



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



12 July 2021

Regional Memorandum

**FINAL SCHEDULE OF WORKSHOP ON THE ALIGNMENT OF GAWAD PATNUGOT
CRITERIA AND GUIDELINES-PHASE 3**

To **Assistant Regional Director**
 RO PRAISE Committee Members
 RO Functional Division Chiefs
 Schools Division Superintendents

1. Relative to the conduct of the Workshop on the Alignment of Gawad Patnugot Criteria and Guidelines, this Office through the HRDD and PRAISE Committee recognizes the substantial inputs and the significant support of the SDO PRAISE Committee in aligning the guidelines and criteria of the said Search to the new normal.
2. Due to conflict of schedule with the Capacity Building for National Quality Management Team Members set from July 13-16, 2021, the **final schedule of the phase 3** workshop is **July 21-23, 2021** via Google Meet.
3. Participants to the phase 3 workshop are **only the Regional PRAISE Committee, identified program focal persons and HRDD**. Please see attached the list of participants.
4. Other provisions stated in the Regional Memorandum No. 266, s. 2021 are still in effect.
5. Immediate and wide dissemination of this Memorandum is desired.

hrdd/ngg


FRANCIS CESAR B. BRINGAS
Regional Director



"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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**REGIONAL OFFICE PARTICIPANTS TO WORKSHOP ON THE ALIGNMENT OF GAWAD PATNUGOT
CRITERIA AND GUIDELINES-PHASE 3
July 21-23, 2021**

PRAISE Committee

No.	Name	Position	Office
1	Ms. Marites L. Gloria	Co-Chair	Finance Division
2	Ms. Nadina G. Gaton	Member	HRDD
3	Ms. Maria Susana L. Oliveros	Member	Personnel Section
4	Mr. Gian Carlo Ventura	Member, 2 nd level rep	GSU
5	Ms. Meliza G. Liporada	Member, 1 st level rep	HRDD-NEAP R
6	Ms. Maricris R. Tadioan	Secretariat	HRDD-NEAP R
7	Ms. Analyn M. Simbul	Secretariat	Finance Division

FD Chiefs

No.	Name	Position	Office
1	Mr Job S. Zape, Jr	Chief Education Supervisor	CLMD
2	Dr. Eduarda Zapanta	Chief Education Supervisor	ESSD
3	Mr. Michael Girard R. Alba	Chief Education Supervisor	FTAD
4	Engr. Edenia O. Libranda	Chief Education Supervisor	QAD
5	Dr. Luz E. Osmena	Chief Education Supervisor	HRDD-NEAP R
6	Dr. Viernalyn M. Nama	Chief Education Supervisor	PPRD
7	Ms. Anne Gerlayn T. Pelias	Chief Admin Officer	Admin Division

Section and Unit Heads

No.	Name	Position	Office
1	Mr. Rey S. Valenzuela	ITO	ICT
2	Atty. Jocelyn Buclog	Attorney IV	Legal
3	Mr. Ariel M. Azuelo	AO V	PAU
4	Ms. Virginia O. Bagacay	AO V	Asset
5	Ms. Syril R. Zenarosa	AO V	Cash
6	Ms. Babeth Cruz	AO V	Record
7	Ms. Lea M. Villalobos	Accountant III	Accounting
8	Ms. Laarni Evaristo	AO V	Budget

Program Focal Persons

No.	Name	Program
1	Elaine Balaogan	ALS Teacher
2	Jhonathan Cadavido	Regular Teacher
3	CLMD	SPED Teacher
4	CLMD	Master Teacher
5	CLMD	Multi Grade Teacher
6		ESSD
7	Andrea Mabel Abrencillo	SBM
8	Jisela Ulpina	Supervisors
9	Glenda Dela Torre	School Heads
10	Jumar Sadsad	Research
11	Angelina Mendiola	Non-Teaching

HRDD-Working Committee

1	Donna Lago	HRDD- Working Committee
2	Mark Anthony Malonzo	HRDD- NEAP-R Working Committee
3	Alvin Metrillo	HRDD- NEAP-R Working Committee
4	Joseph Damian	HRDD- NEAP-R Working Committee



Request for Budget Approval

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DEPARTMENT OF EDUCATION - REGIONAL OFFICE IV-A
REQUEST FOR BUDGET APPROVAL

PROJECT/PROGRAM DESCRIPTION AND TITLE:

WORKSHOP ON THE ALIGNMENT OF GAWAD PATNUGOT CRITERIA AND GUIDELINES

TO BE HELD ON:

March 22-24, 2021

Phase 1

April 21-23, 2021

Phase 2

May 12-14, 2021

Phase 3

TO BE HELD AT:

Blended @ Bulwagan ng Karangalan

PARTICIPANTS:

