



August 30, 2019

C-9338  
8/20/19  
4:23

**DIVISION MEMORANDUM**  
No. 335s. 2019

**2019 GAWAD BANDILA AWARDING CEREMONY**

To: Assistant Schools Division Superintendents  
Chief CID, OIC Chief SGOD  
Education Program Supervisors  
Public Schools District School Supervisors  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
All Concerned

1. DepEd Cavite practices a more culture-centric way of recognizing and making teachers, instructional leaders and non-teaching personnel feel highly regarded and appreciated about their work and achievements. Hence, this Office takes pride and honor in commending the 2019 Cavite Gawad Bandila Awardees for exhibiting exemplary and outstanding performance in various categories.

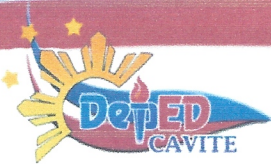
2. Relative to this, the Awarding Ceremony shall be held on October 2, 2019, 2:00 PM at the Carmona Community Center, Carmona, Cavite

3. The attire of the attendees and participants to this ceremony will be a culturally inspired Filipino dress. Awardees from different categories shall wear a long gown Filipiniana dress for women while barong tagalog and formal pants shall be worn by men.

4. Awardees as indicated in Annex A of this Memorandum are expected to be at the venue by 1:00 PM with their respective companion as stated in Annex A.

5. All awardees of the individual categories including barangay captains of zero out of school youth and children, loyalty and service awardees are enjoined to have pictorial from September 2-6, 2019 at the ICT Unit of DepEd Cavite Province and look for Mr. Christopher Matthew Tolentino. Likewise, individual and school awardees shall submit a high resolution photo of the school logo in jpeg format to the link <http://deped.in/uTYwrRL> on or before September 6, 2019. Also, all qualified barangays shall send the municipal logo and a picture of their respective mayor in the preceding link given. The filename of the attachment shall be the respective name/school/barangay of the awardees.

6. Important reminders for the attendees of the said activity are stated in Annex C



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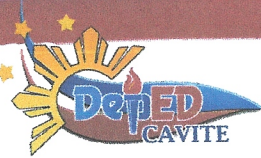


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7. In preparation for the event, a meeting of the chairpersons of the Program Management Team shall be held on September 11, 2019, 9:00 AM at the Silid Ugnayan DepEd Compound, Brgy. Luciano, Trece Martires City.
8. Expenses relative to the conduct of the activity shall be charged against Division MOOE subject to usual accounting and auditing rules.
9. Immediate dissemination of this Memorandum is earnestly desired.

  
**CHERRYLOU D. REPIA** *of*  
Schools Division Superintendent





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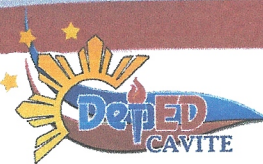


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**Annex A. List of Awardees**

No.	Individual Category	Level	QUALIFIED NOMINEES	NAME OF SCHOOL	Immediate Superior	Family Member
1.	Outstanding Elementary teacher	K-Grade 6	1. Mischell B. Mamita	Family Village Resources ES	1	1
			2. Gemma N. Costa	Trece Martires City ES		
			3. Christian P. de Grano	Tagaytay City CS		
2.	Outstanding High School Teacher	Grade 7-12	1. Greg L. Sangalang	Francisco P. Tolentino NHS	1	1
			2. Jacqueline T. Ureta	Cavite National Science HS		
			3. Irene R. Sarmiento	Lucsuhin NHS		
3.	Outstanding Elementary Principal	Elementary	1. Imelda F. Quiñonez	Mendez Central School	1	1
			2. Brenda G. Alegre	Kaytitinga Elem. School		
			3. Connie P. dela Cruz	Felipe G. Calderon Elem. School		
4.	Outstanding High School Principal	High School	1. Bernadette S. Sumagui	Malabag NHS	1	1
			2. Rufina V. Cortez	Amadeo NHS		
			3. Donato A. Bataclan	Kaytitinga NHS		
5.	Outstanding Education Program Supervisor	SDO	1. Romeo E. Endraca	TLE	1	1
			2. Eduarda M. Zapanta	Mathematics		
6.	Outstanding Public Schools District Supervisor	SDO	1. Amelita P. Penalba	Trece Martires City	1	1
			2. Irma O. Ejanda	Carmona		
7.	Outstanding Non-Teaching Personnel Level 1	SG 1 - 9	1. Florencio B. Layugan Jr.	Litlit Elementary School	1	1
8.	Outstanding Non-Teaching Personnel Level 2	SG 10 - 22 (except EPS and PSDS)	1. Marlene P. Panganiban	SDO	1	1





