



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

11 November 2021

DIVISION MEMORANDUM
No. 477, s. 2021

**ADDENDUM TO DM 415 S.2021 RE: DIVISION LEVEL SEARCH FOR
2021 OUTSTANDING DISTANCE LEARNING IMPLEMENTERS AND OUSTANDING
LEARNING MODALITY IMPLEMENTER**

To: **Asst. Schools Division Superintendent**
Division Chiefs
All Unit/Section Heads
Division PRAISE Committee
All Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. Relative to DM 415, s.2020 *Re: Division Level Search for 2021 Outstanding Distance Learning Implementers and Outstanding Learning Modality Implementer*, this Office informs the field of the additional categories for non-teaching personnel to the awards cited from the originally released memorandum.

2. The PRAISE Committee shall conduct a screening to the following categories:
 - a. Outstanding Level 1 Non-Teaching Personnel (Salary Grade 4-10)
 - b. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)
[with supervisory function]
 - c. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)
[without supervisory function]
 - d. Outstanding Education Program Supervisor
 - e. Outstanding Job Order (*Teacher-Aide/ School Office Secretary*)
 - f. Outstanding Job Order (*Utility & Watchman*)





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3. Please see Enclosure 1 for the criteria and other guidelines set for these categories. Nominated personnel per unit/section shall submit their pertinent papers to **REMY JANE MACANA**, *PRAISE Secretariat*, on or before **November 26, 2021**.
4. Moreover, attached is the composition of the Technical Working Committee of the aforementioned activity (*Enclosure 2*).
5. All other provisions in the previous memorandum shall remain in effect.
6. For dissemination and strict compliance.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

PRAISE COMMITTEE

MOPSTA

NON TEACHING





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Enclosure 1: Criteria for Outstanding Non-Teaching Personnel

1. Group A

- a. Outstanding Level 1 Non-Teaching Personnel (Salary Grade 4-10)
- b. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)
[with supervisory function]
- c. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)
[without supervisory function]
- d. Outstanding Education Program Supervisor

Criteria

IPCRF Rating (recent) —	40%
Character & Commendable conduct <i>(Recommendations and Write-ups of Heads And Testimonies of Five (5) Colleagues)</i>	20 %
Innovations (relative to work assignment)	20%
Programs and Projects Implemented <i>(Significant Accomplishments in the new normal)</i>	20%
TOTAL	100%

2. Group B

- a. Outstanding J.O (Teacher-Aide)
- b. Outstanding J.O (Watchman)

Character & Commendable conduct <i>(Recommendations and Write-ups of Heads And Testimonies of Five (5) Colleagues)</i>	40 %
Attendance and Punctuality <i>(Attach signed DTR for the last 3 months)</i>	30 %
Outstanding Accomplishment <i>(Relative to work assignment)</i>	30 %
TOTAL	100%





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Enclosure 2: Technical Working Committees

GEMs Award “Pagpupugay, Pasasalamat at Pag-alala”
2021 Outstanding Learning Modality Implementer and Outstanding Non-Teaching
Personnel

WORKING COMMITTEES

COMMITTEE	MEMBERS	TASKS
Over-all Head, Technical Working Group	Chair: Dr. Olga C. Alonsabe, CESE Schools Division Superintendent Co-Chair: Dionesio L. Liwagon, Jr., CESE Members: Rolly B. Labis, EdD Ninian A. Alcasid, PhD Jeffrey M. Martinez Anna Mae M. Atillo	1. Prepares the following documents relative to the conduct of the activity: 1.1 Complete Staff Work, Division Memorandum 1.2 Estimated Budget, TORs and Compositions of Working Committees. 2. Coordinates arrangement of the venue 3. Invites and attends to the needs of the guests 4. Facilitates the preparation and overall flow of the program 5. Troubleshoots problem areas, if any
Program	Chair: Karen Rose Serrania Co-Chair: Remy Jane Macana Member: Merogim Mugot	1. Prepares the program, activity design 2. Coordinates with the invitation committee 3. Ensures that the awardees and guests are at the venue prior to their presentation/speech





