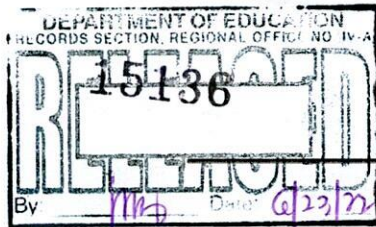




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



21 June 2022

**Regional Memorandum**

**2021 CALABARZON GAWAD PATNUGOT WORKING  
COMMITTEES**

To **Regional Praise Committee**  
**RO Officials and Employees**  
**Schools Division Superintendent of Sta Rosa City**

1. In view of the forthcoming 2021 CALABARZON Gawad Patnugot Awarding Ceremonies on July 12, 2022 at 9:00 a.m. at the City of Santa Rosa Multi-Purpose Gym, Sta. Rosa City, all personnel included in the working committees are enjoined to refer to their designated tasks as enumerated in the terms of reference in Enclosure 1.
2. To facilitate the smooth and organized conduct of the awarding ceremonies, all Gawad Patnugot Working Committee Leads and their SDO counterparts are requested to attend the virtual meeting on June 23, 2022 at 9:00 a.m. via an online platform. The PRAISE secretariat shall notify the attendees of the meeting link details.
3. Immediate dissemination of this memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

cc/hrdd/praisengg/jnu



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## Enclosure 1

**List of Gawad Patnugot Working Committees and their Terms of Reference**

|                |                          |   |
|----------------|--------------------------|---|
| Overall Chair: | Francis Cesar B. Bringas | Regional Director                                   |
| Vice-Chair:    | Cherrylou D. Repia       | PRAISE Chair/ Assistant Regional Director           |
| Members        | Manuela S. Tolentino     | SDS- SDO Sta. Rosa City                             |
|                | Ernesto D. Lindo         | ASDS- SDO Sta. Rosa City                            |
|                | Marites L. Gloria        | PRAISE Member                                       |
|                | Luz E. Osmena            | PRAISE Member                                       |
|                | Maria Susana B. Oliveros | PRAISE Member                                       |
|                | Ariel M. Azuelo          | PRAISE Member, 2 <sup>nd</sup> level representative |
|                | Donna Gel V. Rumbaoa     | PRAISE Member, 1 <sup>st</sup> level representative |

| <b>Venue, Stage Decoration and Physical Arrangement</b> |   |
|---|---|
| Chair (ESSD, Admin)                                     | Eduarda M. Zapanta, Ann Geralyn T. Pelias     |
| Cochair (SDO Sta Rosa City)                             | Engr. Shernan P. Roncales (SDO Sta Rosa City) |
| Members   |   |
| ESSD  | Robert Perez                                  |
|   | Bernardo Pascual                              |
|   | Wilbert Cezar Ulpindo                         |
|   | Emil Reambillo                                |
| ASD   | Gian Carlo Ventura                            |
|   | Babeth Cruz                                   |
|   | Jocelyn Martin                                |
| SDO Sta Rosa City                                       | Shernan P. Roncales                           |
|   | Lea Imelda E. Ibayán                          |
|   | Andy M. Alcachupas                            |
|   | Jaime L. Cadang, Jr.                          |
|   | Jhondreth Batitis                             |

Terms of Reference:

- Chair to coordinate with SDO Sta Rosa for the venue and other equipment needed.
- Check that the lighting, sound system and audio visual are in good working condition.
- Work with the SDO personnel counterpart in setting the stage decorations, tables, and chairs.
- Coordinate with Health Marshalls team and Program Flow for the seating arrangement of finalists, guests, and other attendees.

| <b>Cash Prize and Token</b> |                   |
|-----------------------------|-------------------|
| Chair (Finance Division)    | Marites L. Gloria |
| Cochair                     | Syril Zenarosa    |
| Members                     |                   |
|                             | Lea M. Villalobos |



|  |                 |
|--|-----------------|
|  | Laarni Evaristo |
|  | Analyn Simbul   |

Terms of Reference

- Prepare a request letter for cash advance.
- Prepare payroll and cash prizes to be given to the winners.
- Buy a token for the keynote speaker.

| <b>Food and Refreshments</b> |                         |
|------------------------------|-------------------------|
| Chair (ORD)                  | Meliza G. Liporada      |
| (SDO Sta Rosa City)          | Edwina C. Nabo          |
| Co-Chair                     | Rowena N. Cruz          |
| (SDO Sta Rosa City)          |                         |
| Members                      | ORD                     |
| SDO Sta Rosa                 | Nida C. Tagalag         |
|                              | Soledad A. Baylon       |
|                              | Ana Marie B. Gabas      |
|                              | Maria Elisa O. Eden     |
|                              | Ma. Criselda C. Cabrera |
|                              | Lea M. Madulid          |
|                              | Agnes Salvo             |
|                              | Deonyfer T. Almazan     |
|                              | Jennifer A. Uy          |
|                              | Sheila B. Cuento        |
|                              | Arlene Robles           |
|                              | Bhrianne Mar S. Marco   |
|                              | Josephine Alice Dayo    |
|                              | Diosdado M. Villeta     |

