MEMORANDUM

TO: OIC-Assistant Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
Division PRA/SE Committee
All Others Concerned

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

SUBJECT: CORRIGENDUM AND ADDENDUM TO MEMORANDUM NO. 628 RE: CONDUCT OF THE 2018 HAMAKA AWARD OF EXCELLENCE IN EDUCATION AND PRE-IMPLEMENTATION MEETING

DATE: December 10, 2018

With reference to Memorandum No. 628 s. 2018 re: Conduct of the 2018 HAMAKA Award of Excellence in Education and Pre-Implementation Meeting, the awarding ceremony of the said activity will be rescheduled due to overlapping of activities.

The schedule of activity is changed to wit:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
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</thead>
<tbody>
<tr>
<td>December 21, 2018</td>
<td>February 1, 2019</td>
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</tbody>
</table>

Attached is the Search Guidelines and Time Table for your reference.

Immediate dissemination of this Memorandum is earnestly desired.
Rationale

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, the Department of Education Division of Antipolo City created its own award system anchored on the CSC Program on Awards and Incentives for Service Excellence (PRAISE) as stated in DepEd Order No. 9 re: Establishing the PRAISE in the Department of Education. Division of Antipolo City adopts the DepEd PRAISE and translates through the HAMAKA Award of Excellence in Education.

HAMAKA Award of Excellence in Education is the divisions' 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 whole.

Objectives

1. Recognize and reward teachers, school heads and non-teaching personnel of DepEd Division of Antipolo City for their innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior and extraordinary acts or services which leads to organizational productivity.

2. Motivate and inspire DepEd Antipolo's personnel to continue improve the quality of their performance towards the attainment of “Edukasyong Tapat at Sapat Para sa Lahat”.

3. Instill deeper commitment to public service.

4. Select the best candidates who can be nominated for the Civil Service Commission Pagasa Awards.

Awards Category

1. Outstanding Teacher (Elementary)
2. Outstanding Teacher (Junior High School)
3. Outstanding School Head (Elementary and Secondary)
4. Outstanding Non-Teaching Personnel (Level 1 and 2)
5. Outstanding Senior High School Teacher
6. Outstanding Alternative Learning System (ALS) Implementer
7. Loyalty Service Award (For School Heads and Division Personnel who are 25, 30, 35 and 40 years in service)

Qualification Requirements

1. Filipino Citizen
2. Performance Rating of at least Very Satisfactory (VS) for the last three (3) years (for the last 3 years) for Outstanding Senior High School Teacher and Outstanding ALS Implementer
3. Active in the service for not less than five (5) years and must not be on leave at the time of nomination
4. Engaged in education and training activities in the Department of Education that have directly contributed to the improvement of education and learning outcomes in the Region
5. Engaged in leadership activities that have significantly contributed to the improvement of the educational system in the Region
6. Engaged in research and development activities that have contributed to the improvement of the educational system in the Region
7. Engaged in community service activities that have contributed to the improvement of the educational system in the Region

Guidelines
DISQUALIFICATION

1. Previous awardees of Provincial, Regional and National Search and awardees/winners of the 2016 and 2017 HAMAKA Award of Excellence in Education.
2. Persons who have been suspended, reprimanded or with pending cases relative to violation of any administrative policies, rules and regulations
3. Lone contender in specific category
4. Less than 80% rating of the submitted documents

APPLICATION REQUIREMENTS

1. Duly accomplished nomination form
2. Colored photograph (2x2) passport size
3. Nomination by immediate superior
4. DepEd appointment
5. Service Record

AWARDS

1. Plaque of Recognition
2. Certificate of Recognition
3. Silver Ring (Loyalty Service Award)

MECHANICS

1. The Schools Division Superintendent, as chair shall organize a selection committee for each category consisting of Chiefs, Team Leaders/Unit Heads from different teams/units and Education Program Supervisors as members.
2. Each district shall submit one (1) official nominee per category for the HAMAKA Award of Excellence who will undergo final evaluation and interview by the Division Panel of Judges
3. Demonstration teaching, interview and validation of submitted documents shall be announced in a specific time.

