



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



**Office of the Schools Division Superintendent**

October 29, 2024

**DIVISION MEMORANDUM**

No. 082 s. 2024

**GURONG MARINDUQUEÑO, DANGAL NG LAHI KO AWARDS**

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

1. Consistent with the objectives of the Program on Awards and Incentives for Service Excellence (PRAISE) System of Department of Education Division of Marinduque and in compliance with the Equal Opportunity Principle (EOP) Policy, this Office through the School Governance and Operations Division initiated an awarding activity which is anchored on Republic Act 6713 on Eight (8) Norms of Conduct and Ethical Standards of Public Officials and Employees.
2. This rewards and recognition activity aims to:
  - a. pay tribute to the teachers who tirelessly fulfill their duties in the essence of professionalism, responsibility, and compassion;
  - b. conduct recognition activity that shall feature teachers who embody the ideals of genuine public servants who exhibit highest ethical and service standards; and
  - c. advocate a celebration in honor of the people who hone talents and mold minds of young citizens.
3. Said award is open to all teachers from the Public Elementary and Secondary schools. They shall be indorsed by their respective School Heads following the guidelines and mechanics set for the purpose.
4. Deadline for submission of nominees shall be on December 6, 2024. The awarding ceremony will be on December 19, 2024 at nine o'clock in the morning at Torrijos Stadium, Poblacion, Torrijos, Marinduque. Participants in the ceremony are the School Heads of the nominees, Public Schools District Supervisors and the Members of the Division Executive Committee. All participants are encouraged to wear modern Filipiniana for female and Barong Tagalog and Trousers for male.

*"DepED Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*

MMMSM&NS



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Facebook Page: DepEd Tayo Marinduque

5. Downloadable templates of relative documents and forms can be accessed through the link <https://tinyurl.com/GuroAwards>.
6. The following are attached as Enclosures:
- a. Enclosure 1 Guidelines and Mechanics
  - b. Enclosure 2 Eligibility Requirements and Criteria for Evaluation
  - c. Enclosure 3 Nomination Form
  - d. Enclosure 4 Nomination Write-up Form
  - e. Enclosure 4 Program Matrix
  - f. Enclosure 5 Executive and Working Committees
7. Wide and immediate dissemination of the contents of this Memorandum is desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encls: As stated

References: Republic Act 6713  
DepEd Order No. 78, s. 2007  
Division Policy on Rewards and Recognition

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

AWARDS

EMPLOYEES

RECOGNITION

SEARCH

## **GUIDELINES AND MECHANICS**

### *Gurong Marinduqueño, Dangal ng Lahi Ko Awards*

#### **Mechanics**

1. The award may be granted to:
  - a. Teachers in all positions based on the PSIPOP personnel services appropriation;
  - b. Teachers of any and of all the genders; and
  - c. Teachers from the public Elementary and Secondary schools within the Schools Division of Marinduque.
2. One (1) teacher shall be nominated from each school. As there are two hundred twenty-nine (229) public schools in the Schools Division of Marinduque, there shall be 229 awardees to be considered.
3. The School Head and the School PRAISE Committee shall take the lead in the evaluation of the teacher-nominee using the following recommended procedures:
  - a. the School Head through a School Memorandum shall inform all teaching personnel regarding the search. Those interested to participate shall accomplish the prescribed form;
  - b. the accomplished form shall be submitted to the committee on or before the agreed deadline for the validation;
  - c. the committee shall evaluate and validate the submitted forms using applicable strategies such as but not limited to results of the client satisfaction survey, background investigation and/or interviews with community members, PTA, and other stakeholders;
  - d. the results of the evaluation shall be announced through a School Memorandum;
  - e. any probable appeal received by the committee within forty-eight (48) hours after the release of the memorandum shall be entertained. Appeal/s received, if any, shall be acted upon by the committee through a special meeting called for the purpose; and
  - f. the committee shall prepare the minutes of all the meetings conducted.
4. The timeline below is recommended:
5. Final teacher entry shall be recommended by the School Head after satisfying all the requirements indicated in the criteria set for the Awards and shall be endorsed to the Public Schools District Supervisor. The same shall be forwarded to the program owners at the Schools Division Office through the Records Section. Needed documents must be placed in a sealed and labeled short brown envelope with the following contents:
  - a. a completed Nomination Form;
  - b. a most recent half-body colored photo of the nominated teacher wearing any of the official teacher's uniform and work Identification Card;
  - c. a one-hundred word narrative highlighting the norms of conduct and ethical standards upheld by the teacher; and
  - d. minutes of the meetings.