Terms of reference:

- Chair shall coordinate with SDO on the number of attendees including the menu.
- Chair shall coordinate with HRDD on how to secure Meal Attendance Form
- Manage the distribution of food and/or arrange for a buffet setting.
- Prepare meal attendance and have all the attendees sign it and forward to the HRDD
- Ensure that all attendees are served.

| <b>Registration and Reception (Ushers and Usherettes)</b> |   |
|---|---|
| Chair   | Job S. Zape Jr, Michael Girard Alba       |
| (CLMD, FTAD)  |   |
| Cochair   | Jeanne Elaine T. Sangalang (Registration) |
| (SDO Sta. Rosa City)                                      | Marigen N. Leosala (Reception)            |
| Members   |   |
| FTAD  | FTAD EPSs                                 |
| CLMD  | CLMD EPSs                                 |
|   | HRD Specialists of SDOs                   |
| SDO Sta. Rosa City  | Floro S. Peria                            |
|   | Jennilyn Arcos                            |
|   | Maricho Taganahan                         |
|   | Carol Melisa Papagayo                     |
|   | Elcymae S. Perez                          |
|   | Richy Vabes S. Sandoy                     |
|   | Kimberly Nabor                            |

|                          |
|--------------------------|
| Katherina Irish Mendoza  |
| Lala Lara Leosala        |
| Reina Mae Concepcion     |
| Michelle Tatlonghari     |
| Arianne Hernandez        |
| Jozel Marie Rom          |
| Marrian Rovielle De Leon |
| Camille Dela Cruz        |
| Sherilyn Ramirez         |
| Mary Joy Espayos         |
| Elizabeth Garcia         |
| Mary Joy Santeseban      |
| Arlene Pastranas         |
| April Rose Sabalza       |
| Katrina Arguel           |
| Danica May Cagay         |

**Terms of Reference:**

- Create online registration form for the attendees.
- Chair to collaborate and coordinate with the SDO cochair on the list of registered participants.
- Put up a registration desk for the pre-registered participants to sign.
- Ensure that all are given warm welcome and reception.
- Coordinate with the physical arrangement committee on the seating arrangement of the attendees.
- Hand over the signed copy of registration to SDO Sta Rosa and HRDD.

| <b>Committee on Program and Invitation</b> |  |
|--|--|
| Chair (HRDD)<br>(SDO Sta. Rosa City)       | Nadina G. Gatton<br>Cherrilyn T. Nabor           |
| Cochair (HRDD)<br>(SDO Sta. Rosa City)     | Jisela N. Ulpina<br>Maribel M. de Vera           |
| Members<br>(SDO Sta. Rosa City)            | Renel A. Bernardino<br>Janice Caryl S. Dela Rosa |
|  | Gilbert G. Manaois                               |

**Terms of Reference:**

- Coordinate with HRDD and the PRAISE Committee on the content and layout of the program.
- Prepare, send out a letter of invitation and follow up with confirmation of invited guests.
- Provide the finalists, SDSs, and guests a copy of the program through the Registration Committee

| <b>Health Marshall</b>            |                                      |
|-----------------------------------|--------------------------------------|
| Chair<br>(ESSD)                   | Dr. Pearl Oliveth Intia              |
| Co – Chair<br>(SDO Sta Rosa City) | Dr. Jennifer Amor N. Ramilo          |
| Members                           | Dr. Annaliza Araojo                  |
|                                   | Neil Evangelista                     |
|                                   | SDO Santa Rosa School Health Section |



Terms of Reference

- Brief the attendees on the needed health documents to be filled out prior to their attendance at the awarding ceremonies.
- Orient the attendees on the protocols and guidelines to follow while at the venue.
- Ensure that all attendees follow physical distancing and other health protocols while the activity is going on.

| <b>Committee on Souvenir Program</b>  |  |
|---------------------------------------|--|
| Chair (HRDD)<br>(SDO Sta Rosa City)   | Bryan A. Pobe<br>Robina M. Delos Reyes |
| Cochair (HRDD)<br>(SDO Sta Rosa City) | Raginne Yanez<br>Paulo B. Mangubos     |
| Members                               | Mark Anthony Malonzo                   |
| SDO Sta Rosa City                     | Jeffrey N. Lozada                      |
|                                       | Jonell John O. Espalto                 |
|                                       | Charles James Maruquez                 |
|                                       | Dominic E. Liquido                     |
|                                       | Hannah Krystal S. Rosales              |
|                                       | Freddierick P. Fernando                |

Terms of Reference:

- Coordinate with the Regional and SDO PRAISE Committee on the photo of the finalists and their write-up article (maximum of 100 words and proofread) to be included in the e-magazine of the Gawad Patnugot 2021.
- Assign members and coordinate with the Media Documentation Committee in covering the awarding ceremonies.
- Write articles on the conduct of the awarding, include the speeches of the invited guests, keynote speaker.
- Layout the e-magazine and provide the Regional PRAISE Committee a copy for approval.
- Submit the final copy of the e-magazine to the Regional PRAISE Committee two- weeks after the conduct of the ceremony.

