



December 18, 2017

REGION MEMORANDUM

HRDD No. 32, s. 2017

**2nd Grand Awarding Ceremonies for DepEd XII
Outstanding Teaching and Non-Teaching Employees**

To: Schools Division Superintendents

This Region

1. With reference to Region Memorandum No. 96, s. 2017 dated September 1, 2017 re: Regional Search for 2017 Outstanding Teaching and Non-Teaching Employees, all Schools Division Offices (SDOs) are hereby informed that the final schedule and venue for the **Awarding Ceremonies** shall be on **December 27, 2017** at the **Greenleaf Hotel**, Gen. Santos City. The event shall commence at 1:30 PM; hence, all invited SDO officials and nominees are expected to be at the venue before the set time schedule.

2. This regional-led activity aims to recognize the outstanding performances of both the teaching and non-teaching employees; provide awards and incentives to the awardees; document the promising stories of commitment and services of the awardees; and sustain the DepEd's PRAISE implementation at all levels.

3. The invited SDO Officials to attend in this activity are the SDS, ASDS, SGOD and CID chiefs, 5 EPS, 2 SEPS/EPS for HRTD and the 17 awardees. For the Regional Office, the RD, ARD, 8 Division Chiefs and the Program Committee (ProgCom) members are enjoined to attend. **All SDOs are advised to ensure attendance of their nominees who have been officially endorsed for the regional level search** and to strictly follow the required number of participants per SDO:

| Region/ Division | RD/ SDS | ARD/ ASDS | Division Chief | RO ProgCom members / SDO EPS | SEPS/ EPS HRTD | Award- ees | TOTAL PAX |
|---------------------|------------|--------------|-------------------|---------------------------------------|----------------------|---------------|--------------|
| Regional Office | 1 | 1 | 8 | 40 | | | 50 |
| Cotabato City | 1 | 1 | 2 | 5 | 2 | 17 | 28 |
| Kidapawan City | 1 | 1 | 2 | 5 | 2 | 17 | 28 |
| Cotabato | 1 | 1 | 2 | 5 | 2 | 17 | 28 |
| Sultan Kudarat | 1 | 1 | 2 | 5 | 2 | 17 | 28 |
| Tacurong City | 1 | 1 | 2 | 5 | 2 | 17 | 28 |
| South Cotabato | 1 | 1 | 2 | 5 | 2 | 17 | 28 |
| Koronadal City | 1 | 1 | 2 | 5 | 2 | 17 | 28 |



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REGION XII

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|---------------------------|----|----|----|----|----|-----|------------|
| Gen. Santos City | 1 | 1 | 2 | 5 | 2 | 17 | 28 |
| Sarangani | 1 | 1 | 2 | 5 | 2 | 17 | 28 |
| Total Participants | 10 | 10 | 26 | 85 | 18 | 153 | 302 |

4. The official list of awardees who are invited to attend the awarding ceremonies shall be issued to all SDOs the soonest through a separate advisory.

5. The dress code for the event shall be Filipiniana gown and Barong Tagalog for all awardees while DepEd officials including the technical working committees are advised to wear gown for the female and coat and tie for the male.

6. The City Schools Division of Gen. Santos City shall be responsible for the stage decoration in coordination with the hotel management.

7. The program of activities and list of working committees for this event are reflected in Enclosures Numbers 1 and 2 of this Regional Memorandum for reference and guidance.

8. Food, venue, stage decoration, awards and incentives shall be chargeable to the RO MOOE while the travel expenses of attendees shall be charged to the division local funds or school local funds subject to the usual accounting and auditing rules and regulations.

9. For information, guidance and immediate compliance of all concerned.

DR. ARTURO B. BAYOCOT, CESO V
OIC-Regional Director



Enclosure 1: Program of Activities

**2nd Grand Awarding Ceremonies for DepEd XII
Outstanding Teaching and Non-Teaching Employees**

December 27, 2017 (1:30pm) @ Green Leaf Hotel, GSC

Theme: Public service equals quality of actions and integrity of intention.

