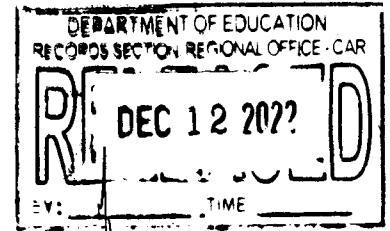




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



December 12, 2022

REGIONAL MEMORANDUM

No. 601.2022

2022 GAWAD CORDILLERA AWARDING CEREMONIES FOR THE SCHOOLS DIVISION OFFICES

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

1. This office, through the Regional Office PRAISE Committee and Human Resource Development (HRDD) will conduct the **2022 GAWAD CORDILLERA – AWARDING CEREMONIES FOR THE SCHOOLS DIVISION OFFICES** with the theme: **“Sparkling Potential, Purpose and Passion for Excellence”** at the Covered Court, DepED-CAR Regional Office, Wangal, La Trinidad, Benguet on December 15, 2022 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.

3. Participants to this event are select Regional Office personnel, Schools Division personnel and the top three (3) finalists per award category of the search, to wit:

No.	Name/Position	Division	Number Of Participant s
1	RD Estela P. Leon-Cariño PhD, CESO III	ORD	1
2	ARD Florante E. Vergara, CESO V	OARD	1
3	Atty. Sebastian G. Tayaban – CAO	Finance	1
4	Maksim A. Botilas – CAO	Admin	1
5	Edgar H. Madlaing – CES	ESSD	1
6	Ethielyn Taqued – CES	FTAD	1
7	Jennifer P. Ande -CES	NEAP R	1
8	Rosita C. Agnasi – EPS, OIC-CES	CLMD	1
9	Sasha Joseph L. Daganos – EPS, OIC-CES	HRDD	1
10	Florence E. Balictan – EPS, OIC-CES	PPRD	1
11	Clemente B. Bandao-EPS OIC-CES	QAD	1



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DepEd-CAR: Weaver of HOPE and Transformation
 “Holistic Opportunities for all to be Performing and Excellent Cordilleran Learners”

No.	Name/Position	Division	Number of Participants
12-19	SDS/ASDS	All SDOs	8
20-27	Chief of SGOD	All SDOs	8
28-35	SDO- Administrative Officer V	All SDOs	8
36-43	Division HR SEPS/EPS	All SDOs	8
44-50)	SDO Drivers	SDOs of Abra, Apayao, Baguio City, Ifugao, Kalinga, Mt. Province and Tabuk City	7
Top three (3) Finalists per Award Category			
51	Rhoda P. Asencio	SDO Abra	1
52	School Head – An-anaao Integrated School	SDO Abra	1
53	School Head – Marc Ysrael B. Bernos Memorial NHS	SDO Abra	1
54	Mary Hazel B. Ballena	SDO Abra	1
55	Bernardo P. Beronilla	SDO Abra	1
56	Catherine M. Salas	SDO Abra	1
57	Nelson P. Santos	SDO Abra	1
58	Emely R. Cortez	SDO Apayao	1
59	School Head – St. Joseph HS, Inc.	SDO Apayao	1
60	Glodelyn N. Borja	SDO Apayao	1
61	Edmar N. Luban	SDO Apayao	1
62	Lourdes B. Lomas-e	SDO Baguio City	1
63	Flordeliza S. Dulas	SDO Baguio City	1
64	School Head – Baguio City NHS	SDO Baguio City	1
65	School Head – UC Integrated Sch- Elem	SDO Baguio City	1
66	School Head- UC Integrated Sch - Sec	SDO Baguio City	1
67	Lilibeth B. Balutoc	SDO Baguio City	1
68	Marianne B. Andrada	SDO Baguio City	1
69	Dominga P. Gravidez	SDO Baguio City	1
70	Precila L. Mayanggao	SDO Baguio City	1
71	Caster Jovanhoe T. Badival	SDO Baguio City	1
72	Alicia D. Viduya	SDO Baguio City	1
73	Kevin Jake M. Angyab	SDO Baguio City	1
74	Julie Ann B. Soriano	SDO Benguet	1
75	School Head – Mogao Integrated School	SDO Benguet	1
76	School Head – Lepanto NHS	SDO Benguet	1
77	School Head –Epiphany Christian Academy of La Trinidad	SDO Benguet	1
78	School Head- Kings College of the Philippines	SDO Benguet	1
79	Nathalie P. Lagan	SDO Benguet	1
80	Clariza K. Tad-o	SDO Benguet	1
81	Dina Teresita P. Balaan	SDO Benguet	1
82	Josias S. Palpeg	SDO Benguet	1
83	Cesar S. Martin	SDO Benguet	1

