

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



29 June 2022

Regional Memorandum

**ADDENDUM TO 2021 CALABARZON GAWAD PATNUGOT
AWARDING CEREMONIES**

To **Regional Praise Committee
RO Officials and Employees
Schools Division Superintendents**

1. Relative to the conduct of the 2021 CALABARZON Gawad Patnugot Awarding Ceremonies which will be held on **July 12, 2022 at 1:30 in the afternoon** at the City of Santa Rosa Multi-Purpose Complex, Sta. Rosa City, this Office releases additional information and administrative guidelines for all attendees to be observed relative to their attendance at the said event.
2. The finalists in all categories are requested to submit the following on or before July 5, 2022 via this link bit.ly/GP-Awarding21. The link also contains instructions regarding the required documents and video.

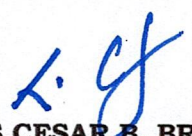
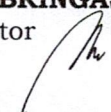
Individual Category	<ul style="list-style-type: none">• a-half body photo of the finalist in Filipiniana/Barong (<i>in high resolution</i>)• a 50-70- word article on their SY 2020-2021 outstanding accomplishments and innovations• a 30-second video specifications for the videos are as follows:<ul style="list-style-type: none">a. file format: MP4 (with 1080p or 720p resolution)b. dimensions: 1920px x 1080px (16:9)c. orientation: Landscaped. frame rate: 30 fps
School and SDO Categories	<ul style="list-style-type: none">• formal group picture of the school/SDO personnel and use the school or SDO building as the background (<i>in high resolution</i>)



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	<ul style="list-style-type: none"> • a 50-70- word article about the school/SDO on their SY 2020-2021 feats • a 30-second video specifications for the videos are as follows: <ul style="list-style-type: none"> a. file format: MP4 (with 1080p or 720p resolution) b. dimensions: 1920px x 1080px (16:9) c. orientation: Landscape d. frame rate: 30 fps
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3. All Gawad Patnugot attendees are requested to register online through this link bit.ly/2021GP-WorkCom on or before July 4, 2022. The SDO HRD SEPS are advised to ensure that their SDO attendees have registered on or before the set deadline.
4. For the smooth and organized flow of the awarding ceremonies, all Regional Office Working Committee Leads must ensure constant coordination with their SDO Sta. Rosa Working Committee Lead counterparts in carrying out their terms of reference.
5. Immediate and wide dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

cc/hrdd/praisengg/jnu

ADMINISTRATIVE GUIDELINES AND IMPORTANT REMINDERS

Program Flow and Technical:

- All Gawad Patnugot finalists must be at the venue at 10:00 a.m. on July 12 for the rehearsal and instructions.
- All Gawad Patnugot finalists must upload the requested video, photo, and article through the link bit.ly/GP-Awarding21 on or before the set deadline.

Registration and Reception:

- All attendees must register online through the provided link to confirm their attendance.
- HRD SEPS must ensure that their SDO participants have registered on or before the set deadline.

Refreshments/Food:

- The meals to be served are p.m. snacks and dinner.
- Plated meals will be served.
- Drivers will be provided with a food stub to claim their meals at the designated area.
- Attendees must sign in on the Meal Attendance Form which will be facilitated by the Food Committee.

Health Protocols:

- Health Declaration will be released on July 10, 5pm to be filled out and submitted by July 11 at 12nn. The forms will be validated by the SDO Santa Rosa Medical team and responses will be coordinated to the Registration Committee.
- Participants must upload their vaccination card to the Health Declaration Form Link (<https://bit.ly/HEALTHDECLARATIONF2FEVENTS>)
- Participants who are experiencing COVID like symptoms are advised not to attend the said event, they will be coordinated with their respective Division's Medical Section for validation and monitoring.
- Participants must wear an FDA approved disposable face mask. In case that participant would like to wear a cloth mask, an FDA approved disposable face mask must be worn beneath it.
- Social/Physical Distancing must always be observed during the event.
- Participants must be fully vaccinated.

Traffic Management:

- Attendees who will have vehicles will be provided with CAR PASS and PARKING and a Google Map of the place through their SDO SEPS.

Evaluation:

- An online evaluation link will be provided and must be answered to generate a Certificate of Appearance.