| <b>Committee on Media and Documentation</b> |                                |
|---|--------------------------------|
| Chair (PAU)                                 | Ariel M. Azuelo                |
| Cochair<br>(SDO Sta. Rosa City)             | Maricel S. Saguinsin           |
| Members                                     | Ma. Joan Paula D. Dino         |
|   | Blessie Angelaine T. Sotomayor |
| SDO Sta. Rosa City                          | Raissa P. Marquez              |
|   | Iriz D. Pinuela                |
|   | Freddierick P. Fernando        |
|   | Edgar P. Brizuela              |
|   | Rianne Evangelista             |
|   | Gemma B. Manzanero             |
|   | Jean J. Tolentino              |

Terms of Reference:

- Invite media and promote the event through various methods.
- Provide write-ups, documents, and pictures of the entire proceedings of the event to the Regional PRAISE Committee and the Souvenir Program Committee.

| <b>Audio-video Presentation</b> |                       |
|---------------------------------|-----------------------|
| Chair (ICT Unit)                | Rey Valenzuela        |
| Cochair<br>(SDO Sta. Rosa City) | Jason P. Fabella      |
| Members                         | Ephraim Gibas         |
|                                 | Melvin D. Punzalan    |
|                                 | Mark Anthony Espiritu |
| (SDO Sta. Rosa City)            | Giore Mark Laurente   |

Terms of Reference:

- Coordinate with the SDO PRAISE Committee and SDO ITO on the 30-second video of their finalists on their outstanding accomplishments
- Coordinate with the Regional PRAISE Committee and Program Committee on the side decks to be used during the awarding.
- Coordinate with the emcee and the program director on the special number and flow of the program.

| <b>Committee on Program Flow</b> |                   |
|----------------------------------|-------------------|
| Chair (PPRD)                     | Viernalyn M. Nama |
| Cochair<br>(SDO Sta. Rosa City)  | Noel H. Natividad |
| Members                          | Jumar Sadsad      |
|                                  | Allan Tipan       |
|                                  | Maricris Tadioan  |
|                                  | Adrian Bullo      |
|                                  | Lilian Bubelis    |
| (SDO Sta. Rosa City)             | Severa C. Salamat |
|                                  | Mario V. Zantua   |
|                                  | Sammy M. Empleo   |
|                                  | Imelda L. Lucos   |

Terms of Reference:

- Coordinate with the host division as regards the emcee, special numbers, and flow of the program
- Check the script of the emcee with the flow of the program.
- Ensure that the introduction of the keynote speaker is available and provide the introducer with a copy of the CV/bionote of the speaker.
- Ensure that activities are strictly followed based on the program and script of the emcee.
- Monitor of the flow of the program

| <b>Committee on Evaluation</b> |                    |
|--------------------------------|--------------------|
| Chair                          | Elino S. Garcia    |
| Co-chair                       | Gemma Bel C. Ojeda |
| Members                        | Buenalyn ManuelQAD |
|                                | Allain Alavarez    |



|  |                   |
|--|-------------------|
|  | Pacita Q. Lungcay |
|  | Danilo H. Ilagan  |
|  | Emelia M. Aytona  |
|  | Elena L. Lopez    |

#### Terms of Reference

- Prepare an online evaluation link for the conduct of the program.
- Disseminate the link to the attendees.
- Consolidate the responses and provide the HRDD with a copy of the evaluation, five working days after the conduct of the awarding.

| <b>Trophy, Certificates</b> |                       |
|-----------------------------|-----------------------|
| Chair (HRDD)                | Luz E. Osmeña         |
| Cochair                     | Jonalyn B. Pattalitan |
| Members                     | Donna L. Lago         |
|                             | Glenda E. Dela Torre  |
|                             | Joseph C. Damian      |
|                             | Alvin P. Metrillo     |

#### Terms of Reference:

- Design trophy and coordinate with the PRAISE Committee Chair for the approval of the design.
- Design and print certificates and prepare certificates of recognition for the winners and a keynote speaker.
- Once approved coordinate with asset management for the procurement of the trophies.
- Ensure that all the spellings of the names of the awardees are correct before printing the certificates and before forwarding them to the one who will make the trophy.
- Ensure that the delivery of the trophies is on time and check the quality.
- Assist the emcee during the awarding ceremony.

| <b>Traffic Management</b> |                   |
|---------------------------|-------------------|
| Chair (HRDD)              | Jason G. Sagaysay |
| Cochair                   | Louie Saldivar    |
| Members                   | Venson Cosio      |
|                           | Emivic Macarubbo  |
|                           | Bernie Rivera     |
|                           | Rommel Lugtu      |

#### Terms of Reference:

- Coordinate with the City Traffic Management Office on the arrival of vehicles of the Gawad Patnugot attendees to avoid delays/traffic jams.
- Provide the attendees a map/route to the venue through their SDO PRAISE Committee.
- Assign a parking area for the SDO and guests' vehicles around the venue.