No.	Name/Position	Division	Number of Participants
84	Jomar B. Palileng	SDO Benguet	1
85	Lorelie D. Balanag	SDO Benguet	1
86	Denver P. Dokey	SDO Benguet	1
87	Shaira Joy C. Abaya	SDO Benguet	1
88	Abner P. Tawa	SDO Benguet	1
89	Ronie D. Dela Cruz	SDO Ifugao	1
90	Luzviminda G. Caquiwa	SDO Ifugao	1
91	Silverio W. Tawatao	SDO Kalinga	1
92	Abegail T. Sawi	SDO Mt. Province	1
93	Loida Elaine G. Tibong	SDO Mt. Province	1
94	School Head -Tadian Central School	SDO Mt. Province	1
95	Joseph M. Manonggit	SDO Mt. Province	1
96	Thelma B. Galicia	SDO Tabuk City	1
PRAISE Main and Sub-Committees			
*	ARD Florante E. Vergara	ORD	1
*	Atty. Sebastian G. Tayaban	Finance	1
*	Maksim A. Botilas	Admin	1
*	Rosita C. Agnasi	CLMD	1
*	Sasha Joseph L. Daganos	HRDD	1
97	Jonalyn A. Ambrona	CLMD	1
98	Georgina C. Ducayso	LRMDS	1
99	Sharmaine Gawidan	Finance	1
100	Valentina Conchita Balura	Finance	1
101	Eleonora A. Albidas	Admin	1
102	Elena C. Tawana	Admin	1
103	Emmanuela M. Gabol	HRDD	1
104	Marvin John C. Flores	HRDD	1
*	Florence E. Balictan	PPRD	1
105	Ester Gallotan	QAD	1
106	Rose Melody Flores	FTAD	1
107	Benjamin Dio-al	CLMD	1
108	Dexter B. Andres	NEAPR	1
109	Marjory T. Valdez	FTAD	1
110	Leonardo M. Aquino	QAD	1
111	Romulo M. Basa	QAD	1
112	Crisanta Pantaleon	PPRD	1
113	Fely B. Badival	LRMDS	1
114	Elvira M. Cudli	PTAD	1
115	Purita delos Santos	Admin	1
116	Eric Marvin Urmaza	Admin	1
117	Elizabeth Kial	LRMDS	1

No.	Name/Position	Division	Number of Participants
	Technical Working Group		
118	Nover Keithly Mente	CLMD	1
119	Alfredo b. Lanas	CLMD	1
120	Jumar B. Yago-an	ICTU	1
121	Marites A. Calica	Cash	1
122	Margie B. Gardingan	HRDD	1
123	Manilyn Botilas	PAO	1
124	Cyrille Gaye Miranda	PAO	1
125	Vandolph B. Flora	AMS	1
126	Jeremy Kermit Padilla	LRMDS	1
127	Glenn Papa	ICTU	1
128	Rushel A. Minong	NEAP -R	1
129	Salvador Cayambas	Admin	1
130	Rogel Estigoy	Admin	1
	Total		130

4. All participants shall wear a formal attire of their choice during the activity. Female participants are expected to be in their gown while male attendees may opt for barong or coat and tie outfit.

5. In the light of Executive Order No. 7, s. 2022, allowing voluntary wearing of face masks in indoor and outdoor settings, this office strongly encourage everyone to wear their face masks throughout the duration of the activity except when eating or drinking.

6. Chairperson of each Technical Working Committee shall orient their own group on their roles and functions during the event. A rehearsal shall be conducted to ensure the smooth conduct of the activity on December 14, 2022 at the Regional Office Covered Court at 2:00 PM onwards.

7. Schools Division Office participants shall be provided with board and lodging. First Meal is dinner of December 14, 2022 and last meal is lunch of December 15, 2022. Check-in starts at 2:00 PM on December 14, 2022 while check-out is 2:00 PM of December 15, 2022. Regional Office participants shall also be served with lunch and AM snacks on December 15, 2022.

8. Board and lodging of SDO participants, meals and snacks, materials to be used during the activity, token for the guest speaker and cash incentives for the awardees shall be charged against the Regional Office MOOE while travel and incidental expenses of SDO participants relative to their participation in this activity shall be charged to local funds subject to the usual procurement, accounting and auditing rules and regulations.

