



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 October 2025

DIVISION MEMORANDUM
DM No. 1061, s. 2025

DEPED QUEZON PARTNERSHIP RECOGNITION 2025 (GAWAD KAAGAPAY)

To: Assistant Schools Division Superintendents
Functional Division Chiefs
Public Schools District Supervisors
School Heads
Adopt-a-School Coordinators
All Other Concerned

1. In consonance with the implementation of Deped Order No. 2 s. 2013 commonly known as the Revised Implementing Rules and Regulations of RA 8525 or the Adopt-a-School Program Act of 1998, this Office through the SGOD – Social Mobilization and Networking Section announces its banner program of recognizing the valuable contributions of benefactors and stakeholder-partners, the 2025 DepEd Quezon Partnership Recognition – (Gawad Kaagapay: a Salute to Partnership).
2. This program is designed to give due recognition and acknowledgement to certain individuals, companies, private organizations and government sector who are tirelessly supportive of the programs, projects and activities of the schools in the Division.
3. The School shall nominate their prospective Gawad Kaagapay awardees on the following categories:
 - a. Private Individuals
 - b. Group (Private Companies, Organizations, etc.)
 - c. Government Sector
4. To ensure timeliness on the selection of nominees, the following schedule shall be observed:

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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Activity	Date
Submission of Nomination Forms	On or before 07 November 2025
Validation of Submitted Documents	November 10 – 21, 2025
Finalization of the Awardees	November 24 – December 5, 2025
Distribution of Certificates to District Offices	December 8 – 19, 2025

- All Districts must submit their entry in the Government Sector Category whether they may have reached the required amount.
- Please refer to the attached guidelines and nomination form for reference.
- Please submit your entries through this link:
<https://tinyurl.com/GAWADKAAGAPAY2025Entries>
- For queries, please contact the SGOD - Social Mobilization and Networking Section Personnel, **SEPS Paul Clifford N. Marquez** or **EPS II Carla Jobelle J. Culajara** at email address: sdo.quezon.smn@deped.gov.ph or mobile numbers **0956.759.7388** and **0906.091.3602**.
- Immediate and wisdest dissemination of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

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Enclosure to DM No. 1061, s. 2025

GUIDELINES ON GAWAD KAAGAPAY (a salute to partnership)
A recognition ceremony for DepEd Quezon Partners

INTRODUCTION:

Pursuant to DepEd Order No. 2 series of 2013 commonly known as the Revised Implementing Rules and Regulations of RA 8525 or the Adopt – A – School Program Act, the Department of Education, Division of Quezon initiates to recognize their partners in an annual gathering of benefactors and partners. The activity is called Gawad Kaagapay, a salute to partners.

The program is designed to give due recognition and acknowledgement to certain companies or individuals who are tirelessly giving support in the construction and enhancement of an environment conducive for the teaching-learning process thru Adopt-A-School Program of the DepEd Division of Quezon. It is likewise aimed to strengthen the ties between DepEd Division of Quezon and its partners.

Gawad Kaagapay from the term itself is founded on the idea that DepEd Quezon needs “Kaagapay” which from its root word “agapay” means assistance from somebody else. It is a common knowledge that government institution such as the Department of Education cannot sustain itself, its projects and programs thus it needs to look for partners in order to compliment to what is lacking. The recognition ceremony is staged annually with three group of awardees approved by the Top Management and the selection committee.

GAWAD KAAGAPAY STEERING COMMITTEE

OVER-ALL CHAIRPERSON	-	ROMMEL C. BAUTISTA, CESO V <i>Schools Division Superintendent</i>
Vice-Chairpersons	-	Aris S. Barrago, OIC-ASDS Roselyn Q. Golfo, ASDS Lorena S. Walangsumbat, OIC-ASDS
Steering and Selection Committee	-	Roselyn Q. Golfo Juanito A. Merle Raul R. Agaran Paul Clifford N. Marquez Carla Jobelle J. Culajara

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OBJECTIVES:

- ✓ Recognize the untiring support of the Division of Quezon's Partners in its different programs and projects.
- ✓ Motivate and inspire other prospected partners to do the same
- ✓ Develop and encourage other partners to help DepEd Quezon in its programs and projects

CATEGORIES OF RECOGNITION

- ✓ Government Sector Category
- ✓ Group, Family or Organization Category
- ✓ Private Individual

CRITERIA FOR RECOGNITION

a. Government Sector Category

- Must have significant contributions to any public learning institutions under the supervision of DepEd Quezon
- Must be in cash or in kind
- Must have at least Php 1,000,000.00 to qualify for the major awards.
- Must possess the qualifications of adopting private entity as stated in DepEd Order No. 2 s. 2013 – Revised Implementing Rules and Regulations of RA 8525 otherwise known as the Adopt-a-School Program Act.
- Supporting Documents that must be presented:
 - Copy of the Duly Notarized Memorandum of Agreement
 - Copy of the Duly Notarized Deed of Donation/Land Title
 - Copy of the Duly Notarized Certificate of Acceptance
 - Pictures
 - Other pertinent documents

b. Group, Family or Organization Category

- Must have significant contributions to any public learning institutions under the supervision of DepEd Quezon
- Must be in cash or in kind
- Must have at least Php 500,000.00 to qualify for the major awards.
- Must possess the qualifications of adopting private entity as stated in DepEd Order No. 2 s. 2013 – Revised Implementing Rules and Regulations of RA 8525 otherwise known as the Adopt-a-School Program Act.
- Supporting Documents that must be presented:
 - Copy of the Duly Notarized Memorandum of Agreement
 - Copy of the Duly Notarized Deed of Donation/Land Title

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- Copy of the Duly Notarized Certificate of Acceptance
- Pictures
- Other pertinent documents

c. *Private Category*

- Must have significant contributions to any public learning institutions under the supervision of DepEd Quezon
- Must be in cash or in kind
- Must have at least Php 100,000.00 to qualify for the major awards.
- Must possess the qualifications of adopting private entity as stated in DepEd Order No. 2 s. 2013 – Revised Implementing Rules and Regulations of RA 8525 otherwise known as the Adopt-a-School Program Act.
- Supporting Documents that must be presented:
 - Copy of the Duly Notarized Memorandum of Agreement
 - Copy of the Duly Notarized Deed of Donation/Land Title
 - Copy of the Duly Notarized Certificate of Acceptance
 - Pictures
 - Other pertinent documents

NOMINATION REQUIREMENT



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ADOPT-A-SCHOOL NOMINATION FORM

No.	NAME OF PARTNER	CATEGORY <i>(Govt. Group or Individual)</i>	RECIPIENT SCHOOL/DISTRICT	PARTNER'S ADDRESS	PARTICULARS <i>(Donated Items)</i>	AMOUNT IN PESO	TOTAL

• Please provide additional sheets if needed. Provide also supporting documents for each nominated partner.

Prepared by: _____
 ASP Coordinator

Checked by: _____
 ASP District School Head-in-Charge

Noted by: _____
 Public School District Supervisor

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