



## CITY SCHOOLS DIVISION OF ANTIPOLO

January 29, 2018

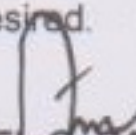
### DIVISION MEMORANDUM

No. D/5 s. 2018

#### 2017 HAMAKA AWARD OF EXCELLENCE IN EDUCATION

TO: OIC-Assistant Schools Division Superintendent  
OIC-Chiefs, Curriculum Implementation Division  
OIC-Chief, Schools Governance and Operations Division  
Curriculum Implementation Division and School Governance and Operations Division  
Personnel, Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. In support to the Gawad Patnugot or the CALABARZON Search for Treasured Achievers in the Region (C-STAR) as well as the Civil Service Commission Resolution No. 010112 and CSC MC No. 01, s. 2001, DepEd Antipolo City shall conduct its Awarding Ceremony of the **2<sup>nd</sup> HAMAKA Award of Excellence in Education** on February 2, 2018 (2:30-7:00 PM) at Assumpta Theater, Assumption Antipolo City.
2. This award is anchored on the CSC Program on Awards and Incentives for Service Excellence (PRAISE) as stated on DepEd Order No. 9 entitled Re: Establishing the PRAISE in the Department of Education.
3. **HAMAKA** Award of Excellence in Education is the division's program on rewards and recognition that aims to recognize the exemplary performance of teachers, instructional leaders, non-teaching personnel who have brought honor to their place of work (school), to the division and to the nation as a whole.
4. The awarding ceremony highlights the celebration of the Division's 15<sup>th</sup> Founding Anniversary with the theme, "**Recognizing Excellence and Innovation of Outstanding Leaders in a Diverse Community**".
5. Winners on the following categories shall be recognized:
  - Most Outstanding Elementary Teacher
  - Most Outstanding Junior High School Teacher
  - Outstanding Senior High School Teacher
  - Most Outstanding Elementary and Secondary School Head
  - Outstanding Non-Teaching Personnel (Level 1 and 2)
  - Loyalty Service Award
6. Elementary and Junior High Schools are allotted 3 participants which includes the school head, key teacher and faculty president. Other attendees are Senior High School Coordinators, 1 Senior High School Teacher, ALS Mobile Teacher and the awardee/finalist (if there is any from the school). Refer to the attached list for the allotted number per school. Another slot is intended to the relative of the awardee/finalist.
7. School heads are requested to submit names of their participants (indicate position/designation) on or before **January 30, 2018. Attention: Priscilla V. Salo, EPS-LRMDS.**
8. Expenses relative to the conduct of this program such as plaques, loyalty rings, certificates and other materials as well as the food of committees, guests, finalists/awardees and other attendees shall be charged to the HRD Fund subject to the usual accounting and auditing rules and procedures.
9. The attire for the event for the **female finalist/awardees and division personnel** is long gown, coat and tie for the **male finalist/awardees and division personnel** and **formal attire for the attendees** (dress for females no slacks, slacks and long sleeves for males).
10. Attached herewith is the working committee, program, and allotted number of participants per school
11. Immediate and wide dissemination of this memorandum is desired.

  
DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent



## CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 1 to Division Memorandum No. 013 s. 2018

### EXECUTIVE COMMITTEE

Chairperson: **Dr. Rommel C. Bautista, CESO V**  
Schools Division Superintendent

Vice-Chairperson: **Dr. Gloria C. Roque**  
OIC-Asst. Schools Division Superintendent

Members:

Mr. Lito A. Palomar, OIC-Chief (CID)  
Anselmo C. Celeste, Jr., OIC-Chief (SGOD)  
Mr. Frederick B. Vallinas, AO V  
Christine T. Coronado, HRMO  
Raquel F. Esguerra, Accountant III  
Arlene L. Tayona, SEPS-HRD  
Gayle J. Malibiran, EPS II-HRD

