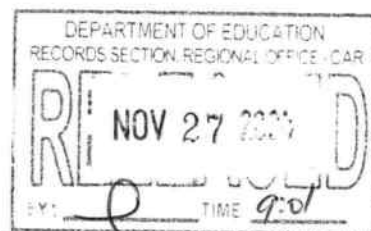




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION



November 25, 2024

**REGIONAL MEMORANDUM**

NO. **853-2024**

**2024 GAWAD CORDILLERA AWARDING CEREMONIES**

To: Assistant Regional Director  
Chiefs of Functional Divisions  
Schools Division Superintendents  
All Others Concerned

1. Relative to RM No. 236 s. 2024, titled "2024 GAWAD CORDILLERA Policy Guidelines", this Office through the PRAISE and HRDD informs the conduct of the 2024 GAWAD Cordillera awarding ceremonies with the theme: "**Strengthened Employee Engagement For Client Satisfaction through Rewards and Recognition**" at the Crown Legacy Hotel, Corner Montinola Street, Kisad Road, Baguio City on November 29, 2024 at 9:00 a.m. 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 region
3. Attached is the list of select participants from the Regional Office and the Schools Division Offices who shall receive the awards during the above-mentioned activity.
4. Cash prizes are allocated as follows;  
Individual Category :  
Public – Php10,000.00  
Private – Php5,000.00  
Group Category:  
Public Schools – Php12,000.00  
SDO Group Category – Php12,000.00  
Best Performing Schools Division Office  
1<sup>st</sup> Place -Php20,000.00  
2<sup>nd</sup> Place – Php15,000.00  
3<sup>rd</sup> Place – Php10,000.00



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

DepEd Tayo Cordillera

<https://depedcar.p>



5. All participants are requested to wear formal attire of their choice during the activity.
6. All finalists, Master of Ceremonies and Technical Working Group involved in the management of the awarding ceremonies are requested for a rehearsal at the venue at 3:00 p.m. on November 28, 2024.
7. Lodging, meals and materials to be used during the activity, tokens for guests and cash prizes for awardees shall be charged against the Regional Office MOOE subject to the usual procurement, accounting and auditing rules and regulations.
8. Live-in participants are from the Schools Division Offices of Abra, Apayao, Ifugao, Kalinga, Mt. Province, Tabuk City and Benguet finalists and shall be served with dinner on November 28. All SDO participants will be served breakfast on November 29 while all the participants are provided with AM snacks and lunch on November 29, 2024.
9. Immediate dissemination to and strict compliance with this Memorandum is enjoined.

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

**LIST OF PARTICIPANTS**

NAME	POSITION	OFFICE/SDO	NUMBER OF PAX
Estela P. Leon-Cariño EdD, CESO III	RD	ORD	1
Ronald B. Castillo, CESO V	ARD	ORD	
Schools Division Superintendents/ Assistant Schools Division Superintendent		All Divisions	8
Chiefs of SGOD		All Divisions	8
HRD SEPS/EPS II		All Divisions	8
Administrative Office V		All Divisions	8
SDO Drivers		All Divisions	8
<b>PRAISE COMMITTEE</b>			
Ronald B. Castillo, CESO V	ARD	ORD	1
Maksim A. Botilas	CAO	ASD	1
Jennifer P. Ande	CES	CLMD	1
Edgar H. Madlaing	CES	FTAD	1
Georgina C. Ducayso	CES	ESSD	1
Cristina L. Paquit	CAO	Finance D	1
Ethielyn E. Taqued	CES	QAD	1
Rosita C. Agnasi	OIC-CES	HRDD	1
Clemente D. Bandao	OIC-CES	PPRD	1
Jonalyn C. Ambrona	EPS -PRAISE Committee Member	CLMD	1
Sasha Joseph L. Daganos	EPS -PRAISE Committee Member	HRDD	1
Conchita Valentina Balura	ADAS V-PRAISE Committee Member	ADS	1
Johanne Joshua Dumo	AA VI- PRAISE Committee Alternate	ADS	1
<b>PRAISE SUB-COMMITTEE</b>			
Ester L. Gallotan	PRAISE Sub- Committee Member	QAD	1
Romulo B. Basa	PRAISE Sub- Committee Member	QAD	1
Leonardo M. Aquino	PRAISE Sub- Committee Member	QAD	1
Florence E. Balictan	PRAISE Sub- Committee Member	QAD	1
Marjory T. Valdez	PRAISE Sub- Committee Member	FTAD	1
Annie Rose B. Cayasen	PRAISE Sub- Committee Member	FTAD	1
Rosemarie Yangkin	PRAISE Sub- Committee Member	CLMD	1
Denia O. Tarnate	PRAISE Sub- Committee Member	CLMD	1
Asterio Madalla	PRAISE Sub- Committee Member	CLMD	1
Nover Kiethley Mente	PRAISE Sub- Committee Member	CLMD	1
Alfredo B. Lanas	PRAISE Sub- Committee Member	CLMD	1

