



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

December 11, 2023

DIVISION MEMORANDUM

No. 81, s. 2023

DIVISION GAWAD PARANGAL 2023

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads Concerned
Division PRAISE Committee Members and Secretariat
All Others Concerned

1. Per DepEd Order No. 9, s. 2002 titled "Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) Committee in the Department of Education", and in support to Regional Memorandum No. 150, s. 2023 re: Search for Outstanding Achievers in the Region (SOAR) 2024, this Division through the Division PRAISE Committee, announces the conduct of the **Division Gawad Parangal 2023 on December 19, 2023, 2:00PM at the SDO Marinduque Conference Hall, Brgy. Malusak, Boac, Marinduque.**
2. This rewards and recognition activity aims to:
 - a. recognize outstanding accomplishments, effective practices, and commendable innovations of teaching, teaching-related, and non-teaching personnel in the Division;
 - b. express sincere gratitude to employees for their priceless support, effort, and contribution to the different programs, projects, and activities of the Division; and
 - c. provide interventions to motivate employees in furthering their accomplishments based on the key result areas of their respective positions.
3. Attendees in this activity are the Division awardees, National Storybook Writing Competition awardees, Division PRAISE Committee Members and Secretariat, Members of the Technical Working Committee, and all SDO Marinduque Key Officials whose names are found in the enclosure. **All attendees must come in modern Filipiniana and Barong Tagalog attire.**

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4. Awardees, performers, and masters of ceremony are requested to be at the venue on December 19, 2023 at 9:00 AM for the rehearsal. Whereas, assembly time of all the awardees and attendees for the awarding ceremony will be at 1:00 PM.
5. Members of the Technical Working Committee shall have a meeting on December 14, 2023 at 9:00 AM at the SDO Marinduque Conference Hall, Malusak, Boac, Marinduque to discuss matters about the activity.
6. The Committee on Physical Arrangement, Stage Design, and Logistics members are requested to render overtime services on December 16 and 17, 2023 for the venue preparation. They are entitled to earn Service Credits (for teachers) and Compensatory Time-Off (for non-teaching personnel) for the services they have rendered pursuant to DepEd Order No. 53 series of 2003.
7. There shall be provision of food for the participants charged against SARO (OSEC4B-23-3512) subject to the usual accounting and auditing rules and regulations.
8. Attached as enclosures are the following:
 - A. Enclosure No. 1: List of Awardees
 - B. Enclosure No. 2: List of Attendees
 - C. Enclosure No. 3: Activity Matrix
 - D. Enclosure No. 4: Technical Working Committee
9. Immediate dissemination of the contents of this Memorandum is desired.


LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encls: As stated

References: DepEd Order No. 9, s. 2002
Regional Memorandum No. 150, s. 2023

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

AWARDS RECOGNITION

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LIST OF AWARDEES
Division Gawad Parangal 2023

CATEGORY	NAME	POSITION	SCHOOL/OFFICE	DISTRICT
Outstanding ALS Teacher	Marino L. Medina	Teacher III	Alternative Learning System	Buenavista
Outstanding Inclusive Education Teacher	Jonavell P. Ramento	Special Education Teacher III	Sta. Cruz North Central School	Sta. Cruz North
Outstanding Kindergarten Teacher	Linny M. Rey	Teacher II	Buenavista Central School	Buenavista
Outstanding Elementary School Teacher	Mary Grace R. Palmero	Teacher II	Gabalton Elementary School	Sta. Cruz South
Outstanding High School Teacher	Jhon Mark P. Mercene	Teacher III	Yook National High School	Buenavista
Outstanding Elementary School Master Teacher	Jake C. Yao	Master Teacher II	Mogpog Central School	Mogpog
Outstanding High School Master Teacher	Riena I. Rodriguez	Master Teacher III	Marinduque National High School	Boac North
Outstanding Elementary School Principal	Joven M. Mogol, EdD	Principal II	Lupac-Tabigue Elementary School	Boac North
Outstanding High School Principal	Thelma M. Salvacion	Principal I	Buenavista National High School	Buenavista
Outstanding Supervisor	Mariam B. Rivamonte, EdD	Education Program Supervisor	Learning Resource Management, CID	Schools Division Office
Outstanding Teaching-Related Personnel	Fretzie P. Alcantara, EdD	Senior Education Program Specialist	School Management, Monitoring and Evaluation, SGOD	Schools Division Office
Outstanding Non-Teaching (1 st Level) Personnel	Michelle M. Malabunga	Administrative Assistant III	Cash Unit, OSDS	Schools Division Office
	Collen Murphy P. Robles	Administrative Assistant III	Landy National High School	Sta. Cruz North
Outstanding Non-Teaching (2 nd Level Personnel)	Maridell F. Hermosa	Administrative Officer IV	Personnel Unit, OSDS	Schools Division Office
Service Award (40 years in service)	Odalisa J. Jalac	Principal I	Ino Elementary School	Mogpog
Superintendent's Choice Award	<i>*to be announced during the Division Gawad Parangal 2023</i>			