PROGRAM OF ACTIVITIES

| TIME | ACTIVITY | PERSON IN-CHARGE |
|-------------|--|--|
| 1:30-2:00PM | Arrival and Registration | Secretariat |
| 2:00-5:00PM | Prologue | |
| | Philippine National Anthem | |
| | Invocation | |
| | Regional Hymn | |
| | Welcome Remarks | Gildo G. Mosqueda, CEO V SDS, Gen. Santos City |
| | Introduction/Acknowledgment of DepEd Key Officials, Guests and Awardees | SDS Romelito G. Flores, CESO VI Kidapawan City SDO |
| | Intermission | |
| | Introduction of the Keynote Speaker | Dr. Arturo B. Bayocot, CESO V OIC-Regional Director Luz |
| | Keynote Speaker | Hon. Leonor M. Briones DepEd, Secretary |
| | Introduction of the Guests from DepEd Central and CSC 12 | SDS Omar Obas, CESO VI Cotabato SDO |
| | Message | DepEd CO |
| | Intermission | |
| | Message | CSC 12 |
| | Awarding Ceremonies by Category A. Teaching Employees: <ul style="list-style-type: none">▪ Outstanding Elementary School Teacher (Teacher I - III)▪ Outstanding Secondary School Teacher (Teacher I – III)▪ Outstanding Elementary Master Teacher (Master Teacher I- II)▪ Outstanding Secondary Master Teacher (Master Teacher I- II)▪ Outstanding Kindergarten Teacher▪ Outstanding ALIVE Teacher▪ Outstanding IPed Teacher▪ Outstanding SPED Teacher▪ Outstanding ALS Teacher (Mobile, DALCs/ ABOT-ALAM Teacher) | RD, ARD, SDS and Invited Guests |



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| | | |
|---|--|--|
| | <ul style="list-style-type: none">▪ Outstanding Multi-Grade Teacher | |
| | Intermission | |
| | <ul style="list-style-type: none">▪ Outstanding Elementary School Head Teacher (HT/IH/TIC)▪ Outstanding Secondary Head Teacher School (HT/IH/TIC)▪ Outstanding Elementary School Principal (Principal I to IV)▪ Outstanding Secondary School Principal (Principal I to IV)▪ Outstanding District Supervisor/ PSDS/PIC (Principal In-Charged of the district/PIC) <p>Non-Teaching Employees:</p> <ul style="list-style-type: none">▪ Outstanding Nurse <p>Outstanding Bookkeeper</p> | |
| | Intermission | |
| | Closing Remarks | Dr. Evelyn R. Fetalvero, CESO V OIC – Assistant Regional Director |
| <p><i>Master of Ceremonies/Program Facilitator:</i> Antonio Maganto, Jr., AO V</p> | | |



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Enclosure 2: Working Committees

