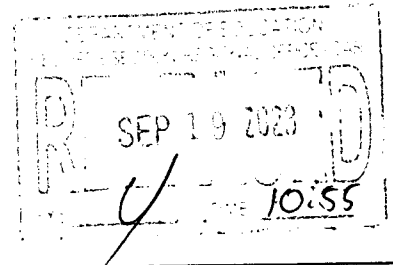




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



September 18, 2023

REGIONAL MEMORANDUM

No. 537.2023

SUBMISSION OF NOMINEES FOR THE 2023 GAWAD CORDILLERA

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

- Pursuant to Regional Memorandum No. 533 s. 2023 on the Omnibus Policy Guidelines on Rewards and Recognition System for the Department of Education-Cordillera Administrative Region, this Office thru the PRAISE Committee announces the submission of nominees across awards categories aforementioned in the search.
- The schedule of activities for the 2023 GAWAD Cordillera are as follows:

A. Regional Office

ACTIVITIES	PERSON IN-CHARGE	TIMELINES
Issuance of Memo for the Call for submission of nominations	HRDD	3 rd week of September
Deadline for submission of nominations (online)	PRAISE Secretariat	October 16, 2023
Preparation of Master list of entries	PRAISE Secretariat	October 17, 2023
Assessment/Evaluation of Documents	PRAISE Committee	October 18-19, 2023
Interview and Validation of shortlisted nominees	PRAISE Committee	October 20 & 23, 2023
Deliberation/Finalization of Winners	PRAISE Committee	October 24, 2023
Awarding Ceremonies	RD/ARD/PRAISE Committee	November 7, 2023



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph



DepEd Tayo Cordillera

B. Regionwide

ACTIVITIES	REMARKS	TIMELINES
Issuance of Memo for the call for submission of nominations	HRDD	September 18, 2023
Deadline of submission of the nomination folder (PDF copies of documents) to the Regional Office via online	Late and incomplete documents will not be accepted.	October 27, 2023
Shortlisting of nominees	c/o PRAISE Secretariat	November 6-8, 2023
Stage 1 Screening and Evaluation of the nomination Write-up including required documents.		November 9-15, 2023
Announcement of top three (3) finalists per category of the search	Qualified nominees shall be notified through an Advisory.	November 16-17, 2023
Stage 2 Interview and onsite validation of qualified nominees from stage 1	Only the top three (3) shortlisted finalists in every category shall undergo the interview and validation process.	November 20-24, 2023
Finalization of Results	RO PRAISE Committee, Secretariat, TWG	November 28, 2023
Conduct of Awarding Ceremonies	Regional Office	December 19, 2023

3. The mechanics and criteria provided in the Omnibus Policy Guidelines shall be used in the assessment and evaluation of the nominations for the 2023 GAWAD Cordillera.

4. Winners of the different categories will be nominated as regional entry for the Civil-Service Commission's Honor and Awards Program (HAP). Personnel who have been previously conferred with any of the HAP awards may still be nominated to the same or different award category after five (5) years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

5. All the Schools Division Offices including the Regional Office are encouraged to nominate one (1) entry in all the following categories:

- a. Regional Office
 - i. Education Program Specialist
 - ii. Non-Teaching Personnel

- Level I (salary grades (1-9 and Admin Assistant V)
 - Level II (salary grades 10-23)
 - iii. Related Teaching (SEPS, EPS II, Librarian, etc.)
 - iv. Functional Division/units/sections (group category)
 - v. Professional Advancement Award
- b. Regionwide
- i. Education Program Supervisor/Public Schools District Supervisor Category
 - ii. School Head Category
 - Public Elementary School
 - Public Secondary School
 - Private Elementary School
 - Private Secondary School
 - iii. Teaching Category
 - Public Elementary
 - Public Secondary
 - Private Elementary
 - Private Secondary
 - iv. Teaching Category
 - Master Teacher Elementary
 - Master Teacher Secondary
 - v. Non-Teaching Category
 - Level 1 (salary grades 1-9)
 - Level 2 (salary grades 1-21)
 - vi. Related Teaching Category (EPS 2, SEPS, Librarian, etc.)
 - vii. Group Category
 - Schools Division Office
 - RO Functional Division/Unit/Section
 - Public Elementary School
 - Public Secondary School
 - Private Elementary School
 - Private Secondary School

6. The complete (1-10) required nomination documents in the 2023 Omnibus Policy Guidelines on Rewards and Recognition System for DepEd-CAR in PDF form shall be submitted to the Regional Office on or before October 16, 2023 for the Regional Office and October 27, 2023 for the Regionwide through the google drive link **<https://tinyurl.com/2023GAWADRO>** for the Regional Office and **<https://tinyurl.com/2023-GAWAD-REGIONWIDE>** for the regionwide search.