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SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

LIST OF AWARDEES FOR 2023 STORYBOOK WRITING COMPETITION

CATEGORY 1, GRADE 4

RANK	WRITERS	School Head	School/DISTRICT
1	Lyka S. Sadiwa	Ricky H. Mantal	Balaring-Caganhao, Boac South
2	Christine M. Dapito	Edna M. Jalos	Marlangga ES, Torrijos
3	Euzualina R. Gaspard	Ma. Cecilia R. Par	Lipa ES, Santa Cruz South

RANK	ILLUSTRATORS	School Head	School/DISTRICT
1	Lyka S. Sadiwa	Ricky H. Mantal	Balaring Caganhao, Boac South
2	Hermelyn Pimentel Quinto	Meleah P. Rey	Cagpo ES, Torrijos
3	Mary Grace R. Palmero	Maria Paz S. Pernia	Gabalton ES, Santa Cruz South

CATEGORY 1, GRADE 5

RANK	WRITERS	School Head	School/District
1	Gieselle R. Ramos	Marcelo R. Naranjo	Sihi NHS, Buenavista
2	Jhonar L. Arenas	Pinky M. Mabiog	Mainit ES, Boac South
3	Kristelle Ann P. Garcia	Madilyn P. Quirona	Punong NHS, Santa Cruz North

RANK	ILLUSTRATORS	School Head	School/District
1	Christian Fiegalan	Myra R. Labay (PSDS)	Timbo ES, Buenavista
2	Chrisman S. Logatoc	Crizaldo T. Jinang	Canat ES, Boac South
3	Kay Joanne L. Peregrin	Democrito M. Nazareno	MNHS, Boac North District

CATEGORY 1, GRADE 6

RANK	WRITERS	School Head	School/ DISTRICT
1	Allen A. Peregrin	Dave Henry R. Nobleza	Ipil NHS, Santa Cruz North
2	Kimberly M. Rodelas	Richard P. Ordillano	Mongpong ES, Santa Cruz South
3	Catherine D. Rodriguez	Marilyn P. Alaras	Hupi ES, Santa Cruz North District

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RANK	ILLUSTRATORS	School Head	School/District
1	Kay Joanne L. Peregrin (Democrito M. Nazareno	MNHS, Boac North
2	Kimberly M. Rodelas	Richard P. Ordillano	Mongpong ES, Santa Cruz South
3	Vincent L. Maderazo	Aurea L. Mazo (PSDS)	Hinapulan ES, Boac North

CATEGORY 2, GRADE 1

RANK	WRITERS	School Head	SCHOOL	DISTRICT
1	Karen Moneth A. Rey	Directress/Principal: Mrs. Araceli M. Rolluqui	Escuela de Gratia Plena, Inc.	Santa Cruz South
2	Maria Fe R. Sales	Director: Rev. Fr. Jovin P. Grimaldo OIC: Mrs. Ederlyn M. Frias	Our Mother of Perpetual Succor Academy	Torrijos
3	Rowena R. De Vera	School Director - Rev. Fr. Martin B. Puertollano Jr. School Principal - Sr. Rachelle L. Landicho, MCST	Holy Infant Parochial School	Santa Cruz South