### PROGRAM COMMITTEE ON AWARDS AND RECOGNITION CEREMONY

Committee	Chairpersons	Members	TERMS OF REFERENCE
Program, Invitation and Certificates	Mr. Noel C. Meriño Mrs. Bernadette B. Patag	Dr. Fely V. Aminoso Dr. Marilyn B. Rodriguez Dr. Catalina M. Bonayon Mrs. Evangeline Panahon Mr. Rodien Dunhill Arnaiz Mr. Raymond P. Villaraza	<ul style="list-style-type: none"> <li>• Prepares programs, invitation and certificates (including the lay-out)</li> <li>• Ensures that content were checked before printing and distribution</li> <li>• Facilitates distribution of program/invitation and event profile to guests</li> <li>• Ensures that certificates are complete before distribution</li> </ul>
Registration	Mrs. Jennie G. Casauay Mrs. Priscilla V. Salo	Mrs. Vivienne C. Martinez Ms. Marilou M. Lico Ms. Elizabeth M. Ruiz Ms. Annalyn B. Japay Ms. Jonah Francisco	<ul style="list-style-type: none"> <li>• In-charge of attendance</li> <li>• Ensures that participants are registered</li> <li>• Prepares registration/attendance sheets</li> <li>• Submit accomplished attendance to the supply office</li> </ul>
Solicitation	Mr. Albeno L. Del Monte Mr. Rizalvy S. Pineda	Dr. Ferdinand B. Millan Dr. Flora D. Cahapay Mr. Eugene Sierra Mr. Virgilio O. Paat Jr.	<ul style="list-style-type: none"> <li>• Manages/Coordinates the preparation of the souvenir program (including the design and the content)</li> <li>• Prepares the solicitation letter and its distribution</li> </ul>
Awards, Prizes and Supplies	Mr. Michael P. Glorial Eng. Madiel D. Versola	Mr. Philipp Hornilla Ms. Joyce Anne Bulos Ms. Rona R. Villette	<ul style="list-style-type: none"> <li>• Plans and secures logistics to support the program</li> <li>• Coordinates preparation of plaques and rings to be given to the awadees</li> </ul>
Budget and Finance	Mrs. Raquel F. Esguerra Mr. Ragaam V. Dela Cruz Mr. Gavino S. Francisco		<ul style="list-style-type: none"> <li>• Oversees the efficient allocation of funds and timely release as well as documentation for liquidation</li> </ul>
Technical and AVP	Mrs. Florabel M. Tolentino Mr. Mark B. Gabion	Mr. Ronald Malicdem Mr. John Joseph Atanacio Mr. Ramon De Vera Jr. Mr. Manuel Septimo Mr. Eric Dela Vega Mr. Mark Anthony Honrade	<ul style="list-style-type: none"> <li>• In-charge of video/ppt. presentation</li> <li>• Checks the sound system, laptop and ICT equipment to be used</li> <li>• Prepares AVP as support to the program</li> <li>• Conducts video interview of the finalists</li> </ul>



### CITY SCHOOLS DIVISION OF ANTIPOLO

Documentation and Souvenir Program	Mrs. Cristina C. Salazar Ms. Mary Grace F. Santiago	Josephine Primo Ainie Wuani Josepina Rodolfo  Souvenir Program: Ryan Faura Joanna Lacerna Joann Soria Melvin Atole	<ul style="list-style-type: none"> <li>• Documents significant event of the program</li> <li>• Prepares souvenir program/newsletter and narrative report</li> </ul>
Food and Refreshments	Mrs. Melanie F. Burgonia Dr. Emily M. Concio	Staff of the Catering Service	<ul style="list-style-type: none"> <li>• Oversees food to be served</li> <li>• Manages the distribution of food to all the attendees</li> </ul>
Physical Arrangement and Stage Decoration	Mr. Reynaldo M. Andrade Jr. Mr. Ronaldo I. Ata	Mr. Emmanuel Lamson Mr. Francis Villamor Mr. Frank Lizardo and Selected San Isidro NHS Teachers	<ul style="list-style-type: none"> <li>• Prepares backdrop, tarpaulin (if needed) and other decorations to be used before the program</li> <li>• Arrange and decorates the area to be used during the program</li> </ul>
Peace and Order	Mr. Nimrod A. Tupas Mr. Erwin P. Acorda	Mr. Rodolfo M. Gonzales Dr. Mervin C. Tortoza Mr. Michael T. Tayona Mr. Martin Rumbaoa Mr. Salvador Waniwan Mr. Michael Martires Mr. Jed Daniel Dela Cruz	<ul style="list-style-type: none"> <li>• Ensures that peace and order is maintained throughout the duration of the program</li> <li>• Reminds attendees to maintain cleanliness of the area as well as the proper disposal of wastes</li> </ul>
Reception/ Accommodation	Mrs. Merlita O. Sayago Ms. Luz C. Cayanong Mrs. Jocelyn A. Perez	Mrs. Luningning C. Tapales Mrs. Teresa O. Amido Mrs. Thelma F. Colocar Mrs. Jinky B. Martinez Mr. Fortunato C. Quibuyen II Mr. Esteban B. Casauay	<ul style="list-style-type: none"> <li>• Welcomes participants and assists them to their respective places/areas</li> </ul>
Health and Wellness	Dr. Joseph John Formoso Dr. Myrn Sampinto	Mrs. Phanny Ramos Ms. Elaine Calacday Mrs. Arlin Dulin Ms. Irma Talavera Ms. Jean Leslie De Castro Ms. Maria Niña Mateo	<ul style="list-style-type: none"> <li>• Ensures that provisions for health, wellness, and security are taken care of</li> </ul>
Monitoring and Evaluation	Isabel M. Gonzales Flordeliza O. Mendiola		<ul style="list-style-type: none"> <li>• Monitor the conduct of the program</li> <li>• Implements M and E activities and prepares report</li> </ul>



