



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



27 Oct 2023

DIVISION MEMORANDUM  
No. 449 s. 2023

**ONDRA CATANDUNGAN AWARDS 2023**

To : Assistant Schools Division Superintendents  
Chief Education Program Supervisors  
Section Heads/Administrative Officers  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Employees  
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 7, s. 2012 titled Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), CSC Memorandum Circular No. 01, s. 2001 titled Program on Awards and Incentives for Service Excellence (PRAISE), to strengthen the implementation of DepEd Order No. 9, s. 2012 on Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education and the issuance of SDO Catanduanes' Rewards and Recognition system contained in Division Memorandum No. 510, s. 2022, this office announces the 2023 ONDRA CATANDUNGAN AWARDS.
2. The search aims to:
  - a. recognize the outstanding and meritorious achievements and accomplishments of education leaders, teachers, and non-teaching personnel of this division;
  - b. recognize exemplary behavior, remarkable dedication to work, and effective leadership;
  - c. strengthen the rewards and recognition system of this division.
3. The following are the categories of this search:
  - a. Outstanding School Principal (PI-PIII) in Elementary Level
  - b. Outstanding School Principal (PI-PIV) in Secondary Level
  - c. Outstanding Teacher (TI-TIII) in Elementary Level
  - d. Outstanding Teacher (TI-TIII) in Secondary Level
  - e. Outstanding Multi-Grade Teacher in Elementary Level
  - f. Outstanding School-Based Health Personnel
  - g. Outstanding Administrative Officer IV in Implementing Units
  - h. Outstanding Registrar
  - i. Outstanding Administrative Assistant III/Senior Bookkeeper in Elementary and Secondary Levels
  - j. Outstanding Administrative Assistant II/Disbursing Officer II in Elementary and Secondary Levels
  - k. Outstanding Administrative Assistant II in Senior High School



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- l. Outstanding Security Guard in Elementary and Secondary Levels
  - m. Outstanding Administrative Aide I in Elementary and Secondary Levels
  - n. Outstanding Administrative IV in SDO Proper
  - o. Outstanding Senior Bookkeeper in SDO Proper
  - p. Outstanding Health Personnel in SDO Proper
  - q. Service Award in SDO Proper
4. In view of this, the PRAISE Committee is hereby instructed to convene and conduct the Search following the process in the PRIME-HRM Rewards and Recognition system.
5. **Each municipality shall nominate one (1) candidate per category which shall undergo the process following the Reward and Recognition policy.** The timetable for this activity is as follows:
- |                      |   |  |
|----------------------|---|--|
| November 6-10, 2023  | : | Municipal Selection  |
| November 20-24, 2023 | : | Nomination Period (Submission of Documents & Nomination @ the SDO) |
| November 28-30, 2023 | : | Evaluation and Deliberation  |
| December 4-7, 2023   | : | Onsite Validation  |
| December 12, 2023    | : | Awarding of Winners  |
6. The mechanics, nomination form, criteria and qualification requirements shall be announced in a separate memorandum as well as the list of judges and the TWG.
7. Winners shall receive monetary and non-monetary rewards and/or incentives whichever is feasible.
8. The awarding shall be done during the Education Week Celebration for municipal awardees. A registration fee of P600 shall be charged per participant chargeable to MOOE/ local funds subject to usual auditing rules and regulations.
9. Further, for the SDO Proper awardees the awarding shall be done during the SDO Year-End Coordination Meeting and Christmas Party.
10. Widest dissemination of this Memorandum is desired.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Encl: As stated.

Reference: CSC MC No. 7, s. 2012, CSC MC No. 01, DepEd Order No. 9, s. 2012,  
Division Memorandum No. 510, s. 2022

To be indicated in the Perpetual Index  
Under the following subjects:

AWARDS                      EMPLOYEES  
OFFICIALS



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