6. The envelop shall bear the following label:

Project Name: <i>Gurong Marinduqueño, Dangal ng Lahi Ko Awards</i>
District: _____
School: _____
Bearer: _____ Name and Signature
Date submitted: _____

7. Evaluation shall be participated in by the School Head, School Personnel, PTA members, Community and Stakeholders as respondents;
8. The recommendation once submitted is final and cannot anymore be changed nor replaced. Any appeal related to the nominee beyond the appealing time shall not be entertained.
9. The School Head and the Public Schools District Supervisor shall accompany the teacher awardee during the awarding day.

**ELIGIBILITY REQUIREMENTS AND CRITERIA FOR EVALUATION**  
*Gurong Marinduqueño, Dangal ng Lahi Ko Awards*

Name of Nominee: \_\_\_\_\_  
 District/School: \_\_\_\_\_

**Eligibility Requirements:**

Qualifications	MOVs	Remarks
1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission.  Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period	Updated service record issued by the SDO	
2. Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination	Completely signed IPCRFs	
3. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO	

**Nomination Requirements:**

Nomination Document	Remarks
1. Nomination Write-up/Narrative (from nominator)	
2. Completely filled-up nomination Form	
3. Nominee's updated notarized CS Form 212	
4. Certification from School PRAISE committee that the nomination has undergone deliberation by the Committee	
5. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and	
6. Certification of No Pending Case from Division Legal Officer	
7. Certification issued by the HRMO that the individual nominee has obtained a least Very Satisfactory (VS) performance ratings for three annual rating periods prior to the nomination.	
8. Certification of no unliquidated cash advance signed by the agency's financial officer/accountant as of December 31 of the year prior to the nomination	

9. Certification of No Disallowance issued by the COA Resident Auditor	
10. Copy of the most recent notarized SALN	
11. Copy of the nominee's appointment paper	
12. Updated Service Record duly certified by the HRMO	
12. Nominee's valid clearances – Police Clearance, Barangay Clearance of No Pending Complaint, Certified True Copy Community Tax Certificate, BIR Form 2316 (provide all)	
13. Sworn Affidavit on the veracity of documents submitted (by the nominee)	

**Criteria for Evaluation**

<b>Indicator</b>	<b>Score</b>	<b>Remarks</b>
1. Quality and Consistency of Behavioral Performance - 30		
2. Impact of Behavioral Performance - 30		
3. Risk or Temptation Inherent in Work - 15		
4. Obscurity of the Position – 15		
5. Years of Service – 5		
6. Awards Received - 5		
<b>TOTAL:</b>		

Evaluated by: '

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

**NOMINATION FORM**  
*Gurong Marinduqueño, Dangal ng Lahi Ko Awards*

<b>NAME OF NOMINEE</b>	
<b>POSITION</b>	
<b>SCHOOL</b>	
<b>DISTRICT/OFFICE</b>	
<b>MOBILE NUMBER</b>	
<b>DepEd E-MAIL ADDRESS</b>	

*To be accomplished by the nominator:*

I hereby nominate \_\_\_\_\_, \_\_\_\_\_,  
*(Name of Nominee)* *(Position)*

of \_\_\_\_\_ for the Gurong Marinduqueño, Dangal ng Lahi  
*(School & District)* Ko Awards.