7. For inquiries and clarifications, please contact OIC-HRDD Rosita Agnasi or PRAISE focal Sasha Joseph Daganos or PRAISE Secretariat Emmanuela Gabol at car.hrdd@deped.gov.ph or CP no. 09663313938.

8. For Immediate dissemination of and compliance to this Memorandum to all concerned is enjoined.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director 

/HRDD/RCA/SJLD/emma /submission of nominations-GAWAD

TECHNICAL WORKING GROUP

ROLES	PERSON IN-CHARGE	TERMS OF REFERENCE
Consultant/Adviser	Estela P. Leon-Cariño Ed, CESO III Regional Director	Approved Policy-guidelines, AR, PR, Memo for the conduct of the Search
	Ronald B. Castillo Assistant Regional Director	Lead in the overall conduct of the search
	Ronald B. Castillo - Chairperson	
	Atty. Sebastian G. Tayaban Co-Chairperson	
	Maksim A. Botilas - Member	
	Jennifer P. Ande - Member	
	Rosita C. Agnasi - Member	
	Georgina C. Ducayso -Member	
	Ethielyn E. Taqued - Member	
	Edgar H. Madlaing - Member	
	Clemente D. Bandao - Member	
	Sasha Joseph L. Daganos - Member	
PRAISE Committee	Jonalyn C. Ambrona - Member, 2 nd Level Representative	
	Valentina Conchita Balura - Member, 1 st Level Representative	
	Joshua B. Dumo - 1 st Level Alternate	

- Establish a system of incentives and awards to recognize and motivate employees or their performance and conduct;
- 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 in recognizing the awardees;
- Determine the form of awards and incentives to be granted;
- Monitor implementation of approved suggestions and ideas through feedbacks and reports;
- Prepare plan, identify resources and prepares budget for the system on an annual basis;
- Develops and distributes a system policy manual and orients all the employees;
- Document best practices, innovative ideas and success stories which serves as a promotional material to sustain interest and enthusiasm;
- Submit an annual report on the awards and incentives system to the CSC ___on or before the thirtieth day of January

		<ul style="list-style-type: none"> • Monitor and evaluate the System's implementations every year and make essential improvements to ensure its sustainability to the agency; • Address issues relative to awards and incentives within fifteen (15) days from the date of submission • Conduct the Screening and Evaluation of the nomination Write-up including required documents ; • Conduct interview and validation of the top three qualified nominees; • Finalize the list of winners and recommend to the RD for approval; and • Lead in the conduct of the awarding ceremonies
<p style="text-align: center;">PRAISE Secretariat</p>	<p>Eleonora A. Albidas- Secretariat</p>	<ul style="list-style-type: none"> • Documents all Proceedings of PRAISE Committee meetings;
	<p>Elena C, Tawanna - Secretariat</p>	<ul style="list-style-type: none"> • Facilitate the implementation of the PRAISE programs and activities from the start of the nomination process, evaluation of the nominees' documents, validation, interview, awarding, and monitoring and evaluating the activities within the bounds of equal opportunity principle;
	<p>Emmanuela M. Gabol - Secretariat</p>	<ul style="list-style-type: none"> • Gather feedback from concerned stakeholders, winners and non-winners with regard to the implemented PRAISE programs and activities;
	<p>Marvin John C, Flores - Secretariat</p>	<ul style="list-style-type: none"> • Remind or update the Committee, through its Chair on Regional and National activities relevant to Rewards and Recognition; • Short list qualified nominees • Prepare PR for needed materials of the R & R • Assist in the evaluation and assessment of documents submitted by nominees; • Prepare necessary documents needed for the awarding ceremonies; and • Prepare accomplishment report after every Rewards and Recognition activity conducted

ROLES		TERMS OF REFERENCE
<p align="center">Sub-Committee Members</p>	<p>Ester Gallotan – QAD Romulo B. Basa – QAD Leonardo M. Aquino – QAD Marjory T. Valdez – FTAD Rose Melody Flores – PPRD Dexter B. Andres - HRDD Wilfred C. Bagsao- CLMD Rosemarie Yangkin- CLMD Denia O. Tarnate- CLMD Asterio Madlla – CLMD Jumar B. Yagoan – ORD-ICT Clinton Bugtong – ORD, ICT Vandolph B. Flora – ASD- AMS Crisanta Pantaleon- PPRD Maricris B. Sotelo- ASD-AMS Jennilyn Kitongan – PPRD Kaye Shaira Dizon- ORD-PAU</p>	<ul style="list-style-type: none"> • Assist in the Conduct of Screening and Evaluation of the nomination Write-up including required documents ; and • Assist in the Conduct of interview and validation of the top three qualified nominees; and • Finalize the list of winners and recommend to the RD for approval