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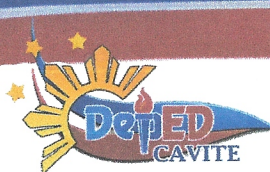


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9.	Outstanding Researcher	Elementary	1. Joefel S. Horca	Aguado ES	1	1
			2. Marilyn B. Lengson	Bailen ES		
			3. Gedion Chanao L. Mayos	Antonio B. del Rosario ES		
			4. Maila N. Pantoja	Osorio ES		
10.	Outstanding Researcher	Secondary	1. Mary Ann B. Gatpandan	GEANHS	1	1
			2. Loida A. Arce	Naic NHS		
			3. Elain E. Malones	Cavite National Science HS		

No.	School Category	Level	QUALIFIED NOMINEES	Focal Person	School Head
1.	Most Effective School Reading Program implementer	Elementary	1.Sanja Mayor ES 2.Tagaytay City CS 3.Silang West ES	1	1
2.	Most Effective School Reading Program implementer	High School	1.Rosario NHS 2.Lucsu hin NHS 3.Naic Coastal NSH	1	1
3.	Most Effective School ELLN Implementer		1. San Jose ES 2. Bunga ES 3. Balsahan ES	1	1
4.	Best School-Based Management Implementer	Elementary	1. Bagong Pook ES 2. Naic ES 3. Antonio B. del Rosario	1	1
5.	Best School-Based Management Implementer	High School	1. Munting Ilog NHS 2. Tanza National Trade School	1	1
6.	Outstanding Campus Journalism Program Implementer	Elementary	1. Silang CS 2. Lantic ES 3. Punta ES	1	1
7.	Outstanding Campus Journalism Program Implementer	High School	1.Tanza National Trade School 2. Amadeo NHS	1	1
8.	Outstanding School GAD Program Implementer	Elementary	1. Capipisa ES	1	1
9.	Outstanding School GAD Program Implementer	High School	1. Anuling NHS 2. Luis Aguado NHS	1	1
10.	Outstanding School Sports Program Implementer	Elementary	1. Amaya ES	1	1
11.	Outstanding School Sports Program Implementer	High School	1. Lucsu hin NHS	1	1





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12.	Outstanding School DRRM Program Implementer	Elementary	1. Paradahan ES	1	1
			2. Trece Martires City ES		
			3. Bulihan ES		
13.	Outstanding School DRRM Program Implementer	High School	1. ASHI	1	1
14.	Best Performing Public Elementary	Elementary	1. Amaya ES	1	1
			2. Naic ES		
15.	Best Performing Public High School	High School	1. Amadeo NHS	1	1
			2. Tanza National Trade School		

Brgy. with Zero Out-of-School Youth	Barangay	Brgy. Captain	DALSC	Mayor	Councilor-in-Charge of Education
1. Tagaytay City	Neogan	1	1	1	1
2. Carmona	Brgy. 3 Poblacion	1	1	1	1
3. Indang	Harasan	1	1	1	1
4. Silang	Tartaria	1	1	1	1
5. Maragondon	Talispungo	1	1	1	1

**Loyalty Awards**

**25 Years**

**SDO Personnel**

1. Rey M. Guansing	PSDS
2. Saturnino A. Hernandez	PSDS
3. Elma P. Aure	EPS II- ALS
4. Angelita C. Orenciana	Medical Officer III