Working Committees

| Committee | Key Tasks and Persons Involved |
|--|---|
| Over-all Management | <i>Provides directions, oversight management support and expert advice on the design, plan and actual implementation of the activity.</i> |
| Lead Persons | Dr. Arturo B. Bayocot, CESO V - OIC-Regional Director Evelyn R. Fetalvero, CESO V OIC-Asst. Regional Director |
| Members | Dr. Heria S. Abpi, Dr. Glenn Bisnar, Macario M. Ontal, Luz Lalli Ferrer, Dr. Napoleon Gio, Ma. Lourdes Sanchez, Fatima-Ilon Adza, Dr. Melinda Rivera |
| Finance & Registration | <i>Takes care of the funding allocation for the activity, accommodation of guests and reservation of the activity venue.</i> <i>Ensures all budget requirement of the activity are provided.</i> |
| Lead Person | Ma. Lourdes Sanchez |
| Members | Noren Grace Laguting, Lydia Initan, Jeanette Delima, Isha Satar, Cheryl Villa, Emerin Astillero, Ruby Aguilar |
| Program and Invitation | <i>Prepares the activity design/proposal, program and invitation.</i> <i>Ensures all RO staff/personnel are informed about their tasks during the activity.</i> <i>Coordinates with concerned guests and speakers.</i> |
| Lead Person | Luz Lalli L. Ferrer |
| Members | Kathrine Lotilla, Regan Dagadas, Samsudin Paraid, Ulysses Laruya & Helen Armada |
| Ways and Means & Transportation | <i>Leads the coordination and arrangement of the transport services for the activity from the station/office to the venue and back.</i> <i>Provide immediate support/assistance in response to any pressing issues/concerns during the actual conduct of the activity.</i> |
| Lead Person | Agney Taruc |
| Members | Johnny Sumugat, Rogelio Radaza, Dr. Walid Abdula & Mudin Bantas |
| Food Preparation | <i>Leads the preparation or provision of food stuff (in coordination with hotel management) for all participants.</i> <i>Ensures enough, healthy and halal food for all.</i> |
| Lead Person | Gilda Orendain |
| Members | Grace Patrice Mondragon, Joelita Aguilar, Shiela Reyes |
| Ushering | <i>Welcomes and assists guests and visitors upon arrival to the venue and during the awarding program proper.</i> |
| Lead Person | Dr. Melinda Rivera |
| Members | Josie Quijano, Nida Lumunsad, Suzanne Berba and selected teachers |



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| Awards, Plaques/Token and Certificates | <i>Prepares the design and facilitate the purchase of awards, prizes or tokens; takes charge in the preparation and distribution of the certificates</i> |
| Lead person | Dr. Shirley Bulosan |
| Members | Dr. Norman Valeroso, Jose Leody Armada, Joseph Russel Farnazo, Razul Sinarimbo, Ma. Amor Lasalita, Emma Melod, Ulyses Laruya |
| Medical Team | <i>Prepares and organizes medical response team in case of emergency situations. Provide immediate medical assistance to those participants with health concerns.</i> |
| Lead persons | Dr. Sylvia Vivian P. Galang |
| Members | Dr. Mina Fe Ruz, Ma. Lourdes Ines |
| Procurement | <i>Ensures that the conduct of the activity is compliant to procurement process.</i> |
| Lead person | Napoleon J. Gio |
| Members | BAC Secretariat |
| Documentation, Venue Lay-out & Signages | <i>Documents the proceedings and workshop outputs of the activity. Leads the video or photo documentation of the activity. Prepares a concise end of the activity report.</i> |
| Lead person | Shirley G. Saur |
| Members | Arturo Tingson, Russel Farnazo, Ismeal Ngitngit, Engr. Ian Basil, Rey Gallardo, Helen Armada |
| Peace & Security | <i>Leads the coordination to local authorities for the travel security of the regional staff from station to activity venue and back.</i> |
| Lead person | Dr. Magdalena Duhilag, |
| Members | Agney Taruc, Gilbert Barerra & Mudin Bantas, Jade Palomar |
| Multi-media & Sounds System | <i>Takes charge of the multi-media and powerpoint presentations including the quality of the audio or sounds system</i> |
| Lead person | Aldwin A. Opre |
| Members | Edgarmel Dacut, Ismael Ngitngit, Renz Charles Nadela |
| Program Coordination & Facilitation | <i>Takes care of the program facilitation, ensures smooth transition of activities Facilitates a lively and meaningful program of activities.</i> |
| Lead Person | Gerardo Magno |
| Members | Emily Enolpe, Arturo Tingson, Nida Lumunsad and Antonio Maganto |
| Stage Decoration | <i>Facilitates the arrangement and decoration of the stage and the venue.</i> |
| Lead Persons | Juliet F. Lastimosa |
| Members | Lito Adanza, Anita Gonzales and John Michael Castino |