CATEGORY 2, GRADE 2

RANK	WRITERS	SCHOOL HEAD	SCHOOL	DISTRICT
1	Abegail B. De Luna	Director: Rev. Fr. Alexander M. Llante OIC: Sister Mercedesita M. Mangubat	Holy Child Jesus Parochial School	Buenavista
2	Sherlyn R. Moldon	School Director - Rev. Fr. Martin B. Puertollano Jr. School Principal - Sr. Rachelle L. Landicho, MCST	Holy Infant Parochial School	Santa Cruz South
3	Sheila P. Rocafor	Director: Rev. Fr. Jovin P. Grimaldo OIC: Mrs. Ederlyn M. Frias	Our Mother of Perpetual Succor Academy	Torrijos

CATEGORY 2, GRADE 3

RANK	WRITERS	SCHOOL HEAD	SCHOOL	DISTRICT
1	Marjorie D. Colopano	Director: Rev. Fr. Jovin P. Grimaldo OIC: Mrs. Ederlyn M. Frias	Our Mother of Perpetual Succor Academy	Torrijos
2	Nancy R. Par		Our Mother of Perpetual Succor Academy	Torrijos
3	Karen Moneth A. Rey	Directress/Principal: Mrs. Araceli M. Rolluqui	Escuela de Gratia Plena, Inc.	Santa Cruz South

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CATEGORY 3, KINDER (WORDLESS)

RANK	WRITER/ILLUSTRATOR	SCHOOL HEAD	School/DISTRICT
1	Leah C. Llana	Cecilia R. Logatoc	Sawi ES, Boac North
2	Cristel M. Lagrama	Mary Ann M. Luistro	Maybo ES, Boac South
3	Kay Joanne L. Peregrin	Democrito M. Nazareno	MNHS, Boac North

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LIST OF ATTENDEES
Division Gawad Parangal 2023

No.	Name	Position	Office/School
SDO Officials/Personnel			
1	Dr. Lynn G. Mendoza	OIC, SDS	OSDS
2	Felix M. Famaran	ASDS	OASDS
3	Ma. Cecilia S. Manay	CES	SGOD
4	John M. Chavez	CES	CID
5	Maita M. Lazares	EPS	SGOD
6	Dr. Ma. Shiela S. Saet	EPS	CID
7	Cristina R. Raza	EPS	CID
8	Rolito M. Dela Cruz	EPS	CID
9	Florie M. Regencia	EPS	CID
10	Jelly L. Sore	EPS	CID
11	Dr. Nestor T. Rualo	EPS	CID
12	Dingson A. De Sena	EPS	CID
13	Maridel G. Lincallo	PSDS	Torrijos District Secondary Schools
14	Aurea L. Mazo	PSDS	Boac North District
15		OIC-PSDS	Boac South District
16	Dr. Josephine V. Marciano	PSDS	Mogpog District
17	Constancia R. Vasco	PSDS	Sta. Cruz North District
18	Warlito P. Constantino	PSDS	Sta. Cruz South District
19	Dr. Maria Lourdes P. Ricohermoso	PSDS	Sta. Cruz East District
20	Dr. Jay P. Peña	PSDS	Torrijos District
21	Myra R. Labay	PSDS	Buenavista District
22	Dr. Elvin C Perlas	PSDS	Gasán District
23	Atty. Ayzel R. Palmero	Attorney III	OSDS-Legal
24	Dr. Rica Mai O. Larga	MO III	SGOD-SHNS
25	Engr. David M. Zoleta, Jr.	ITO I	OSDS-ICTS
26	Engr. Arnold M. Moreno	Engineer III	SGOD-EFS
27	Kyle David V. Atienza	SEPS	SGOD-HRDS
28	Bernadith R. Lacerna	SEPS	SGOD-PRS
29	Dr. Melanie M. Mendoza	SEPS	SGOD-SMNS
30	May Bernadeth O. Dela Rosa	AO V	OSDS-Admin
31	Arlene M. Marasigan	AO V	OSDS-Budget
32	John Dhelter P. Pastrana	Accountant III	OSDS-Acctg
33	Marisol O. Luarda	Planning Officer III	SGOD-PRS
34	Dr. Herbart L. Lastra	Dentist II	SGOD-SHNS
35	Dr. Eugenil L. Rodil	Dentist II	SGOD-SHNS
36	Dr. Queza Rina Q. Membrebe	Dentist II	SGOD-SHNS
37	Abet R. Faundo	EPS II	SGOD-SHNS
38	Rey R. Raymundo	EPS II	SGOD-HRDS
39	Mayda N. Lagran	EPS II	SGOD-SMMES
40	Michelle M. Mutya	EPS II	SGOD-SMNS
41	Chona S. Recto	EPS II	CID-ALS
42	Ma. Concordia M. Eborá	EPS II	CID-ALS
43	Susan P. Fatalla	Nurse II	SGOD-SHNS
44	Thessie P. Oracion	Nurse II	SGOD-SHNS
45	Perry N. Jardiniano	Nurse II	SGOD-SHNS
46	Jarrence S. Narito	Nurse II	SGOD-SHNS