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Selection Process and Awarding Ceremony	Chair: Anna Mae M. Atillo Co-Chair: Felanie Marie A. Lim Members: Kenneth Angel Guillena Gerlissa Amoguis	1. Reviews the masterlist of awardees 2. Facilitates the overall flow of the awarding ceremony
Invitation	Chair: Maricris P. Quismundo Co-Chair: Nilo L. Lomongo Member: Nishi M. Abratiguin	1. Invites stakeholders and delivers letter/ invitation to the concerned persons 2. Coordinates with the Registration Committee on the number of participants per category
Food	Chair: Jeffrey M. Martinez Co-Chair: Eulita Castillo Member: Flord May Domiguez	1. Coordinates with the caterer 2. Ensures that the caterer abides by the provision of the Sanitation Code of the Philippines
Communication	Chair: Karen Rose A. Serrania Co-Chair: Merogim Mugot Member: Jurica Ethel Estrada	1. Follow-ups and confirms guests and participants 2. Prepares the consolidated list of guests/participants
Finance	Chair: Maricel B. Jangao, CPA Co-Chair: Stephanie Saligumba, CPA Members: Rizan L. Sardane Gabriel Labadan Cherry Lou D. Asequia	1. Settles obligation incurred before and during the activity 2. Prepares documents and distributes the prizes





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Supplies and Materials	Chair: Alan Saculingan Co-Chair: Honeyluz Sabuero Member: Dexter A. Carangcarang	1. Prepares lei/corsage 2. Coordinates with the Usherette Committee 3. Coordinates with the Decoration Committee
Decoration	Chair: Johnell Vacalares Co-Chair: Bob Paquinol Members: Raymung Tomarong All ALS	1. Prepares the plan and budget and present it to the EXECOM 2. Prepares the layout and installs the backdrop (tarpaulin/paper tarpaulin) 3. Decorates the venue
Physical Arrangement	Chair: Nilo Lomongo Co-Chair: Kevin Asequia Member: Jerome Suguilon	1. Coordinates with the decoration committee for the table skirting 2. Sets-up the physical arrangement of the venue in adherence to IATF rules and regulations 2. Prepares the plan on the assigned area of the participants by category 3. Arranges chairs in adherence to 1 m social distancing 4. Places markers on the assigned sets of the participants and guests





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Registration and Attendance	Chair: Felanie Marie A. Lim (SDO) Co-Chair: Kenneth Angel B. Guillena (Stakeholders/Non-DepEd) Members: Esmael V. Malaco, Jr. (Secondary) Randy Rhys U. Capistrano (Elementary)	1. Prepares Registration Form and Attendance Sheet 2. Takes charge of registering and checking the attendance of the participants
Usher/Usherette	Alsamel B. Paisano Sheila Mae B. Acero Ricca Stephanie E. Oco Eleonor M. Remonsada Edjie P. Dagopioso	1. Prepares and distribute lei to guests and dignitaries 2. Assists and ushers the guest and visitors 3. Coordinates with the Committee on Physical arrangement on the sitting arrangement of the guests and participants 4. Facilitates the cuing of the awardees to the stage
Documentation	Chair: Romel C. Abang Co-Chair: John Perkins Sillabe Member: Jenice Mae Lolo	1. Takes note of the preliminaries 2. Takes pictures or videos of activities 3. Documents the activities
Photo	Chair: Romel C. Abang Co-Chair: Jaypee Aturo Member: Erika Capili	1. Takes the photos of the awardees for virtual presentation 2. Submits photos of the awardees to the Regional Search Committee
Broadcast	Chair: Helen E. Maasin, PhD Co-Chair: Margie Valmoria, PhD Members: CID EPSs	1. Coordinates the live broadcasts at Savior Radio





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Sound System	Chair: Roque R. Sabasaje Co-Chair: Rex Marante Members: ALS	<ol style="list-style-type: none">1. Coordinates with the program Committee on the flow of the event2. Ensures that music/video are arranged according to the flow of the program3. Checks the readiness of the sound system, microphones and other electronic device
IT Set up & Portrait for Awardees	Chair: Sherrie R. Dungog Co-Chair: Glenn John Isiderio Member: Reygie Pading	<ol style="list-style-type: none">1. Installs projector/s in the venue2. Coordinates and check the sound system3. Assigns in-charge in safe keeping of the projectors at the venue
Health and Safety Protocol	Chair: Dr. Gladys Cabeltes Co-Chair: Dr. Nurus Alonto Members: ALL NURSES	<ol style="list-style-type: none">1. Ensures that the minimum health standards are strictly observed2. Attends to the medical needs of participants and guests
Certificates	Chair: Jurica Ethel L. Estrada Co-Chair: Nishi Abratiguin Members: Rosa Maria Rebusto	<ol style="list-style-type: none">1. Prepares and prints the Certificate of Appearance, Participation, and Recognition2. Facilitates the distribution of the certificates
After Care	Chair: Jeffrey M. Martinez Members: All JO	Restores the venue after the activity



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Masters of Ceremonies	Carmy Macua and Eljior Estrada Consultants: Karen Rose A. Serrania Merogim M. Mugot	1. Facilitates the flow of the program 2. Coordinates with the sound system committee
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Approved:

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