Nominated by:

Endorsed by:

Signature over Printed Name  
**SCHOOL HEAD**

Signature over Printed Name  
**PUBLIC SCHOOL DISTRICT SUPERVISOR**

**NOMINATION WRITE-UP**  
*Gurong Marinduqueño, Dangal ng Lahi Ko Awards*

**EXECUTIVE SUMMARY**

*(maximum of **350 words only** – consider that this may also be used as the citation should the individual or group nominee become an awardee)*

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**BEHAVIORAL NORMS AND IMPACTS**

<p style="text-align: center;"><b>EXEMPLARY BEHAVIOR/CONDUCT DISPLAYED WITHIN THE LAST THREE (3) YEARS</b></p> <p style="text-align: center;"><i>Describe the nominee's adherence to one or more of the following norms under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living.</i></p> <p style="text-align: center;"><i>Cite specific circumstances providing when on or more of the norms were displayed by the nominee, the risks involved, and the problems encountered.</i></p>	<p style="text-align: center;"><b>IMPACT OF ACCOMPLISHMENTS</b></p> <p style="text-align: center;"><i>For <b>each</b> behavioral norm identified in the first column, discuss the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.</i></p>
Start typing here	Start typing here

*Add rows, if necessary.*

**ADDITIONAL INFORMATION**

*List major awards and/or citations received, membership in other organizations, and other relevant information on the nominee*

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**CERTIFICATION**

We attest to all facts contained in the nomination write-up and authenticity of all required documents attached, and authorize the use of these information for publication. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable civil service laws and rules.

Printed name and signature:

\_\_\_\_\_  
Nominee

Signature over Printed Name

\_\_\_\_\_  
Nominator

Signature over Printed Name

**PROGRAM MATRIX**  
Gurong Marinduqueño, Dangal ng Lahi Ko Awards

Morning		
Time	Activity	Committee/Personnel In- Charge
8:00 – 9:00	Registration	Registration Committee
9:00 – 9:15	Preliminaries	Technical Committee
	<ul style="list-style-type: none"> <li>• Invocation</li> <li>• National Anthem</li> <li>• Mariduque March</li> <li>• SDO Hymn</li> <li>• DepEd Quality Policy Statement</li> </ul>	SGOD Chorale  AVP
9:15 – 9:20	Opening Number	Non-teaching Personnel
9:20 – 9:25	Welcome Message	<b>Dr. MABEL F. MUSA</b> Asst. Schools Division Superintendent
9:25 – 9:35	Rationale of the Awards	<b>KYLE DAVID V. ATIENZA</b> Senior Education Program Specialist
9:35 – 9:40	Inspirational Messages	<b>DR. LYNN G. MENDOZA</b> OIC, Schools Division Superintendent  <b>Hon. PRESBITERO J. VELASCO, JR.</b> Governor  <b>Hon. LORD ALLAN JAY Q. VELASCO</b> Representative, Lone District of Marinduque
9:41 – 10:15	Awarding (1 <sup>st</sup> batch)	<b>MELANIE M. MENDOZA</b> Senior Education Program Specialist, SMNS
10:16 – 10:20	Intermission Number	SDO Personnel
10:21 – 11:00	Awarding (2 <sup>nd</sup> batch)	<b>KYLE DAVID V. ATIENZA</b> Senior education Program Specialist, HRDS
11:01 – 11:15	Vote of Thanks	<b>MA. CECILIA S. MANAY</b> Chief Education Supervisor, SGOD
11:15	Recessional	
<b>ABET R. FAUNDO</b> Education Program Specialist II, HRDS  <b>MAYDA N. LAGRAN</b> Education Program Specialist II, SMNS  Masters of Ceremony		