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47	Kym Luzette S. Maming	Nurse II	SGOD-SHNS
48	Loida M. Ordillano	Nurse II	SGOD-SHNS
49	Shenalyn P. Peñascosas	Nurse II	SGOD-SHNS
50	Rowena M. Malabana	Nurse II	SGOD-SHNS
51	Melanie M. Llasos	Nurse II	SGOD-SHNS
52	Maria Kristine Nicola D. Iglesia	Nurse II	SGOD-SHNS
53	Joy Eltona N. Raza	Nurse II	SGOD-SHNS
54	Ana Mae SD. Luslos	Nurse II	SGOD-SHNS
55	Susan S. Tan	Nurse II	SGOD-SHNS
56	Charmain F. Mogol	Librarian II	CID-LRMS
57	John Mark S. Saporna	PDO II	CID-LRMS
58	Edgar H. Loto	PDO II	SGOD-SMNS
59	Jinky L. Meron	AO IV	OSDS-Records
60	Ruby M. Tan	AO IV	OSDS-Supply
61	Aleli L. Arceo	AO IV	OSDS-Cash
62	Glaiza T. Palatino	PDO I	SGOD-YFS
63	Josefina P. Brual	PDO I	SGOD-YFS
64	Engr. Jezreel T. Serra	Engineer (CO)	SGOD-EFS
65	Engr. Oliver T. Martillano	Engineer (CO)	SGOD-EFS
66	Diana M. Lineses	ADAS III	OSDS
67	Randy M. Llana	ADAS III	OASDS
68	Lorena J. Luci	ADA VI	OSDS
69	Wendy P. Lasic	Dental Aide	SGOD-SHNS
70	Benedicto R. Mogol	Dental Aide	SGOD-SHNS
71	Kelvin Rei J. Labaguis	Job Order	OSDS-ICTS
72	Jefrelle F. De Silva	Casual	SGOD-PRS
73	Krista S. Almadin	GIP Intern	SGOD
74	John Lester J. Historillo	GIP Intern	SGOD

Division PRAISE Committee Member

75	Ronnel R. Real	Principal II/MPSTEA President	Ipil ES
----	----------------	-------------------------------	---------

Awardees

76	Marino L. Medina	Teacher III	Alternative Learning System, Buenavista
77	Jonavell P. Ramento	SPET III	Sta. Cruz North Central School
78	Linny M. Rey	Teacher II	Buenavista Central School
79	Mary Grace R. Palmero	Teacher II	Gabalton Elementary School
80	Jhon Mark P. Mercene	Teacher III	Yook National High School
81	Jake C. Yao	MT II	Mogpog Central School
82	Riena I. Rodriguez	MT III	Marinduque National High School
83	Dr. Joven M. Mogol	Principal II	Lupac-Tabigue Elementary School
84	Thelma M. Salvacion	Principal I	Buenavista National High School
85	Dr. Mariam B. Rivamonte	EPS	Learning Resource Management, CID
86	Dr. Fretzie P. Alcantara	SEPS	School Management, Monitoring and Evaluation, SGOD
87	Michelle M. Malabunga	ADAS III	Cash Unit, OSDS
88	Collen Murphy P. Robles	ADAS III	Landy National High School
89	Maridell F. Hermosa	AO IV	Personnel Unit, OSDS
90	Lyka S. Sadiwa	Teacher I	Balaring-Caganhao Elementary School
91	Christine M. Dapito	Master Teacher I	Marlangga Elementary School
92	Euzualina R. Gaspard	Teacher III	Lipa Elementary School
93	Hermelyn P. Quinto	Teacher III	Cagpo Elementary School