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



Digitally signed by
Carino Estela Leon

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

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 Florante E. Vergara	
Overall Chairperson of the Awarding Ceremonies	Sasha Joseph L. Daganos	<ul style="list-style-type: none"> • Plans for the details and organize the search and awarding of the 2022 GAWAD CORDILLERA Awarding Ceremonies for the Schools Division Offices. • Recommends policies in the implementation of the activity.
GAWAD DepED Cordillera (PRAISE) Main and sub-Committees	OIC-ARD Florante E. Vergara Chairperson	<ul style="list-style-type: none"> • Establishes a system of incentives and awards to recognize and motivate employees for their exemplary performance. • 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. • Determines the forms of awards and incentives to be granted for the awardees. • Monitors implementation of approved suggestions and ideas through feedback reports. • Prepares plans, identify resources and propose budget for the system on an annual basis. • Develops procedure, distribute a system policy manual and orient the employees on the manual.
	Atty. Sebastian G. Tayaban Co-Chairperson	
	Members: Maksim A. Botilas – CAO, Admin Sasha Joseph L. Daganos- OIC, HRDD Rosita C. Agnasi – OIC CLMD Jonalyn C. Ambrona – 2 nd Level Representative Georgina C. Ducayso – 2 nd Level Alternate Sharmain Gawidan – 1 st Level Representative Valentina Conchita Balura -1 st Level Alternate Marvin John C. Flores – Secretariat, HRDD Emmanuela M. Gabol – Secretariat, HRDD Eleonora A. Albidas – Secretariat, Administrative Division Elena C. Tawanna – Secretariat Administrative Division	

	<p>Sub-Committee Members Florence E. Balictan – PPRD Ester Gallotan – QAD Rose Melody Flores-FTAD Benjamin Dio-al – CLMD Dexter B. Andres – NEAPR Marjory T. Valdez-FTAD Leonardo M. Aquino -QAD Romulo Basa – QAD Crisanta Pantaleon – PPRD Fely B. Badival – LRMDS Elvira Cudli- FTAD Purita delos Santos – Administrative Division Eric Marvin Urmaza – Administrative Division Elizabeth Kial- LRMDS</p>	<ul style="list-style-type: none"> • Documents best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm. • Submits an annual report on the awards and incentives system to the CSC on or before the thirtieth day January. • Monitors and evaluates the System’s implementation and improvements thereafter to ensure its suitability to the agency and • Addresses issues relative to awards and incentives within fifteen (15) days from the date of submission.
Focal Person for Rewards and Recognition	Emmanuela M. Gabol	<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. • Ensures readiness and completeness of plaques/lei/bouquet Certificates before the start of the activity.
Convener	Nover Keithly Mente Rose Melody Flores	<ul style="list-style-type: none"> • Facilitates the smooth conduct of the activity.
Ushers/usherettes and Secretariat	<p>Chairperson: Ethielyn E. Taqued Members : Florence E. Balictan Marjory T. Valdez Georgina C. Ducaiso Jonalyn Ambrona Benjamin Dio-al Dexter B. Andres</p>	<ul style="list-style-type: none"> • Greets participants with smiles and ushers them to their designated seats. • Assists to the needs of guests/participants. • Distributes Program Papers to participants. • Ushers awardees to the stage and back to their seats.

	<p>Ester Gallotan Alfredo B. Lanas Florence E. Balictan Crisanta Pataleon Eric Marvin Urmaza Purita delos Santos Elizabeth Kial Fely B. Badival</p>	<ul style="list-style-type: none"> • Ensures that daily attendance sheets are completely signed by the participants during the activity. • Distributes of certificates of appearance to the participants.
Logistics and Food Committee	<p>Chairperson – Jennifer P. Ande Members - Rushel Minong All NEAPR Catering staff</p>	<ul style="list-style-type: none"> • Ensures on time delivery of meals and snacks during the activity.
Program and Invitation	<p>Chairperson : Emmanuela M. Gabol Members Margie B. Gardingan Marvin John C. Flores</p>	<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	<p>Chairperson: Jumar B. Yago-an Members : Vandolph B. Flora Glenn P. Papa Marvin John C. Flores Elvira Cudli Jeremy Kermit Padilla</p>	<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 ceremonies. • Takes 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 : Alfredo B. Lanas Marjory T. Valdez Romulo Basa Leonardo Aquino Benjamin Dio-al Elena Tawanna Eleonora Albidas Margie B. Gardingan Sharmaine Gawidan Valentina Conchita Balura Marvin C. Flores Salvador Cayambas Rogel Estigoy Cleto Simon All Job Orders and Outsource personnel NEAP R Boys</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. • Takes charge for the physical arrangement of the venue (setting up of chairs and tables), stage decoration including the facilities to be used during the activity –sound system, LCD, microphones, extension wires, etc.

Cash Incentive Distribution	Marites A. Calica	<ul style="list-style-type: none"> • Ensures the availability of cash incentives during the awarding ceremonies. • Prompts 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.