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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

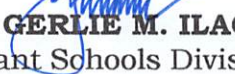
14 JUNE 2021

DIVISION MEMORANDUM  
No. 245 s. 2021

**VIRTUAL AWARDING CEREMONY OF DIVISION GAWAD SIKLAB 2021**

To: Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Relative to previously released **DM No. 230, s. 2021**, this Office through the SGOD will conduct a Virtual Awarding Ceremony of Division Gawad Siklab 2021 on **June 21, 2021** from 1:30 to 4:00 pm. This is to recognize exemplary accomplishments and contributions of learners, teachers and school heads in the implementation of Youth Programs.
2. Schools are advised to submit a 3 to 5-minute video presentation of the documentation of their projects to the Division Youth Formation Coordinator not later than June 17, 2021.
3. Attached are Enclosure 1 – List of Participants, Enclosure 2 – Program Matrix and Enclosure 3 – Technical Working Committee.
4. Immediate dissemination of this Memorandum is desired.

  
**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Brgy. Potol, Tayabas City

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<https://depedtayabas.com/>



Enclosure 1 – List of Participants

**SCHOOL HEADS**

<b>SCHOOL</b>	<b>NAME</b>
Dapdap Integrated School	Cherry G. Hugo
Malaoa Calantas Elementary School	Alita C. Rodriguez
Luis Palad Integrated High School	Dr. Gener C. Delos Reyes
Tayabas West Central School I	Ronan R. Ranillo
Tayabas West Central School III	Dennis O. Labita
West Palale National High School	Evelyn R. Palambiano
Lakawan Elementary School	Natalia A. Andaya
Ilasan Elementary School	Teresa Andaya

**SPG/ SSG ADVISERS**

<b>SCHOOL</b>	<b>NAME</b>
Alsam ES	Shella R. Pasacsac
Busal ES	Novie Jenelee P. Zeta
Dapdap IS	Mary Joy G. Honrade
Domoit ES	Angeline R. Tagun
East Palale ES	Myrah T. Cabuyao
Eugenio Francia ES	Jo Ann Luna
Froilan E. Lopez ES	Elsie R. Limyoco
Gibanga ES	Juliet L. Villoria
Ilasan ES	Jossie O. Caagbay
Ipilan-Alitao ES	Marigel P. Esmiller
Kalumpang ES	Roselle B. Bides
Katigan-Alupay ES	Honey Leyden R. Pilar
Lakawan ES	Jasmin D. Moises
Lalo ES	Mark Kevin P. Ranillo
Lawigue ES	Edellyn B. Matre
Malao-A/ Calantas ES	Dulce A. De Vera
Masin ES	Princess Camelle C. Roces
Mate ES	Jeewel L. Cabriga
North Palale ES	Sarah Jane C. Romero
Pandakake ES	Rhona S. Reyes
Potol ES	Maria Gela A. Lleba
South Palale ES	Rechelle Z. Tabi
Tayabas East Central School	Reniel N. Cabuyao / Maria Lyra H. Tabernilla
Tayabas West Central School I	Marife C. Ramirez





Tayabas West Central School II	Maria Lyka E. Gollena
Tayabas West Central School III	Angela Mae A. Gob
Tayabas West Central School IV	Cherry E. Palambiano
Valencia ES	Romana T. Jabola
Wakas ES	Chessette O. Pagana/Aireen C. Nosa
West Palale ES	Bryan R. Argete
Dapdap Integrated School	Rousean D. Villalon
Buenaventura Alandy NHS	Wareen C. Cablaida
Luis Palad Integrated High School	SSG - Sigrid F. Tibordo
Rosario Quesada Mem. NHS	Jeanne Pauline Oabel
West Palale National High School	Reymart P. Villapena

**DIVISION FEDERATED SPG/ SSG OFFICERS**

<b>POSITION</b>	<b>SPG OFFICERS</b>	<b>SCHOOL</b>
President	Kenth Lorenz N. Narzabal	Ipilan-Alitao ES
Vice President	Hera Bernadette P. Tabi	liasan ES
Secre	Ken Aldwin Mu a	Mate ES
Treasurer	Carl Jake R. Abia	Kalum an ES
Auditor	Ma. Bernadet C. Salvatierra	TECS
Public Information Officer	Frinzcez Nazhaila O. Calanda	TWCS 1
Peace Officer	Mark Jayson C. Cabalsa	TECS
<b>POSITION</b>	<b>SSG OFFICERS</b>	<b>SCHOOL</b>
President	Ann Minette C. America	WPNHS
Vice President	Glenna Jalbuena	LPIHS
Secre	Princess Kate A. Igloria	
Treasurer	Quee I Tabi ue	BANHS
Auditor	John Paul Arenas	R MNHS
Public Information Officer	Shyzel Althea B. Javina	Dapdap IS
Peace Officer	Roldan Garcia	LPIHS



Enclosure 2 – Program Matrix

**VIRTUAL AWARDING CEREMONY OF DIVISION GAWAD SIKLAB 2021**

June 21, 2021

1:30 to 4:00 pm

TIME	ACTIVITY/ TOPIC	FACILITATOR
<b>Opening Program</b>		
1:30 to 2:00 pm	National Anthem	Audio Visual Presentation
	Prayer	Audio Visual Presentation
	Roll Call of Participants	Nicole May R. Lagar PDO I
	Welcome Remarks	Edwin R. Rodriguez, Ed.D. SGOD Chief
	Inspirational Message	Gerlie M. Ilagan, CESO VI OIC - SDS
2:00 to 2:10 pm	Background of Gawad Siklab 2021	Nicole May R. Lagar PDO I
2:10 to 3:00 pm	Video Presentation of Project documentation	Audio Visual Presentation
3:00 to 3:30 pm	Awarding of Certificates and Photo Opportunity	
3:30 to 3:45 pm	Message of Thanks	Representative from the Finalists
3:45 to 4:00 pm	Closing Remarks	Imelda C. Raymundo CID Chief



Enclosure 3 – Technical Working Committee

**Technical Working Committee (TWC)**

June 21, 2021

**Over all Chairperson:** Schools Division Superintendent

**Co- chairpersons:** Assistant – Schools Division Superintendent  
Chief – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	NICOLE MAY R. LAGAR	<ul style="list-style-type: none"> <li>Prepares Activity Design and other Activity Package requirements.</li> <li>Coordinates with SEPS-HRTD on other activity requirements.</li> <li>Prepares and submits activity completion report (ACR) to SEPS-HRTD.</li> </ul>
Over-all R&R Management including (Logistics)	LUZVIMINDA E. SALUDARES	<ul style="list-style-type: none"> <li>Monitors R&amp;R activities.</li> <li>Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>Leads the debriefing sessions.</li> </ul>
QAME	MARIA CORAZON A. BORBON	<ul style="list-style-type: none"> <li>Quality Assure the Activity Design</li> <li>Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Support Staff/s	JAYRON J. BAER	<ul style="list-style-type: none"> <li>Take/s pictures from the opening until closing programs.</li> <li>Ensure/s that the online attendance is properly and completely accomplished.</li> <li>Assist/s the session facilitators/s</li> <li>Ensure/s that video presentations are properly set up.</li> <li>Manage/s unexpected system glitches.</li> </ul>
Certificate	JEROME A. JAVIN	<ul style="list-style-type: none"> <li>Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	JOAN KATHLEEN T. BRIZUELA	<ul style="list-style-type: none"> <li>Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>Host the Awarding Ceremony Program</li> </ul>



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