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94	Gieselle R. Ramos	Teacher I	BNHS – Sihi Annex
95	Jhonar L. Arenas	Teacher I	Mainit Elementary School
96	Kristelle Ann P. Garcia	Teacher I	Punong National High School
97	Christian Fiegalan	TIC	Timbo Elementary School
98	Chrisman S. Logatoc	Teacher I	Canat Elementary School
99	Kay Joanne L. Peregrin	Teacher I	Marinduque National High School
100	Allen A. Peregrin	Teacher I	Ipil National High School
101	Kimberly M. Rodelas	Teacher I	Mongpong Elementary School
102	Catherine D. Rodriguez	Teacher III	Hupi Elementary School
103	Vincent L. Maderazo	TIC	Hinapulan Elementary School
104	Karen Moneth A. Rey	Elementary Teacher	Escuela De Gratia Plena, Inc.
105	Maria Fe R. Sales	Secondary Teacher	Our Mother of Perpetual Succor Academy
106	Rowena R. De Vera	Elementary Teacher	Holy Infant Parochial School
107	Abegail B. De Luna	Elementary Teacher	Holy Child Jesus Parochial School
108	Sherlyn R. Moldon	Elementary Teacher	Holy Infant Parochial School
109	Sheila P. Rocafor	Secondary Teacher	Our Mother of Perpetual Succor Academy
110	Marjorie D. Colopano	Secondary Teacher	Our Mother of Perpetual Succor Academy
111	Nancy R. Par	Secondary Teacher	Our Mother of Perpetual Succor Academy
112	Leah C. Llana	Elementary Teacher I	Sawi Elementary School
113	Cristel M. Lagrama	Elementary Teacher I	Maybo Elementary School
Schools Heads of Awardees			
114	Lina R. Rolluqui	Principal II	Sta. Cruz North CS
115	Dezza G Perlas	Principal II	Buenavista CS
116	Maria Paz S. Pernia	Principal II	Gabaldon ES
117	Mae Laarni M. Saporna	Principal I	Yook NHS
118	Leo L. Mapacpac	Principal II	Mogpog CS
119	Democrito M. Nazareno	Principal IV	Marinduque NHS
120	Rowel S. Laririt	Principal II	Landy NHS
121	Ricky H. Mantal	TIC	Balaring-Caganhao Elementary School
122	Edna M. Jalos	P I	Marlangga Elementary School
123	Ma. Cecilia R. Par	P II	Lipa Elementary School
124	Meleah P. Rey	TIC	Cagpo Elementary School
125	Marcelo R. Naranjo	TIC	BNHS – Sihi Annex
126	Pinky M. Mabiog	P I	Mainit Elementary School
127	Madilyn P. Quirona	P I	Punong Elementary School
128	Crizaldo T. Jinang	TIC	Canat Elementary School
129	Dave Henry R. Nobleza	P I	Ipil National High School
130	Richard P. Ordillano	HT III	Mongpong Elementary School
131	Marilyn P. Alaras	P I	Hupi Elementary School
132	Araceli M. Rolluqui	Directress/School Principal	Escuela de Gratia Plena, Inc.