Corazon S. Alos	PRAISE Sub-Committee Member	CLMD	1
Benjamin Dio-al	PRAISE Sub-Committee Member	CLMD	1
Edgar Vicente	PRAISE Sub-Committee Member	CLMD	1
Jumar B. Yago-an	PRAISE Sub-Committee Member	ORD-ICTU	1
Clinton Bugtong	PRAISE Sub-Committee Member	ORD-ICTU	1
Vandolph B. Flora	PRAISE Sub-Committee Member	ASD-AMS	1
Daisy P. Eswat	PRAISE Sub-Committee Member	ASD-Records	1
Cyrille Gaye B. Miranda	PRAISE Sub-Committee Member	ORD-PAU	1
Manilyn D. Botilas	PRAISE Sub-Committee Member	ORD- PAU	1
Jennilyn Kitongan	PRAISE Sub-Committee Member	PPRD	1
Laureen Likigan	PRAISE Sub-Committee Member	HRDD	1
<b>PRAISE SECRETARIAT</b>			
Eleonora A. Albidas	AO V – PRAISE Com Secretariat	ASD	1
Elena C. Tawanna	AO IV – PRAISE Com Secretariat		
Emmanuela M. Gabol	EPS II – PRAISE Com Secretariat	CLMD	1
Marvin John Flores	ADAS I -PRAISE Com Secretariat	HRDD	1
Dumas Aban	AO 2 -PRAISE Committee Secretariat	ASD	1
<b>GAWAD CORDILLERA FINALIST CATEGORY</b>			
SDO ABRA	Paul John O. Dawal		1
	Florencio B. Rifareal Jr		1
	San Quintin NHS		3
	Dexter B. Daria		1
SDO APAYAO	Thelma P. Deza		1
	Geraldine M. Baysa		1
	Luna CS		3
SDO BAGUIO CITY	Marina D. Tabangcura		1
	Gemma Lomboy		1
	Janet B. Pascua		1
	Manion K. Alcantara		1
	Augie Pearl S. Simangan		1
	Myril Joy T. Luguey		1
	Liza L. Polled		1
	Rosemarie M Kidian		1
	Joyce L. Bumakil		
	Edith K. Buance		1
	Forth del Pilar NHS		3
	Fairy Mae K. Tad-o		1
	Jenny T. Mariano		1
SDO BENGUET	Veronica C. Patinglag		1
	Claire N. Lamsis		1
	Caridad A. Rosal		1
	Sagandoy ES		3

