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 local 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.

FRANCIS CESAR B. BRINGAS
Regional Director

"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"
Trunkline: 02-8682-5773
Website: depedcalabarzon.ph
Document Inquiry: https://r4a-teadoc.com/inquire
Facebook: DepEd R-4A Calabarzon
# REGIONAL OFFICE PARTICIPANTS TO WORKSHOP ON THE ALIGNMENT OF GAWAD PATNUGOT
## CRITERIA AND GUIDELINES-PHASE 3
### July 21-23, 2021

**PRAISE Committee**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ms. Marites L. Gloria</td>
<td>Co-Chair</td>
<td>Finance Division</td>
</tr>
<tr>
<td>2</td>
<td>Ms. Nadina G. Gatot</td>
<td>Member</td>
<td>HRDD</td>
</tr>
<tr>
<td>3</td>
<td>Ms. Maria Susana L. Oliveros</td>
<td>Member</td>
<td>Personnel Section</td>
</tr>
<tr>
<td>4</td>
<td>Mr. Gian Carlo Ventura</td>
<td>Member, 2&lt;sup&gt;nd&lt;/sup&gt; level rep</td>
<td>GSU</td>
</tr>
<tr>
<td>5</td>
<td>Ms. Meliza G. Liporada</td>
<td>Member, 1&lt;sup&gt;st&lt;/sup&gt; level rep</td>
<td>HRDD-NEAP R</td>
</tr>
<tr>
<td>6</td>
<td>Ms. Mariaris R. Tadioan</td>
<td>Secretariat</td>
<td>HRDD-NEAP R</td>
</tr>
<tr>
<td>7</td>
<td>Ms. Analyn M. Simbul</td>
<td>Secretariat</td>
<td>Finance Division</td>
</tr>
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**FD Chiefs**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Job S. Zape, Jr</td>
<td>Chief Education Supervisor</td>
<td>CLMD</td>
</tr>
<tr>
<td>2</td>
<td>Dr. Eduardia Zapanta</td>
<td>Chief Education Supervisor</td>
<td>ESSD</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Michael Girard R. Alba</td>
<td>Chief Education Supervisor</td>
<td>FTAD</td>
</tr>
<tr>
<td>4</td>
<td>Engr. Edelina O. Libranda</td>
<td>Chief Education Supervisor</td>
<td>QAD</td>
</tr>
<tr>
<td>5</td>
<td>Dr. Luz E. Osmera</td>
<td>Chief Education Supervisor</td>
<td>HRDD-NEAP R</td>
</tr>
<tr>
<td>6</td>
<td>Dr. Viennalyn M. Nama</td>
<td>Chief Education Supervisor</td>
<td>PPRD</td>
</tr>
<tr>
<td>7</td>
<td>Ms. Anne Gerlayn T. Pellas</td>
<td>Chief Admin Officer</td>
<td>Admin Division</td>
</tr>
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**Section and Unit Heads**

<table>
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<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>1</td>
<td>Mr. Rey S. Valenzuela</td>
<td>ITO</td>
<td>ICT</td>
</tr>
<tr>
<td>2</td>
<td>Atty. Jocelyn Bucat</td>
<td>Attorney IV</td>
<td>Legal</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Ariel M. Azuelo</td>
<td>AO V</td>
<td>PAU</td>
</tr>
<tr>
<td>4</td>
<td>Ms. Virginia O. Bagacay</td>
<td>AO V</td>
<td>Asset</td>
</tr>
<tr>
<td>5</td>
<td>Ms. Sybill R. Zenasrosa</td>
<td>AO V</td>
<td>Cash</td>
</tr>
<tr>
<td>6</td>
<td>Ms. Babeth Cruz</td>
<td>AO V</td>
<td>Record</td>
</tr>
<tr>
<td>7</td>
<td>Ms. Lea M. Villalobos</td>
<td>Accountant III</td>
<td>Accounting</td>
</tr>
<tr>
<td>8</td>
<td>Ms. Laarni Evaristo</td>
<td>AO V</td>
<td>Budget</td>
</tr>
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**Program Focal Persons**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Program</th>
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<tbody>
<tr>
<td>1</td>
<td>Elaine Baliogan</td>
<td>ALS Teacher</td>
</tr>
<tr>
<td>2</td>
<td>Jhonathan Cadavidio</td>
<td>Regular Teacher</td>
</tr>
<tr>
<td>3</td>
<td>CLMD</td>
<td>SPED Teacher</td>
</tr>
<tr>
<td>4</td>
<td>CLMD</td>
<td>Master Teacher</td>
</tr>
<tr>
<td>5</td>
<td>CLMD</td>
<td>Multi Grade Teacher</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>ESSD</td>
</tr>
<tr>
<td>7</td>
<td>Andrea Mabel Abrencillo</td>
<td>SBM</td>
</tr>
<tr>
<td>8</td>
<td>Jhesta Ullina</td>
<td>Supervisors</td>
</tr>
<tr>
<td>9</td>
<td>Glenda Dela Torre</td>
<td>School Heads</td>
</tr>
<tr>
<td>10</td>
<td>Jumar Sadsad</td>
<td>Research</td>
</tr>
<tr>
<td>11</td>
<td>Angelina Mendiola</td>
<td>Non-Teaching</td>
</tr>
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**HRDD-Working Committee**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Donna Lago</td>
<td>HRDD- Working Committee</td>
</tr>
<tr>
<td>2</td>
<td>Mark Anthony Malonzo</td>
<td>HRDD- NEAP-R Working Committee</td>
</tr>
<tr>
<td>3</td>
<td>Alvin Metrillo</td>
<td>HRDD- NEAP-R Working Committee</td>
</tr>
<tr>
<td>4</td>
<td>Joseph Damian</td>
<td>HRDD- NEAP-R Working Committee</td>
</tr>
</tbody>
</table>
# Request for Budget Approval