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133	Ederlyn M. Frias	OIC, School Principal	Our Mother of Perpetual Succor Academy
134	Sr. Rachelle L. Landicho, MCST	School Principal	Holy Infant Parochial School
135	Sr. Mercedita M. Mangubat	OIC, School Principal	Holy Child Jesus Parochial School
136	Cecilia R. Logatoc	Head Teacher III	Sawi Elementary School
137	Mary Ann M. Luistro	P I	Maybo Elementary School
138	Rev. Fr. Martin B. Puertollano, Jr.	Superintendent,	Catholic Schools
Performers/Guests			
139	Mylene J. Layag	Teacher II	Buenavista NHS
140	Joseph P. Malapajo	Teacher II	Buenavista NHS
141	Anne Margaret Perolino	Teacher I	Bangbang NHS
142	Aljhon M. Mansalapus	Teacher I	Landy NHS
143	Hon. Presbitero J. Velasco, Jr.	Provincial Governor	Provincial Government of Marinduque
144		Driver	Provincial Government of Marinduque
145	Hon. Lord Allan Jay Q. Velasco	Congressman	House of Representatives
146		Driver	House of Representatives
Other Technical Working Committee Members			
147	Eva O. La Rosa	ADAS III	Ilaya NHS
148	Misty L. Paguio	ADAS III	Cawit NCHS
149	Eleonor R. Luarca	ADAS III	Boac South Dist.
150	Gerardo G. Lacdao	MT I	Marinduque NHS
151	Ar. Roy R. Manrique	T II	Marinduque NHS
152	Dennis S. Ibahan	T II	Marinduque NHS
153	Zaldy M. Sadez	T II	Marinduque NHS
154	Joseph Arnold L. Almonte	T III	Marinduque NHS
155	Glenmark J. Labaguis	ADA VI	OSDS-HRMS
156	Almira C. Ingco	ADA VI	OSDS-HRMS
157	Donna Belle L. Madurog	ADAS II	OSDS-Cash
158	Jennylyn D. Olpot	ADAS II	OSDS-Records
159	Rowena P. Laderas	ADAS III	OSDS-Acctg
160	Mary Joy M. Roque	ADAS II	OSDS-Acctg
161	Paul Angelo M. Rianzares	ADA VI	OSDS-Supply
162	Julius Allen L. Fellizar	ADA VI	OSDS-Supply
163	Kristel L. Dela Cruz	ADAS I	OSDS-Budget
164	Cristine M. Inding	ADAS III	OSDS-Budget
165	Ana Marie H. Malelang	ADAS III	OSDS-Cash
166	Eloisa Grace Nojara	GIP Intern	CID
167	Millicent Amor Malimata	GIP Intern	OSDS-Records

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ACTIVITY MATRIX
Division Gawad Parangal 2023

Nationalistic Song

Ecumenical Prayer

ANN MARGARET L. PEROLINO

Teacher I, Bangbang NHS

ALJHON M. MANSALAPUS

Teacher I, Landy NHS

Welcome Message

FELIX M. FAMARAN

Assistant Schools Division Superintendent

Division PRAISE Committee Chairperson

Message

JACINTO C. MATEO III, MDA

Director II, Civil Service Commission – Marinduque Field Office

AWARDING OF MEDALS/PLAQUES OF RECOGNITION
(STORYBOOK WRITING COMPETITION WINNERS)

Intermission Number

MYLENE J. LAYAG

Teacher II, Buenavista NHS

JOSEPH P. MALAPAJO

Teacher II, Buenavista NHS

Message

Hon. PRESBITERO J. VELASCO, JR.

Provincial Governor

Hon. LORD ALLAN JAY Q. VELASCO

Representative, Congressional District of Marinduque

AWARDING OF MEDALS & PLAQUES OF RECOGNITION
(OUTSTANDING DIVISION PERSONNEL CATEGORIES)

Intermission Number

KELVIN REI. J. LABAGUIS

Staff, Information and Technology Unit

Message

LYNN G. MENDOZA, EdD

OIC-Schools Division Superintendent

AWARDING OF MEDALS & PLAQUES OF RECOGNITION
(SUPERINTENDENT'S CHOICE AWARD)

Intermission Number

ANN MARGARET L. PEROLINO

Teacher I, Bangbang NHS

ALJHON M. MANSALAPUS

Teacher I, Landy NHS

AWARDING OF MEDALS & PLAQUES OF RECOGNITION
(SERVICE AWARD)

