Republika ng Pilipinas

Kagawaran ng Edukasyon

Rehiyon V (Bicol)

TANGGAPANG PANSANGAY NG CATANDUANES

UNNUMBERED MEMORANDUM

OSDS-OASDS-UM-11-16-2023/ MLTD

TO	:	Chief Education Supervisors
		Education Program Supervisors
		Public Schools District Supervisors
		Elementary and Secondary School Heads
		Section Chiefs
		Teaching and Non-Teaching Personnel
FROM	:	**SOCORRO V. DELA ROSA, CESO V**
		Schools Division Superintendent
SUBJECT	:	**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 449 s. 2023 re: ONDRA CATANDUNGAN AWARDS 2023**
DATE	:	16 NOVEMBER 2023

The Office of the Schools Division Superintendent announces the Search for an Outstanding Lead Program Implementer as part of the Ondra Catandungan Awards 2023 which is open to all employees who are program implementers of the three (3) Functional Divisions (FDs) of SDO Proper.

The Guidelines and Criteria of the Search as well as the list of working committees are found in Enclosure No. 1 and No. 2.

Relative to ONDRA CATANDUNGAN Search for Outstanding Health Personnel, AO, ADAS, Registrar, ADA, and Security Guard, the assigned perfect score under the Individual Performance and Commitment Review Form (IPCRF) has been changed to 35 points. All other provisions on award category cited in Division Memorandum No. 449, s. 2023 remain the same.

For information, dissemination, and strict compliance.

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Enclosure No. 1

Search for Outstanding Lead Program Implementer
(Funded and Unfunded)

Guidelines:

The search is open to all Functional Divisions (FD) and all program implementers of the three FDs at the SDO Proper. The heads of the FD shall nominate all their program implementers be it funded and non-funded.

The nominator shall accomplish the nomination prescribed form attached to the Unnumbered Memorandum dated November 6, 2023, *"Addendum to DM No. 449 s. 2023 re: ONDRA CATANDUNGAN AWARDS 2023"*.

The Equal Opportunity Principle (EOP) shall be strictly adhered to in all the screening processes from nomination to awarding ceremonies.

All documents to be presented should be authentic. No evidence or lack of evidence presented for each of the criteria shall mean zero (0) points.

Only candidates who obtained sixty (60) points shall proceed to the validation and interview stages.

Candidates who are aggrieved may file a protest addressed to the Schools Division Superintendent before the ONDRA awarding ceremony. The SDS shall have the final and irrevocable decision on complaints filed by the candidates.

Winners will be declared during the SDO Year-End Coordination Meeting and Christmas Party.

The timetable for this activity is as follows:
November 20-29, 2023	:	Nomination and Submission of document
December 1-6, 2023	:	Evaluation and Deliberation
December 11-14, 2023	:	Interview and Validation
December 22, 2023 (tentative date):		Awarding of Winners

All entries for the Outstanding Lead Program Implementers should be submitted to the **Records Section on November 29, 2023, on or before 5:00 PM**. Documents that were submitted beyond 5:00 PM shall not be included in the screening and evaluation process.

Required documents for submission:
1. Nomination form
2. Certification of Not Guilty of an Administrative Case to be secured from the Legal Unit

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Criteria for Judging:

Outstanding Lead Program Implementers (Funded)	
Selection Criteria	**Rating**
A. Screening and Evaluation of Documents (50%)	
1. Designation as Program Implementer/Coordinator	10
2. Approved Implementation Plan or Approved Proposal	10
3. Launching Memorandum and Pictorials	10
4. Hard copy of baseline data and sample assessment tool	10
5. Photo documentation on the conduct of orientation	10
B. Intervention Implementation (40%)	
1. Copy of any of the following: Learning Resources/Kits/Tools or name of beneficiaries	10
2. Monitoring and Evaluation tools used are attached to the Progress Report	10
3. Completion report with narrative report and comparative data	
a. With a 50% improvement over the target	5
b. With less than 50% improvement over the target	5
4. Monitoring photo documentation	10
C. Validation and Interview (10%)	
1. The program title is cited in the DEDP 2023-2028 or previous DEDP	8
2. The program is in the WFP as evidenced by the DMEA/PIRPA Quarterly Report	2
TOTAL	**100**