PRAISE Committee
FD Chiefs, Section and Unit Heads
Program Focal Persons
PMT

No. of Pax

8

15

7

2

32

BUDGET PROPOSAL

A. ESTIMATED FUNDS AVAILABLE

Source of Fund:

Regional Fund

172,800.00

B. ESTIMATED EXPENDITURES

1 Meals

Breakfast, Lunch and snacks @ Php 600.00 each X
32 pax X 9 days

172,800.00

172,800.00

TOTAL

Requested:

Recommending Approval:

172,800.00

172,800.00

LUZ E. OSMEÑA
Chief

Human Resource Development Division

Date of Request: March 2, 2021

Funds Available:

LAARNI A. EVARISTO
Administrative OfficerMARITES L. GLORIA
Chief Administrative Officer
Finance Division

Approved:

WILFREDO E. CABRAL
Regional Director

RBA NO: 21-03-053

Date: March 11, 2021

Fund: Regional Office Fund

Amount: 172,800.00



Project Proposal Template



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DIVISION CODE: 06

PROGRAM/TRAINING TITLE:	CALABARZON AWARDS (Appreciating Employees Worthy of Accolade and Recognition Design System)
TARGET PARTICIPANTS AND NUMBER OF PARTICIPANTS: <i>(Describe the qualification of participants and how to select them)</i>	The target participants are all PRAISE Committee members, FD chiefs, section and unit heads, program focal persons and ROP personnel. Please refer to the calendar of activities
PROPOSED DATE AND VENUE: <i>(attach Photo of facilities/amenities of venue and accommodation where applicable)</i>	Please refer to the calendar of activities The proposed activities shall be blended (online and F2F) and if applicable F2F observing minimum health protocols
FUNDING SOURCE: <i>(budgetary requirements)</i>	Regional Funds
REGISTRATION FEE: <i>(if needed)</i>	None
PROPONENT:	HRDD-NEAP R in collaboration with PRAISE Committee

I. RATIONALE (includes legal basis)

In accordance with Article IX-B Section 3 of the Philippine Constitution which mandates the Civil Service Commission to 'adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service' as well as to strengthen the merit and rewards system. Moreover, as stated in CSC Resolution No. 010112 and CSC MC No. 01 S. 2001, every department or agency shall establish its own employee suggestions and incentive awards system called the Program on Awards and Incentives for Service Excellence (PRAISE).

In support to the above CSC Memorandum Circular is the CALABARZON Pivot 4A QuBE Strategic Thrust No. 4. Appraising Stakeholders on Progress of Interventions. Under Thrust No. 4 are the HRDD-NEAP R PPAs for the rewards and recognition program which is known as CALABARZON AWARDS or **Appreciating Employees Worthy of Accolade and Recognition Design System**. This is the localized version of the CSC PRAISE.

DepEd CALABARZON deemed that human resources are the most treasured and esteemed resources an organization has ever have. More so, it believes that appreciation is a fundamental human need and that employees respond to appreciation received



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because it is an affirmation of their outstanding performance and accomplishment. Thus leads to job satisfaction and improved work productivity. Moreover, the challenges and threats posed by COVID-19 pushes them to go beyond their call of duty, create breakthroughs and become trailblazers in their path. Thus, they deserve accolade in this era of uncertainty.

Hence, under the CALABARZON AWARDS are the major programs, to wit: CALABARZON Gawad Patnugot, Gawad Bituin and Meaningful Journey.

The **CALABARZON Gawad Patnugot** is a regional program on rewards and recognition which is designed to encourage creativity, innovativeness, integrity and productivity in the public service by recognizing DepEd CALABARZON officials and employees individually or in groups.

This program aims to recognize and reward the exemplary contribution of the Region's human resources-- instructional leaders, teachers, and non-teaching personnel who went beyond their call of duty to provide relevant, accessible, liberating and continuous education amidst a pandemic and give recognition to schools and SDOs that put premium on delivering quality basic education services amidst the challenges and threat posed by COVID-19 through their effective and innovative implementation of BE-LCP.

This year, Gawad Patnugot guidelines and criteria shall be undergoing review and modification to align with the current changes. The HRDD in collaboration with the PRAISE committee will spearhead the alignment of the criteria and guidelines alongside with the functional division chiefs, section and unit head together with the program focal persons. The output shall be the basis of the search which shall be implemented in SY 2021-2022.

Gawad Bituin is a program designed for all regional office employees to create a culture of sustained employee's enrichment. This program recognizes all the valuable contributions of the employees towards continuous improvement. Also, it builds employees' satisfaction and organization's quality performance.