**Elementary**

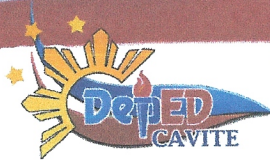
1. Noribel A. Cayao	Principal III
2. Ledivinia A. Ogot	Principal III
3. Flordeliza M. Jeciel	Principal II
4. Nimfa R. Mendoza	Principal II
5. Manny B. Ilustrisimo	Principal II
6. Shirley T. San Juan	Principal II
7. Elsa C. Calderon	Principal II

**30 Years**

**Elementary**

1. Florpina B. Galay	Principal IV
2. Mercedita C. Villanueva	Principal III
3. Ana Marie R. Panaligan	Principal III
4. Leonor G. Armado	Principal II
5. Epifanio A. De Guzman	Principal II
6. Efrenaida H. Lumagui	Principal II
7. Emelita A. Gabayno	Principal I
8. Evelyn R. Panganiban	Principal I





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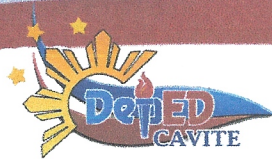
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Secondary	
1. Luis G. Viñegas	Principal IV
2. Victorio N. Medrano	Principal IV
3. Ernesto M. Mojica	Principal II
4. Rosalia B. Anacay	Principal I
35 Years	
1. Cecilia C. Alvarez	PSDS
2. Nancy S. Marasigan	PSDS
Elementary	
1. Noema V. Quintino	Principal II
2. Teresita R. Bagay	Principal II
3. Lorna P. De Guzman	Principal II
Secondary	
1. Anita T. Escover	Principal I
2. Lorena V. Miranda	Principal III
40 Years	
Secondary	
1. Delia R. Romanes	Principal IV
2. Aurora P. Chavez	Principal IV
3. Emelina R. Barlaio	Principal IV

**Service Award**

SDO Personnel	
1. Irma M. Riego De Dios	Dentist II
2. Milagros H. Norcio	PSDS
3. Amelita E. Buenavente	PSDS
4. Yolanda R. Penales	PSDS
5. Estrellita M. De Vera	EPS
Elementary	
1. Elvira L. Ambagan	Principal III
2. Daisy P. Feranil	Principal III
3. Leonora C. Dendiego	Principal II
4. Gloria A. Videña	Principal II
5. Elizardo G. Diesta	Principal I
Secondary	
1. Ireneo M. Mendoza	Principal I
2. Jovito S. Mercado	Principal IV





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Division of Cavite

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### Annex B. Program Management Team and Terms of Reference

#### PROGRAM MANAGEMENT TEAM

##### Planning

**Chairman:** Diana Topacio

**Members:** Elias Alicaya Jr.  
Ivan Brian Inductivo  
Elpidia Bergado  
Verna Cabaya  
Elaine Balen

Joel Solis  
Cherry Bayot  
Gina Dulce  
Melanie Cruz

##### Duties and Responsibilities:

- In charge of the overall coordination of the activity by ensuring that all committees are properly guided on their duties and responsibilities.
- Communicate with the different committees regarding status and updates of the activity.

##### Program and Invitation

**Chairman:** Ma. Jovy Legaspi

**Co-Chairman:** Joel Peregrino

**Members:** Tanza School Heads

##### Duties and Responsibilities

- Prepare a program layout for the awarding ceremony and provide invitation letter to the VIPs
- Assign masters of ceremonies for the program and proofreaders who will check the content and details of the entire program layout such as names, spelling, designation, etc. prior to printing and distribution
- Send a copy of invitation and program to the awardees
- Responsible for the overall flow, integrity and coherence of the program
- Coordinate with the masters of ceremonies and event director to ensure a smooth flow of the event.

##### Stage Decoration

**Chairman:** Irma Ejanda

**Member:** Carmona School Heads

- Responsible for conceptualizing the stage decoration, arrangement and provision of necessary materials needed for the stage and venue

##### Accommodation and Clearing Away

**Chairman:** Amelita Peñalba

**Co-Chairman:** Saturnino Hernandez

**Member:** Trece Martires City School Heads



#### Duties and Responsibilities:

- Identify the venue for the awarding ceremony and coordinate with the staff for other details.
- Ensure the availability, capacity, safety and security of the event place.
- Make a seat plan or layout for the identified venue.
- Outsource chairs and tables needed to accommodate the expected number of attendees.
- Check and clear the event place after the activity.

