



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

21 (23)
SDO ALAMINOS
RELEASED
2023-10-24
RECORDS UNIT

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-530

TO : Assistant Schools Division Superintendent
Chief Education Supervisors-CID and SGOD
Administrative Officer V
Division Education Program Supervisors
All Schools Division Office Personnel
All School Heads, Teachers and School-based Non-Teaching Personnel

SUBJECT : **CALL FOR NOMINATION FOR THE 2023 DIVISION SEARCH FOR GAWAD HENERAL ROMAN MANALANG (DIVISION OUTSTANDING DEPED PERSONNEL)**

FROM : Office of the Schools Division Superintendent

DATE : October 23, 2023

1. As part of the Division Office's Maturity Level 2 in Rewards and Recognition for the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and in response to the implementation of DepEd ORDER No. 09, s. 2002 or "Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in DepEd, this Office announces the call for nominations for the 2023 Division Search for Gawad Heneral Roman Manalang (Division Outstanding DepEd Personnel).
2. This search aims to give rewards and recognition to the best performing and deserving employees in the division who have demonstrated exemplary behavior, innovative ideas and works, commendable accomplishments, heroic deeds, and admirable advocacies that contributed to high-quality and efficient service to the public.
3. The following are the categories for the said search:
 - Division Education Program Supervisors;
 - School Heads (Principals, Assistant Principals and Head Teachers who are serving as Heads of school);
 - Teachers (Department Heads with teaching loads, Master Teachers 1-2 or Highly Proficient Teachers and Teachers 1-3 or Proficient Teachers), and

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telephone Number: (075) 205 - 0644
Website: depedalaminoscity.com
Email Address: alaminos.city@deped.gov.ph



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- Non-Teaching Personnel (Levels 1 and 2).
4. The Division PRAISE committee is now accepting nominations on the aforementioned categories. All documents and pertinent papers of the nominees shall be submitted **on or before November 13, 2023, 5:00 PM sharp**, at the Records unit in the Division Office. All documents must be in hard copies, placed in two (2) folders, and scanned copies which shall be submitted to the email address of Mr. Keith V. Garcia (keith.garcia@deped.gov.ph) on or before the scheduled deadline of submission. **Late entries shall not be accepted.**
5. The Nomination form and all supporting documents should be placed in **A4 size folders, with proper side tabs and labels following the color codes** below:
- Division Education Program Supervisors-Orange
 - School Heads-Yellow
 - Teaching Personnel-Green
 - Non-Teaching Personnel-Blue
6. All nominations shall be addressed to:

VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

7. The search guidelines and criteria, including all required documents and templates needed for the nomination shall be accessed through this link: <https://tinyurl.com/GawadHRMSDOAC>.
8. The schedule of the validation of the nominees' pertinent papers and documents and interview with the Division PRAISE committee members, as well as the on-the-spot writing of demonstration lesson plan and demonstration teaching of Teaching personnel nominees shall be on November 20-24, 2023 at the School Division Office library hub.
9. The nominees shall be informed of the updates, activities, schedules and other concerns relative to the search through their FB messenger account. Winners shall be announced on December 11, 2023 through a Division Memorandum

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and shall be awarded on December 18, 2023 during the Gabi ng Parangal to be held at Don Leopoldo Sison Convention Center.

10. Immediate and widest dissemination of this Memorandum is earnestly desired.


VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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