**DEPARTMENT OF EDUCATION - REGIONAL OFFICE IV-A**  
**REQUEST FOR BUDGET APPROVAL**  
**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  No. of Pax
- FD Chiefs, Section and Unit Heads  8
- Program Focal Persons  15
- PMI  7
- 2
- Total  32

## BUDGET PROPOSAL

### A. ESTIMATED FUNDS AVAILABLE

**Source of Fund:** Regional Fund  
**Estimated Total:** 172,800.00

### B. ESTIMATED EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Meals</td>
<td>Breakfast, Lunch and snacks @ Php 600.00 each X 32 pax X 9 days</td>
<td>172,800.00</td>
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</tbody>
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**TOTAL:** 172,800.00

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**Requested:**  
**Requested by:**

**Human Resource Development Division**  
**Date of Request:** March 2, 2021

**Funds Available:**

**Recommended Approver:**

**Chief Administrative Officer**  
**Finance Division**

**Approved:**

**Regional Director**

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**RBA NO:** 21-03-053  
**Date:** March 11, 2021  
**Fund:** Regional Office Fund  
**Amount:** 172,800.00
PROGRAM/TRAINING TITLE: CALABARZON AWARDS (Appreciating Employees Worthy of Accolade and Recognition Design System)

TARGET PARTICIPANTS AND NUMBER OF PARTICIPANTS: 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: Please refer to the calendar of activities

PROPOSED DATES AND VENUE: The proposed activities shall be blended (online and F2F) and if applicable F2F observing minimum health protocols

FUNDING SOURCE: Regional Funds

REGISTRATION FEE: None

PROPOSENT: 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 PPs 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
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.
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:

a. List of participants
b. List of training management
   i. Program training team
   ii. Facilitators
   iii. Class managers
   iv. Process observer
   v. QAME team
   c. Training Matrix/Designs
d. Terms of Reference

### CALABARZON AWARDS PLAN OF ACTIVITIES FOR FY 2021

<table>
<thead>
<tr>
<th>Activity/Objective</th>
<th>Date and venue</th>
<th>Target and Total Pax Involved</th>
<th>Expected Output</th>
<th>Amount Needed/ mode of delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop on the Alignment of Gawad Patnugot Guidelines and Criteria</td>
<td>March 22-24, 2021 (Phase 1) April 21-23, 2021 (Phase 2)</td>
<td>• PRAISE Committee -8 • FD chiefs and heads- 15 • Program focal- 7</td>
<td>• List of attendees • draft of the aligned guidelines and criteria</td>
<td>Total: Php 172,800.00 Php 57,600.00 / per phase</td>
</tr>
</tbody>
</table>
**Objective:**
modify the guidelines and criteria on Gawad Patnugot to align with the current situation brought by COVID-19 pandemic

**May 12-14, 2021 (Phase 3)**  
@ Bulwagan ng Karangalan  
- Blended (F2F and online)

**Objective:**
Inform all potential nominees of the search and its timeline

**June 2021**  
- PRAISE Committee  
- HRDD-NEAP R  
- Office memorandum

**Announcement of Gawad Biliun Search**

**Objective:**
validate the outstanding accomplishments of the nominees alongside with their documents  
Choose the deserving nominees to the awards

**November 2021**  
- PRAISE Committee  
- HRDD-NEAP R  
- ROP nominees  
- external interviewers  
- List of nominees  
- ACR  
- Php 16,500.00

**Gawad Biliun Interview**

**Objective:**
recognize the creativity, innovation and breakthroughs, and commitment of exemplary

**December 2021**  
- PRAISE Committee  
- HRDD-NEAP R  
- ROP awardees  
- ROP personnel  
- List of awardees and attendees  
- ACR  
- Php 281,500.00

**Objective:**
Gawad Biliun Awarding Ceremonies
employees in carrying out their KRAs amidst the challenges posed by COVID-19

| Meaningful Journey | Objective: honor the retiring employees who have flaunted their selfless contribution and steadfast dedication to the Department of Education | March-December 2021 | • PRAISE Committee  
• HRDD-NEAP R  
• RO retirees | • List of retirees  
• List of attendees  
• ACR | TBD |

| Post Conference | Objective: address issues and concerns encountered during the entire conduct of the search | December 2021 | • PRAISE Committee  
• HRDD-NEAP R | • Narrative Report and feedback | None |

Prepared by:

NADINA G. GATON  
EPS HRDD

NOTED:

JISELA N. ALPINA  
EPS In-charge of HRDD  
Non-teaching
Recommending Approval:

LUZ E. OSMENA
Chief, HRDD-NEAP R

RUTH L. FUENTES
Chair, PRAISE Committee

Approved:

WILFREDO F. CABRAL
Regional Director