in the overall conduct of the search</li> <li>• Plans for the details and organize the search and awarding</li> <li>• Recommends policies in the implementation of the activity</li> </ul>
Co-Consultant	OIC-ARD Florante E. Vergara	
Chairperson	Carmel F. Meris	<ul style="list-style-type: none"> <li>• Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;</li> <li>• Formulate, adopt and amend 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;</li> <li>• Determine the forms of awards and incentives to be granted</li> <li>• Monitor implementation of approved suggestions and ideas through feedback reports;</li> <li>• Prepare plans, identify resources and propose budget for the system on an annual basis;</li> <li>• Develop procedure, distribute a system policy manual and orient the employees on the same;</li> <li>• Document best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;</li> <li>• Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day January;</li> <li>• Monitor and evaluate the System's implementation every year and make essential implementation every year and make essential improvements to ensure its suitability to the agency; and</li> <li>• Address issues relative to awards and incentives within fifteen (15) days from the date of submission.</li> </ul>
PRAISE	OIC-ARD Florante E. Vergara	
	Chairperson Edgardo T. Alos	
	Co-Chairperson Members: Atty. Sebastian G. Tayaban – Finance Carmel F. Meris – OIC-HRDD Clemente D. Bandao – 2 <sup>nd</sup> Level Representative Edgar H. Madlaing 2 <sup>nd</sup> Level Representative (Alternate) Charline T. Balahyas – 1 <sup>st</sup> Level Representative Rosita C. Agnasi – Secretariat, HRDD Emmanuela M. Gabol – Secretariat, HRDD Eleonora A. Albidas – Secretariat, Administrative Division Elena C. Tawanna – Secretariat Administrative Division	

<p><b>Convener</b></p>	<p>Jennifer P. Ande and Georaloy Palao-ay</p>	<ul style="list-style-type: none"> <li>• Facilitates the punctual and smooth conduct of the activity</li> </ul>
<p><b>Ushers/usherettes and Secretariat</b></p>	<p><b>Chairperson – Conchita Balura</b>  <b>Members:</b> Edralyn Ganga  Elsa Rabara  Daisy Dionisio  Jeanette Payang  Leticia Ramos  Janelle Dogao  Jefferson Villena  Melandro Payang  Marty T. Estacio  Kevin Tadao  Marvin Flores  Joshua Dumo  Eugene Aquino  Dumas Aban  Jose Lorenzo Cabarrubias</p>	<ul style="list-style-type: none"> <li>• Reproduce and distribute Program Papers to participants</li> <li>• Provide materials needed for the activity</li> <li>• Prepares attendance sheet for the duration of the activity</li> <li>• Handles the daily attendance sheet and completeness of signatures throughout the activity</li> <li>• In-charge in the preparation and distribution of certificates of appearance</li> <li>• Greet participants with smiles and usher them to their designated seats</li> <li>• Assist to the needs of guests/participants</li> <li>• Usher awardees to the stage and back to their seats</li> </ul>
<p><b>Logistics</b></p>	<p><b>Chairperson – Denia O. Farnate</b>  Jefferson Villena  Cynthia Harada  Purita De Los Santos  Mary O. Mendoza  Fely Badival</p>	<ul style="list-style-type: none"> <li>• Ensures delivery of materials/equipment needed for the activity</li> <li>• Ensures on time delivery of meals and snacks during the activity</li> <li>• Coordinates with the lodging and rooming list of participants</li> <li>• Provide rooming list to coordinators of Schools Division Offices</li> <li>• Ensures for the provision of lodging amenities to all participants</li> </ul>
<p><b>Program and Invitation</b></p>	<p><b>Chairperson : Rosita C. Agnasi</b>  <b>Members :</b> Kermit Padilla  Emmanuela M. Gabol  Glenn Papa  Jefferson Villena</p>	<ul style="list-style-type: none"> <li>• Prepares layout and finalize program paper</li> <li>• Prepares invitation letter and ensure delivery to the Guest Speaker</li> <li>• Confirm attendance of the Guest speaker</li> <li>• Collects photos of awardees for the preparation of tarpaulin</li> <li>• Prepares tarpaulin for awardees</li> </ul>
<p><b>ICT Support</b></p>	<p><b>Chairperson: Junar Yago-an</b>  <b>Members : Vandolf Flora</b>  Glenn Papa  Warly Kindiawan  Charline Balayras</p>	<ul style="list-style-type: none"> <li>• Ensures readiness of sound system, LCD and other ICT Facilities needed during the activity</li> <li>• Provide needed technical assistance on ICT matter to conveners/guests during the activity</li> </ul>

Documenter	Cyrell Gaye Miranda Kermit Padilla	<ul style="list-style-type: none"> <li>• Captures activity actions through photo documentation</li> <li>• Provide photo documentation with captions to program owner for the preparation of the terminal report</li> </ul>
Publicity and Media	Chairperson – Georoloy Pala-oy Members – Invited media guest	<ul style="list-style-type: none"> <li>• Promote and advertise the awarding ceremony</li> <li>• Coordinates with invited guests to ensure attendance to the activities</li> <li>• Take charge of all media concerns during the activity</li> </ul>
Stage Decoration, Lei/bouquet/plaque preparation and distribution	Chairperson: Engr. Christopher Hadsan Co-Chairperson : Emmannuela M. Gabol Members : Engr. Cullen Wegiyon Joseph Bañares Denia O. Tarnate Rosita C. Agnasi Marjory T. Valdez Mergie Gardingan Junario Gacusana Jefferson Villera Elizabeth Calbayan Fely Badival	<ul style="list-style-type: none"> <li>• Ensures that the venue is ready for the activity</li> <li>• Ensures readiness and completeness of plaques/lei/bouquet Certificates before the start of the activity</li> <li>• 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.</li> </ul>
QAME	Quality Assurance Division	<ul style="list-style-type: none"> <li>• Ensures the monitoring and evaluation of the activity</li> <li>• Provide copy of the results of the evaluation to the program owner</li> </ul>