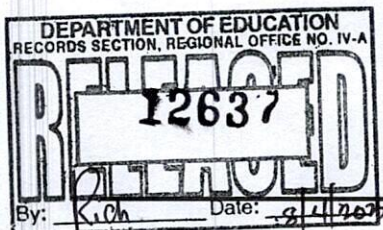


SENT to HRD, LAC



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



03 August 2023

Regional Memorandum

No.462 s.2023

**NEW SCHEDULE OF 8TH CALABARZON GAWAD PATNUGOT
AWARDING CEREMONIES AND GUIDELINES**

To **Regional PRAISE Committee**
Regional Office Functional Division and Unit Heads
Schools Division Superintendents
All Others Concerned

1. Relative to the conduct of the 8th CALABARZON Gawad Patnugot Awarding Ceremonies, this Office announces the new schedule of the said activity, which is on August 14, 2023, at 9:00 a.m., at the Lipa City Sports Academy, Brgy. Dagatan Lipa City. This year's theme is "*Matatag na kawani ng Gobyerno: Pag-asa sa Bawat Hamon ng Pagbabago.*" This Office also releases additional information and administrative guidelines for all attendees to observe during their attendance at the said event. Please refer to the attached enclosure for guidance.
2. This Office also requests the attendance of all 8th CALABARZON Gawad Patnugot awardees, SDO Rewards and Recognition focal persons, RO and SDO working committees, and award presenters to attend a virtual orientation and technical dry run via MS Teams. The PRAISE secretariat will provide the SDO R&R focal persons with the meeting link details to share it with their awardees. Below is the schedule:

Attendees	Time and Date
Gawad Patnugot Presenters	August 7, 2023, at 2:00 p.m.
Gawad Patnugot RO and SDO Lipa Working Committees	August 8, 2023, at 9:00 a.m.
Gawad Patnugot Awardees	August 8, 2023, at 2:00 p.m.

3. Other information about the 8th CALABARZON Gawad Patnugot Awarding Ceremonies, please visit this site <https://bit.ly/2023-CALABARZON-GP>.
4. To ensure the smooth conduct of the awarding ceremonies, Regional Office Working Committees need to be at the venue on Sunday, August 13, 2023, to carry out their tasks as specified in their respective Terms of Reference. The advance party of the Regional Office Working Committees can be accommodated at NEAP Malvar if they choose to stay overnight. Travel, food,

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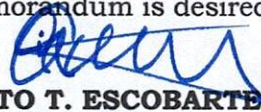

Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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and accommodation expenses for all RO attendees shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate and wide dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

Enclosure 1:

8th CALABARZON GAWAD PATNUGOT AWARDING CEREMONIES ADMINISTRATIVE GUIDELINES

Theme: *Matatag na Kawani ng Gobyerno: Pag-asa sa Bawat Hamon ng Pagbabago*

General Guidelines:

1. All 8th CALABARZON Gawad Patnugot awardees must be at the venue at 8:00 a.m. on August 14, 2023, for the rehearsal and final instructions.
2. The program shall commence at 8:30 a.m. for the announcements, protocols, and reminders.
3. Only the awardees and their SDSs **or** ASDSs will come up on stage for the awarding. Other SDO attendees will be ushered to a designated area for their photo opportunity.
4. An official Gawad Patnugot photographer will be present for the entire duration of the event. Hence, SDOs with awardees must **one** photographer, who should be one of the attendees, to take photos during the awarding on stage.
5. Awardees will be called to come up the stage based on their arrangement on the released Regional Memorandum re Gawad Patnugot Awardees.

Registration and Reception Committees:

- All attendees must register online using the provided link to confirm their attendance.
- HRD SEPS/EPS II must ensure that their SDO participants have registered on or before the set deadline. They shall also ensure that their SDO attendees have signed in the registration form.

Refreshments/Food:

- The meals to be served are a.m. and p.m. snacks and lunch.
- Plated meals will be served.
- Attendees must sign in on the Meal Attendance Form which will be facilitated by the Food Committee.

Health Protocols:

- 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.

Traffic Management:

- Gawad Patnugot attendees must adhere to the number of vehicles allotted per SDO. To ensure that they will be accommodated in the designated parking area, it is encouraged that attendees practice CARPOOLING.
- Attendees who will have vehicles will be provided with CAR PASS and PARKING and a Google Map of the place through their SDO R and R focal persons.

Program Invitation:

- The committee in-charge will provide the hardcopy of program/invitation to the SDO R&R focal persons or to the HRD SEPS/EPS II during the registration. Soft copy will be shared with the SDO R&R focal persons.

Evaluation:

- An online evaluation link will be provided and must be answered to generate a Certificate of Appearance which will be prepared by the host SDO.