#### Registration, Ushers and Usherettes

Chairman: Elaine Balen

Co-Chairman: Joel M. Solis

Members: Joyce Dimapilis

Justine May Delos Reyes

Sherly Anahaw

Claire Pellas

Ryan Cutamora

Glenn Marasigan

#### Ushers and Usherettes

Mary Joy Mendoza

Louise Randolph Erasmo

Lian Jazzel Velasco

Richelle Panganiban

Carol Pampiega

Cynthia Montalbo

Jesselle Macapagal

Shannen Ramos

Teodoro Fulvadora Jr.

Jay Fulvadora

Ronald Kevin Del Rosario

Jasmin Lyra Sambrano

Roel Penus

Cheska Lei Sabando

#### Duties and Responsibilities:

- Prepare the registration and meal attendance
- Secure the registration and attendance sheets of the attendees and ensure that everybody has signed by the end of the activity.
- Provide stub for the awardees and companion.
- Communicate with the accommodation committee about the layout and set up of the venue
- Finalize the table and sitting arrangement of the awardees
- Coordinate with the plaque and certificate committee regarding the list of awardees and attendees.
- Assist each awardee to their designated area.
- Help in the distribution of plaques and certificates during the awarding ceremony.
- Receive the plaques and certificates from the procurement committee and arranged them accordingly.

#### Plaque and Certificate

Chairman: Gina Dulce

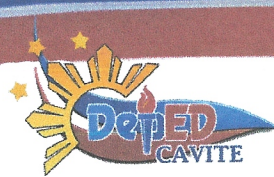
Member: Melanie P. Cruz

Kevin Herick Avilla

#### Duties and Responsibilities

- Prepare the layout of the plaque and certificates
- Proofread the content and citation of the plaques and certificates prior to printing
- Send a copy of the approved layout to the procurement committee
- Responsible for the printing certificates
- Provide a list of awardees and attendees to the usher/usherettes and registration committee for reference and guidance.





### Technical Committee

**Chairman:** Mignon Cecille Mangoba  
**Member:** Erwin de Raya  
Mark Anthony Papa  
Marlon Dejesa  
Johnel De Guzman  
Sandie Abito  
Jimmy Jay Cimafranca  
Michael Joseph Lapid

### Duties and Responsibilities

- In-charge of ensuring the condition of the sound system and other technical equipment before the ceremony starts.
- Maintain coordination with the program committee about the entire flow of the program.
- Ensure that the needed presentations are all set.
- Responsible for the overall documentation of the entire activity
- Prepare other technical set up needed in the program.

### Procurement

**Chairman:** Edward Joevan Romen  
**Member** Cherrie Ann Sinsay  
Selwyn Rom

### Duties and Responsibilities

- In-charge of proving quotation of service providers for all the procurement needed in the ceremony
- Ensure timely procurement and delivery of all the materials and supplies needed in the activity.

### Documentation

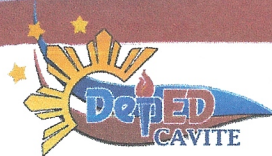
**Chairman** Rey Ann Avilla  
**Member** Julie Ann Vertudes  
Christopher Matthew Tolentino

### Duties and Responsibilities

- In-charge of the documentation and release of write-up relative to the awarding ceremony

### Safety and Security

**Chairman:** Atty. Daniel Carpina  
**Co-Chairman:** Jesselle Mark Reyes  
**Member** Jeric Reyes



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### **Annex C. Important Reminders to the Attendees of Awarding Ceremony**

1. Attendees shall be at the venue by 1:00 PM
2. Stub for the companions of the attendees shall be distributed by the registration committee. Awardees are expected to strictly follow the allowed number of companion to avoid unnecessary circumstances in the sitting arrangement.
3. School heads of the students who will perform at the awarding ceremony shall ensure the compliance of parental consent.
4. Additional guests without stub may be seated at the space provided for them.