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Outstanding Lead Program Implementers (Unfunded)	
Selection Criteria	**Rating**
A. Screening and Evaluation of Documents (50%)	
1. Program/Projects with baseline data and memorandum	10
2. Sample assessment tool used to implement the program	10
3. Approved proposal mentioning timelines of activities related to the program	10
4. Launching Activity and Pictorials	10
5. Memorandum related to program implementation or FB account where program activities are posted	10
B. Intervention Implementation (30%)	
1. Copy of any of the following: Learning Resources/Kits/Tools or intervention materials spearheaded by the program implementer	10
2. Memorandum or Pilot Testing of the LR/intervention materials	10
3. Pictorials on the conduct of pilot testing	5
4. Memorandum or the conduct of Quality Assurance of LR/intervention materials	5
C. Validation and Interview (20%)	
1. The program title is cited in the DEDP 2023-2028 or previous DEDP	15
2. The program was recognized by the higher authority through certificates, trophies, or medal	3
3. Interview to proponent or school head on the positive impact of the program is commendable	2
TOTAL	**100**

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Enclosure No. 2

ONDRA CATANDUNGAN AWARDS 2023 COMMITTEE

Steering Committee
    Socorro V. Dela Rosa- Schools Division Superintendent
    Ma. Luisa T. Dela Rosa- Assistant Schools Division Superintendent
    Romel G. Petajen- Chief (CID)
    Mary Jean S. Romero- Chief (SGOD)
    Eva S. Tolentino- Administrative Officer V

Overall In-charge of the Awarding Ceremony: School Governance and Operations Division (SGOD)

Plaque and Certificates

Chairperson	Marife B. Brequillo
Co-Chairperson	Rewards and Recognition Team
Members:	Jesslyn T. Taway
	Roma Angelee A. Soleybar
	Jake M. Tablo
	Alexa May B. Abundo
	Jean Flor Q. Cestina

Program

Chairperson	Carol P. Gil
Co-Chairperson	Marivic T. Camacho
Member:	Korina Carla H. Basco

Event Management and Program Flow

Chairperson	Mark Lester V. Urbano
Co- Chairperson	Ahdel D. Idanan
Member:	Jerald D. Sabayle

Invitation and Program Distribution

Chairperson	Imaculate T. Latorre
Co-Chairperson	Jenelyn T. Laid
Member:	Jade T. Concepcion

Hall Preparation and Sitting Arrangement

Chairperson	Eva S. Tolentino
Co-Chairperson	Jade T. Concepcion
Members:	Virgilio J. Molina Jr.
	Security Guard and Administrative Aide personnel

Stage Decorations

Chairperson	Aroline T. Borja
Co-Chairperson	Jogene Alilly C. San Juan

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Members:
Peachie Roshele T. Chavez
Nino Gerard C. Ceneta
Shelita G. Valeza
Jackylen T. Camacho

Ways and Means

Chairperson — Marife B. Brequillo
Co-Chairperson — Imaculate T. Latorre
Members:
Nimfa R. Arcilla
Rodger A. Matienzo

Documentation and Tarpaulin

Chairperson — Jennifer B. Metica
Co-Chairperson — John Bryan C. Laguda
Members:
Selected ICT District Coordinators

Meals and Accommodation

Chairperson — Ma. Cielo C. Tubale
Co-Chairperson — Christina T. Barrameda
Members:
Angelo James O. Aguinalde
Cristy S. De Leon

Registration and Attendance

Chairperson — Marichelle B. Llave
Co-Chairperson — Liza R. Bernardo
Members:
Roma Angelee A. Soleybar
Alexa May B. Abundo
Kristine Archie T. Soriao

Corsage

Chairperson — Amelia B. Cabrera
Co-Chairperson — Gina L. Custodio
Members:
Cherie V. Perez
Selected ALS Teachers

Master of Ceremonies:

Chairperson — Gina B. Pantino
Co-Chairperson — Frankie T. Turalde
Members:
Selected Teachers

Ushers:

Alexa May B. Abundo
Lyn Antoneth C. Tedera
Christian V. Belchez
Jerald T. Sualibio

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