SDO IFUGAO	Aurelio B. Taberna		1
	Laureen A. Lunag		1
	Ariel T. Dulawan		1
	Sally L. Lamag		1
	Grace P. Madam-ot		1
	Liwliwa B, Chinaman		1
	Nunhabatan ES		3
SDO KALINGA	Xmy B. Lacamen		1
SDO MT. PROVINCE	Heidi B. Briones		1
	Grace F. Bolinget		1
	Sonia C. Batnag		1
	Thyrany A. Cattel		1
	Sarah Faith F. Toyokan		1
	Eugene B. Coilan		1
	Guinzadan NHS		3
SDO TABUK CITY	Henry M. Alunday		1
	Roscel A. Lingbawan		1
	SDO Tabuk City - Group		3
<b>TECHNICAL WORKING GROUP</b>			
Dr. Raymond Damoslog	Medical Doctor	ESSD	1
Laureen B. Likigan	SEPS- TWG	HRDD	
Margie B, Gardingan	EPS II -TWG	HRDD	1
Annie Rose B. Cayasen	EPS -TWG	FTAD	
Romulo Basa	EPS -TWG	QAD	
Warly Kindiawan	DM -TWG	NEAP/HRDD	1
Jefferson A. Villena	ADAS III-TWG	NEAP/HRDD	1
Glenn P. Papa	TWG	ICTU	1
Clinton Bugtong	TWG	ICTU	
Manilyn Botilas	TWG	PAU	
Florence Balictam	TWG -QAME	QAD	
Leonardo M. Aquino	TWG-QAME	QAD	
Ester Gallotan	TWG	QAD	
Mariane B. Wanson	TWG	Finance	1
Marites A. Calica	AO V -TWG	Cash Section	1
Marissa Soc-a	TWG	Cash Section	1
Ernielyn D. Godoy	TWG	Finance	1
Fremalyn E. Paclos	TWG	Finance	1
Ton Gabino	TWG	ASD	1
Mathilda Contero	TWG – usher	ASD	1
Lena Alinao	TWG- Usher	ASD	1
Bernalyn Bacasen	TWG- Registration	Finance	1
Randolph Daculog	TWG	ASD	1
Edralyn Ganga	TWG	ASD	1
Alexeeve Bugnay	Driver	ORD	1
Janette Payang	TWG	ORD	1
Gregorio Cacacho	Driver	ORD	1
Anthony Bagano	Driver	ASD	1
Oliver Balageo	Driver	ASD	1
Dwayne Ryland Colar	TWG	ASD	1
Jonathan Pancho	TWG	NEAP	1
Jaynan Cuevas	TWG	NEAP	1
<b>Total Participants</b>			<b>150</b>



Republic of the Philippines

## Department of Education

CORDILLERA ADMINISTRATIVE REGION

Enclosure No. 2 to RM **853 · 2024**

### TECHNICAL WORKING GROUP

COMMITTEE	PERSONS IN-CHARGE	TERMS OF REFERENCE
Consultant	RD Estela L. Cariño Edd, CESO III	<ul style="list-style-type: none"><li>Approves policies, AR, PR and Memo for the conduct of the Search and awarding ceremonies</li><li>Leads in the overall conduct of the search and awarding ceremonies</li><li>Plans for the details and organize the search and awarding ceremonies of the GAWAD Cordillera</li><li>Recommends policies in the implementation of the activity</li><li>Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;</li><li>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;</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></ul>
Co-Consultant	ARD Ronald B. Castillo Edd, CESO V	
Overall Chairperson of the Awarding Ceremonies	Rosita C. Agnasi	
PRAISE Committee	ARD Ronald B. Castillo Edd, CESO V Chairperson  Members: Maksim A. Botilas – CAO, Admin Rosita C. Agnasi – OIC, HRDD Jennifer P. Ande- CES, CLMD Ethielyn E. Taqued- CES-QAD Georgina C. Ducayso- CES, ESSD Edgar H. Madlaing – CES, FTAD Clemente D. Bandao- OIC, PPRD Sasha Joseph L. Daganos -EPS, HRDD Jonalyn C. Ambrona – 2 <sup>nd</sup> Level Representative Conchita Valentina S. Balura – 1 <sup>st</sup> Level Representative Johanne Joshua B. Dumo - 1 <sup>st</sup> Level Alternate Marvin John C. Flores – Secretariat, HRDD Emmanuel M. Gabol – Secretariat, HRDD	