**EXECUTIVE AND WORKING COMMITTEES**  
*Gurong Marinduqueño, Dangal ng Lahi Ko Awards*

**EXECUTIVE COMMITTEE**

**DR. LYNN G. MENDOZA**  
 OIC, Schools Division Superintendent

**DR. MABEL F. MUSA**  
 Assistant Schools Division Superintendent

**MA. CECILIA S. MANAY**  
 Chief Education Supervisor, SGOD

**JOHN M. CHAVEZ**  
 Chief Education Supervisor, CID

**MAY BERNADETH O. DE LA ROSA**  
 Administrative Officer V

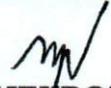
**WORKING COMMITTEES**

<b>COMMITTEE/ TEAM</b>	<b>Chairperson</b>	<b>Member/s</b>	<b>Terms of Reference</b>
Planning and Overall Coordination	Melanie M. Mendoza	Mayda N. Lagran	<ul style="list-style-type: none"> <li>- drafts and submits the activity proposal and memorandum for approval of the SDS;</li> <li>- prepares procurement documents</li> <li>- finalizes the activity matrix and communicates the same to all the teams;</li> <li>- acts on concerns and direct such to the executive committee for resolution, if needed;</li> <li>- directs the flow of the activity;</li> <li>- performs needed correspondence with stakeholders; and</li> <li>- prepares textual contents for the program, invitation and plaques</li> </ul>
Technical	Engr. David M. Zoleta, Jr.	Kelvin J. Labaguis Service Provider	<ul style="list-style-type: none"> <li>- coordinates with the designated personnel at the venue for all technical concerns;</li> <li>- makes sure that all technical needs are provided for the smooth flow of the event;</li> <li>- ensures that the sound system including microphones, projectors, wide screen and VTRs/AVPs to be used work properly and are functional;</li> <li>- assists in the preparation of AVPs, if any;</li> </ul>

Registration	Marisol O. Luarca	Misty L. Paguio Eleonor R. Luarca Eva O. La Rosa	<ul style="list-style-type: none"> <li>- provides registration and meal attendance forms for the activity and makes sure all participants are registered; and</li> <li>- furnishes the program owner the records of the attendance</li> </ul>
Program Invitation and Certificates	Bernadith R. Lacerna	Jefrelle F. De Silva Abet R. Faundo	<ul style="list-style-type: none"> <li>- designs and prints program invitations and certificates;</li> <li>- takes charge in the distribution of invitations before the event; and</li> <li>- facilitate distribution of certificates to the guests</li> </ul>
Documentation, Monitoring and Evaluation	Dr. Fretzie P. Alcantara	Charmain J. Mogol Rey R. Raymundo	<ul style="list-style-type: none"> <li>- records the proceedings including photographs and videos; compiles all the documentation relative to the activity;</li> <li>- documents (recordings and jotting down notes), organizes, and submits the narrative report with photos to the Executive Committee for approval and record – keeping</li> </ul>
Physical Arrangement and Decoration (Torrijos Stadium)	Engr. Arnold M. Moreno	Edgar H. Loto Engr. Oliver T. Martillano Engr. Jezreel L. Serra Irene Malimata Audie Nacawili Juluis Christian M. Llanes	<ul style="list-style-type: none"> <li>- prepares design for the venue in a layout,</li> <li>- prepares the venue (Torrijos Convention Center) according to the design and layout,</li> <li>- takes charge in the logistical requirement of the materials to be used</li> </ul>
Outsourcing and Resource Mobilization	Mayda N. Lagran	Melanie M. Mendoza	<ul style="list-style-type: none"> <li>- takes charge in all partnership activities</li> </ul>
Health and Emergency Management	Dr. Rica Mai O. Larga	Ma. Concordia M. Ebor Jarence S. Narito Maria Kristine Nicola DM Iglesia Dr. Eugenil Rodil	<ul style="list-style-type: none"> <li>- prepares emergency response plan</li> <li>- responds to emergency situations at the venue</li> </ul>

Transportation	May Bernadeth O. Dela Rosa	Maridell F. Hermosa Glen Mark J. Labaguis Diana M. Lineses Melody P. Mercene	- facilitates dispatch of service vehicle to and from the venue
Food and Refreshment	Ruby M. Tan	Paul Angelo M. Rianzares	- ensures that food and refreshment are available and are on time - facilitates orderly serving of food during kick-off program
Ushering	Melanie M. Mendoza	Kym Luzette S. Maming Kristele L. Dela Cruz Dr. Queza Rina Q. Membrebe Tessie P. Oracion Ana Mae SD Luslos Perry N. Jardiniano	- prepares table assignments and labels - welcomes and escorts guests and participants during the event

1. The following are attached as Enclosures:
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**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

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