TIME TABLE

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>IN-CHARGE</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3, 2019</td>
<td>Review of the Criteria for Evaluation</td>
<td>PRAISE Committee and Other Members</td>
<td>Supply Office</td>
</tr>
<tr>
<td>January 4, 2019</td>
<td>Meeting with the PSDS re: Criteria for Evaluation</td>
<td>PRAISE Committee</td>
<td>PSDS Office</td>
</tr>
<tr>
<td>January 8-9, 2019</td>
<td>Submission of entries, form, documents to the District Supervisors</td>
<td>District Supervisors</td>
<td>Division Office</td>
</tr>
<tr>
<td>January 10-11, 2019</td>
<td>Evaluation of Documents</td>
<td>District Selection Committee</td>
<td>To be identified by the District Supervisor</td>
</tr>
<tr>
<td>January 14, 2019</td>
<td>Submission to the Division Office</td>
<td>District Supervisors</td>
<td>ASDS Office</td>
</tr>
</tbody>
</table>

REVIEW OF DOCUMENTS

Over-all In-charge: Dr. Jonathan P. Domingo
Members:
Mrs. Arlene L. Tayona (District I-A, I-B)
| Republic of the Philippines  
| Department of Education  
| Region IV-A CALABARZON  
| CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY |
|---|---|
| **Mr. Rizalvy S. Pinoda (District II-D)**  
**Mrs. Myra B. Villareal (District II-E)**  
**Mr. Noel C. Menño (District II-F)**  

**DEMO-TEACHING OBSERVATION**  
**Over-all in-charge: Mr. Lito A. Palomar**  
**Members:**  
**SENIOR HS**  
Mrs. Cristina C. Salazar  
Mrs. Dolores J. Agong  
Mr. Anselmo C. Celeste Jr.  
Ms. Marilyn D. Zapanta  

**JUNIOR HS**  
Mr. Reynaldo M. Andrade Jr.  
Mrs. Melanie F. Burgonia  
Mrs. Priscilia V. Salo  
Dr. Amel T. Buana  

**ELEMENTARY**  
Mrs. Bernadette I. Berber  
Mrs. Merlita O. Sayago  
Mrs. Jocelyn A. Perez  
Dr. Gloria A. Benedicto  

**INTERVIEW**  
**Over-all In-Charge: Dr. Gloria C. Roque**  

**Members:**  
**NON-TEACHING PERSONNEL AND ALS**  
Mr. Frederick B. Vallinas  
Mrs. Christine T. Coronado  
Mrs. Raquel F. Esquerra  
Mr. Ragaam V. Dela Cruz  
Mr. Ranito Gallego  
Mrs. Myrna E. Bautista  

**ELEM. & JUNIOR HS TEACHER**  
Dr. Nimrod A. Tupas  
Ms. Marilou M. Lico  
Dr. Emily M. Concio  
Mr. Manolito Resaba  
Mrs. Irene C. Domingo  

**SCHOOL HEAD & SENIOR HS TEACHER**  
Mr. Michael T. Tayona  
Ms. Luz C. Cayananong  
Mrs. Vivienne C. Martinez  
Mr. Ronaldo I. Ata  
Dr. Rommel S. Beltran  

**Documenter:**  
Mr. Ross Paras  
Ms. Christine Joy Cabilas  

**Technical:**  
Mr. Frederick B. Vallinas  
Mrs. Florabel M. Tolentino  
Select School ICT Coordinators  

**Monitoring and Evaluation:**  
Mrs. Fiordeliza O. Mendiola  
Dr. Gayle J. Malliran  

| San Jose NHS | San Jose NHS |
| Dela Paz NHS | Juan Sumulong ES |
| Juan Sumulong ES | San Isidro ES |
| Juan Sumulong ES | San Jose NHS |

February 1, 2019  
Awarding Ceremony  
Technical Committee  
CHD500 Panel