	Eleonora A. Albidas – Secretariat, Administrative Division Administrative Division Dumas Aban – ASD All PRAISE Sub-Committee Members	<ul style="list-style-type: none"> <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 and improvements thereafter 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>
Convenor	Mariane B. Wanson Ton Gabino	<ul style="list-style-type: none"> <li>• Facilitates the smooth conduct of the activity</li> </ul>
Ushers/usherettes and Secretariat	Chairperson: Eger L. Gallotan Co-Chairperson : Jonalyn C. Ambrona Members : Laureen Likigan Conchita Valentina Balura Mathilda Contero Lena Alinao ( Registration & Attendance) Jefferson A. Villena (Registration and Attendance) Bernalyn Bacasen ( Registration And Attendance)	<ul style="list-style-type: none"> <li>• Greet participants with smiles and usher them to their designated seats</li> <li>• Assists to the needs of guests/ participants</li> <li>• Distributes Program Papers to participants</li> <li>• Ensures that daily attendance sheets are completely signed by the participants during the activity.</li> <li>• Distribution of certificates of appearance</li> <li>• Usher awardees to the stage and back to their seats</li> </ul>
Logistics, Food and accommodation Committee	Chairperson – Margie B. Gardingan Members - Warly Kindiawasn Randolph Flynn Daculog Edralyn Ganga	<ul style="list-style-type: none"> <li>• Ensures on time delivery of meals and snacks during the activity</li> <li>• Ensures smooth accommodation of participants</li> <li>• Ensures availability of materials needed before the activity</li> </ul>
Program and Invitation	Chairperson : Emmanuela M. Gabol Members Margie B. Gardingan Marvin John C. Flores Jefferson V. Villerna	<ul style="list-style-type: none"> <li>• Prepares layout and finalizes program paper</li> <li>• Prepares invitation letter and ensures delivery to the Guest Speaker</li> <li>• Confirms attendance of the Guest speaker</li> <li>• Collects photos of awardees for the preparation of tarpaulin</li> <li>• Prepares tarpaulin for awardees</li> </ul>

ICT Support and sound system	Chairperson: Jumar B. Yago-an Members : Carl Elton Temporal Clinton Bugtong Marvin John C. Flores	<ul style="list-style-type: none"> <li>Ensures readiness of sound system, LCD and other ICT Facilities needed during the activity</li> <li>Provides needed technical assistance on ICT matter to conveners/ guests during the activity</li> </ul>
Documenter	Manilyn D. Botillas	<ul style="list-style-type: none"> <li>Captures activity actions through photo documentation</li> <li>Provides photo documentation with captions to program owner for the preparation of the terminal report</li> </ul>
Publicity and Media	Chairperson – Cyrille Gaye Miranda	<ul style="list-style-type: none"> <li>Promotes and advertise the awarding ceremony</li> <li>Take charge of all media concerns during the activity</li> </ul>
Stage Decoration, Lei/statuette, token preparation and distribution	Chairperson: Sasha Joseph L. Daganos Co-Chairperson : Emmanuela M. Gabol Members : Marjory T. Valdez Eleonora Albidas Elena Tawanna	<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>Ensures smooth distribution of the statuettes/ certificates/lei and tokens to awardees and guests</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>
Medical Staff	Dr. Raymond Damoslog Dr. Joane S. Bumanghat	<ul style="list-style-type: none"> <li>Ensure safety and observance of health protocols</li> <li>Attends to participants with health issues</li> </ul>
Cash Prize Distribution	Chairperson: Marites A. Calica Member: Marisa Soc-a	<ul style="list-style-type: none"> <li>Ensures the availability of cash prizes during the awarding</li> <li>Prompt distribution of cash prizes to awardees</li> </ul>
Q&A	Chairperson : Leonardo M. Aquino QA Staff	<ul style="list-style-type: none"> <li>Ensures the monitoring and evaluation of the activity</li> <li>Provides copy of the results of the evaluation to the program owner</li> </ul>
In-charge of Parking	Dwayne Ryland Colas	<ul style="list-style-type: none"> <li>Assists the hotel security guards in assigning parking space for vehicles of the participants</li> </ul>