Response from the Awardees

Vote of Thanks

MA. CECILIA S. MANAY

Chief Education Supervisor, SGOD

Division PRAISE Committee Co-Chairperson

MARIDEL G. LINCALLO & REY R. RAYMUNDO
Public Schools District Supervisor/Education Program Specialist II
Masters of Ceremony

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TECHNICAL WORKING COMMITTEE
Division Gawad Parangal 2023

Committees	Members	Responsibilities (Terms of Reference)
Over-all Steering Committee	Chair: Felix M. Famaran Vice Chair: Ma. Cecilia S. Manay Members: Maita M. Lazares Kyle David V. Atienza Abet R. Faundo	<ul style="list-style-type: none"> Oversee the preparation and actual conduct of the activity
Certificates, Medals and Plaques Preparation	Chair: Dr. Melanie M. Mendoza Vice Chair: Misty L. Paguio Members: Eleonor R. Luarca Almira C. Ingco	<ul style="list-style-type: none"> Prepare the contents of the certificates Finalize the lay out of the certificates Hand in the complete set of certificates and plaques to the Committee on Awards a day before the activity
Awarding of Certificates, Medals and Plaques	Chair: Bernadith R. Lacerna Vice Chair: Arlene M. Marasigan Members: Rowena R. Laderas Ana Marie H. Malelang Krista S. Almadin Eloisa Grace Nojara	<ul style="list-style-type: none"> Receive and ensure the completeness of all the certificates, medals, and plaques from the Committee in charge of the certificates
Documentation	Chair: Dr. Fretzie P. Alcantara Vice Chair: Mayda N. Lagran Members: Eva O. La Rosa John Lester J. Historillo Mary Joy M. Roque	<ul style="list-style-type: none"> Take photos and videos of the events (including photo booth) Prepare the documentation report
Ushers/Ushettes	Chair: Maita M. Lazares Vice Chair: Dr. Melanie M. Mendoza Members: Loida M. Ordillano Kristel L. Dela Cruz Glenmark J. Labaguais Kym Luzette S. Maming Jarrence S. Narito Perry N. Jardiniano Mary Jane R. Malacas	<ul style="list-style-type: none"> Prepare the name cards and the seating arrangements of the participants Prepare the lei for the guests and awardees Usher the guests and awardees
Registration	Chair: Marisol O. Luarca Vice Chair: Jennylyn D. Olpot Members: Cristine M. Inding Susan P. Fatalla Ma. Concordia M. Ehora	<ul style="list-style-type: none"> Prepare the attendance sheet and meal attendance Lead the registration of the participants during the event
Technical	Chair: Engr. David M. Zoleta, Jr. Vice Chair: Joseph Arnold L. Almonte Members: Kelvin Rei J. Labaguais Jefrelle F. De Silva	<ul style="list-style-type: none"> Prepare all the necessary technical set-ups (recording, livestreaming) for the Awarding Ceremonies

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		<ul style="list-style-type: none"> • Prepare the program presentations (powerpoint)/AVP for the Awarding Ceremonies
Program and Invitations	<p>Chair: Rey R. Raymundo Vice-Chair: Glaiza T. Palatino Members: Dr. Eugenil L. Rodil Josefina P. Brual Maria Kristine Nicola D. Iglesia</p>	<ul style="list-style-type: none"> • Prepare the invitation and program design • Distribute the program and invitation • Coordinate with the Admin Unit re: service vehicle to be used in the distribution
Physical Arrangement / Stage Design/Logistics	<p>Chair: Engr. Arnold M. Moreno Vice Chair: Gerardo G. Lacdao Members: Edgar H. Loto Engr. Oliver T. Martillano Engr. Jezreel T. Serra Wendy P. Lasic Thessie P. Oracion Benedicto R. Mogol Julius Allen L. Fellizar Ar. Roy R. Manrique Dennis S. Ibahan Zaldy M. Sadez</p>	<ul style="list-style-type: none"> • Prepare all the needed materials, stage design, lay-out of the venue, equipment necessary/needed for the ceremony (Physical set-up of the venue)

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