The annual search is likewise a compliance to the civil Service Commission PRIME HRM requirement on Rewards and Recognition system. In December 2019, the CSC R4 recognized the 4HR Systems of the DepEd CALABARZON as maturity level 2. Gawad Bituin includes the formal and informal recognition for the ROP employees. The informal recognition is usually observed during flag raising ceremony, group meetings or informal gatherings.

The Search aims to recognize the creatively, innovation and breakthroughs, and commitment of exemplary employees in carrying out their KRAs amidst the challenges posed by COVID-19 improve employee's commitment and performance in the organization; and create a culture of sustained employee enrichment that recognizes their valuable contributions for continuous improvement. Included in the search is the **ACCORD-Award for Conscious and Candid Offer of Resolute Dedication**.



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contributions for continuous improvement.

Meaningful Journey aims to honor and recognize the retiring employees who have flaunted selfless contribution and steadfast dedication to the Department of Education

III. PROGRAM/TRAINING METHODOLOGY:

For Training-workshop:

Lecturette, andragogic approach, workshop

For implementation:

- screening and evaluation of nomination folder
- online and onsite validation of documents
- conduct of interview for the nominees
- awarding of winners
- post awarding conference

IV. EXPECTED OUTPUT OF THE TRAINING/ACTIVITIES:

Please see plan of activities

V. ENCLOSURES:

- List of participants
- List of training management
 - Program training team
 - Facilitators
 - Class managers
 - Process observer
 - QAME team
- Training Matrix/Designs
- Terms of Reference

CALABARZON AWARDS PLAN OF ACTIVITIES FOR FY 2021

Activity/Objective	Date and venue	Target and Total Pax Involved	Expected Output	Amount Needed/ mode of delivery
Workshop on the Alignment of Gawad Patnugot Guidelines and Criteria	March 22-24, 2021 (Phase 1) April 21-23, 2021 (Phase 2)	<ul style="list-style-type: none"> • PRAISE Committee -8 • FD chiefs and heads- 15 • Program focal- 7 	<ul style="list-style-type: none"> • List of attendees • draft of the aligned guidelines and criteria 	Total: Php 172,800.00 Php 57,600.00 / per phase



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<p><u>Objective:</u> modify the guidelines and criteria on Gawad Patnugot to align with the current situation brought by COVID-19 pandemic</p>	<p>May 12-14, 2021 (Phase 3)</p> <p>@ Bulwagan ng Karangalan</p>	<ul style="list-style-type: none"> • PMT-2 Total: 32 pax 		<p>Blended (F2F and online)</p>
<p>Announcement of Gawad Bituin Search</p> <p><u>Objective:</u> inform all potential nominees of the search and its timeline</p>	<p>June 2021</p>	<ul style="list-style-type: none"> • PRAISE Committee • HRDD-NEAP R 	<ul style="list-style-type: none"> • Office memorandum 	<p>none</p>
<p>Gawad Bituin Interview</p> <p><u>Objective:</u> validate the outstanding accomplishments of the nominees alongside with their documents</p> <p>Choose the deserving nominees to the awards</p>	<p>November 2021</p>	<ul style="list-style-type: none"> • PRAISE Committee • HRDD-NEAP R • ROP nominees • external interviewers <p>(Depending on the numbers and the situation)</p>	<ul style="list-style-type: none"> • List of nominees • ACR 	<p>Php 16,500.00</p>
<p>Gawad Bituin Awarding Ceremonies</p> <p><u>Objective:</u> recognize the creativity, innovation and breakthroughs, and commitment of exemplary</p>	<p>December 2021</p>	<ul style="list-style-type: none"> • PRAISE Committee • HRDD-NEAP R • ROP awardees • ROP personnel <p>(Depending on the numbers and the situation)</p>	<ul style="list-style-type: none"> • List of awardees and attendees • ACR 	<p>Php 281,500.00</p>



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employees in carrying out their KRAs amidst the challenges posed by COVID-19				
Meaningful Journey <u>Objective:</u> honor the retiring employees who have flaunted their selfless contribution and steadfast dedication to the Department of Education	March-December 2021	<ul style="list-style-type: none">• PRAISE Committee• HRDD-NEAP R• RO retirees	<ul style="list-style-type: none">• List of retirees• List of attendees• ACR	TBD
Post Conference <u>Objective:</u> address issues and concerns encountered during the entire conduct of the search	December 2021	<ul style="list-style-type: none">• PRAISE Committee• HRDD-NEAP R	<ul style="list-style-type: none">• Narrative Report and feedback	None

Prepared by:



NADINA G. GATTON
EPS-HRDD

NOTED:


JISELA N. OLPINA
EPS in-charge of HRDD
Non-teaching

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Recommending Approval:


LUZ E. OSMENA
Chief, HRDD-NEAP R


RUTH L. FUENTES
Chair, PRAISE Committee

Approved:

WILFREDO E. CABRAL
Regional Director