**CITY SCHOOLS DIVISION OF ANTIPOLO**

Enclosure 2 to Division Memorandum No. 013 s. 2018

**ALLOTTED PARTICIPANTS PER SCHOOL**

NO.	SCHOOL (Elementary)	NO. OF PARTICIPANTS	NO.	SCHOOL (Secondary)	NO. OF PARTICIPANTS
1	Bagong Nayon I ES	3	1	Antipolo NHS-Dela Paz Ext.	3
2	Bagong Nayon II ES	3	2	Marcelino M. Santos NHS	3
3	Bagong Nayon IV ES	3	3	Muntindilaw NHS	3
4	Cupang ES	3	4	San Jose NHS	3
5	Dela Paz ES	3	5	Maximo L. Gatlabayn MNHS	3
6	Inuman ES	3	6	Antipolo NHS	3
7	Isaias S. Tapales ES	3	7	Dalig NHS	3
8	Jesus S. Cabarrus ES	3	8	Cupang NHS	3
9	Juan Sumulong ES	3	9	Mambugan NHS	3
10	Kaila ES	3	10	San Isidro NHS	3
11	Lores ES	3	11	Mayamot NHS	3
12	Mambugan I ES	3	12	Bagong Nayon II NHS	3
13	Mambugan II ES	3	13	San Roque NHS	3
14	Mayamot ES	3	14	San Juan NHS	3
15	Muntindilaw ES	3	15	Antipolo NHS-Kaysakat Ext.	3
16	Old Boso-Boso ES	3	16	Antipolo NHS-Canumay Ext.	3
17	Peace Village ES	3	17	Maximo L. Gatlabayan MNHS-Old Boso-Boso Ext.	3
18	Peñafrancia ES	3	18	Maximo L. Gatlabayan MNHS-Rizza Ext.	3
19	Rizza ES	3	19	Calawis NHS	3
20	San Antonio Village ES	3	20	Calawis NHS-Apia Ext.	3
21	San Isidro ES	3	21	Antipolo National Science and Technology HS	3
22	San Luis ES	3	<b>SENIOR HIGH SCHOOL</b>		
23	Sta. Cruz ES	3	1	Antipolo City Senior High School	2
24	Tanza ES	3	2	Antipolo NHS	2



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON



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25	Antipolo City SPED Center	3	3	San Isiro NHS	2
26	Cabading ES	3	4	San Jose NHS	2
27	Calawis ES	3	5	Dalig NHS	2
28	Cupang ES Annex	3	6	San Roque NHS	2
29	Dalig ES	3	7	Dela Paz NHS	2
30	Kaysakat ES	3	8	Marcelino M. Santos NHS	2
31	Knights of Columbus ES	3	9	San Juan NHS	2
32	Nazarene Ville ES	3	10	Boso-Boso NHS	2
33	Pantay ES	3	11	Kaysakat NHS	2
34	Peñafrancia ES Annex	3	12	Calawis NHS	2
35	San Joseph ES	3	13	ANHS-Canumay Ext.	2
36	Sapinit ES	3	14	Maximo LGMNHS	2
37	Sumilang ES	3	15	Mayamot NHS	2
38	Teofila Z. Rovero MES	3	16	Muntindilaw NHS	2
39	Apia ES	3	17	Rizza NHS	2
40	Binayoyo ES	3			
41	Canumay ES	3			
42	Libis ES	3			
43	Paglitaw ES	3			
44	San Ysiro ES	3			
45	Upper Kilingan ES	3			
	<b>TOTAL</b>	<b>135</b>		<b>TOTAL</b>	<b>97</b>



## CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 3 to Division Memorandum No. 013 s. 2018

### PROGRAMME

PART ONE:  
PART TWO:

A. National Anthem

B. Prayer

C. Welcome Remarks

D. Greetings

Registration (2:30-3:30 PM)  
Opening Program (3:30-4:00 PM)

San Jose NHS Mukha Chorale

Mrs. Dolores J. Agong  
EPS-Science

Dr. Rommel C. Bautista, CESO V  
Schools Division Superintendent

Governor Rebecca "Nini" A. Ynares  
Governor, Province of Rizal

Cong. Chiqui Roa-Puno  
Representative, First District Antipolo City

Cong. Romeo M. Acop  
Representative, Second District Antipolo City

Mayor Casimiro "Junjun" Ynares III  
City Mayor

Josefina "Pining" G. Gatlabayan  
Vice Mayor

Dr. Lorna Dig-Dino  
Undersecretary, Curriculum & Instruction

*E. Inspirational Message*

PART THREE:

E. Special Number

F. Introduction of HAMAKA Award of  
Excellence in Education

G. Presentation of Finalists and Awarding Ceremony

- Service Award

- Outstanding Senior High School Teacher
- Most Outstanding Junior High School Teacher
- Most Outstanding Elementary School Teacher

- Most Outstanding Secondary School Principal
- Most Outstanding Elementary School Principal

- Outstanding Non-Teaching Personnel(Finalist)

San Jose NHS Maharlika Dance Troupe

Dr. Gloria C. Roque  
OIC-Asst. Schools Division Superintendent

Dr. Gloria C. Roque  
OIC-Asst. Schools Division Superintendent

Mr. Lito A. Palomar  
OIC-Chief, CID

Mr. Anselmo C. Celeste Jr.  
OIC-Chief, SGOD

Mr. Frederick B. Vallinas  
Administrative Officer

H. Special Number

San Jose NHS Maharlika Dance Troupe

L. Closing

Dr. Jonathan P. Domingo  
Education Program Supervisor - SGOD

PART FOUR:

Dinner