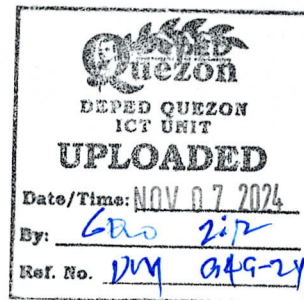




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 October 2024

**DIVISION MEMORANDUM**  
DM No. 949, s. 2024

**GAWAD KAAGAPAY 2024 PARTNERSHIP RECOGNITION**

**To:** Assistant Schools Division Superintendents  
Public Schools District Supervisors  
School Heads  
Adopt-a-School Coordinators  
All Others 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 once again announces the conduct of **2024 Gawad Kaagapay: A Salute to Partnership**, an activity under the Gawad KALILAYAN (Salamat Po Award) that recognizes the invaluable contribution of benefactors and stakeholder-partners,
2. This program is designed to give due recognition and acknowledgement to certain individuals, companies, private organizations and government sectors who are tirelessly supportive to the programs, projects and activities of the schools in the Division of Quezon.
3. The School shall nominate their prospective Gawad Kaagapay awardees for the following categories:
  - a. Private Individuals
  - b. Group (Private Companies, Organizations, etc.)
  - c. Government Sector

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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4. To ensure timeliness on the selection of nominees, the schedule below shall be observed:

Activity	Date
Submission of Nomination Forms	On or before 22 November 2024
Validation of Submitted Documents	November 25-29, 2024
Finalization of the Awardees	December 2024
Awarding Ceremonies	To be announced

5. Each District shall summarize all school entries in one nomination form through the link: <https://tinyurl.com/GK2024SalamatpoAwards> on or before November 22, 2024. To facilitate validation, uploading of the scanned copy of requirements shall follow the sequence found in the nomination form. Supporting documents and other mode of verification (*pictures, narrative reports and other documentary evidences*) for each nominee must be submitted in this link: <https://tinyurl.com/GK2024SalamatpoMOVs>
6. Please refer to the attached guidelines and nomination form for reference.
7. For queries, please contact the SGOD - Social Mobilization and Networking Section Personnel, **SEPS Paul Clifford N. Marquez** or **EPS II Maria Bernadit M. Tupas** at email address: [sdo.quezon.smn@deped.gov.ph](mailto:sdo.quezon.smn@deped.gov.ph) or mobile numbers **0956.759.7388** and **0950.372.5608**.
8. Immediate and widest dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

sgod/smn/11/05/2024

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Enclosure to DM No. 949 s. 2024

**GUIDELINES ON GAWAD KAAGAPAY (a salute to partnership)**  
A recognition ceremony for DepEd Quezon Partners  
under Gawad KALILAYAN (Salamat Po Award)

**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 the recognition of 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 or government sectors 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” or helper which is from the root word “agapay”, meaning, assistance from somebody else. It is common knowledge that government institutions such as the Department of Education cannot sustain itself, its projects and programs; thus, it needs to look for partners in order to compliment what is lacking. The recognition ceremony is staged annually with three groups of awardees approved by the Top Management and the selection committee.

**GAWAD KAAGAPAY STEERING COMMITTEE**

OVER-ALL CHAIRPERSON	<b>Rommel C. Bautista, CESO V</b> <i>Schools Division Superintendent</i>
Vice-Chairpersons	<b>Joepi F. Falqueza, ASDS</b> <b>Roselyn Q. Golfo, OIC-ASDS</b> <b>Venus T. Balmedina, OIC-ASDS</b>
Steering and Selection Committee	<b>Venus T. Balmedina, EdD</b> <b>SGOD Chief</b> <b>Raul R. Agaran</b> <b>Paul Clifford N. Marquez</b> <b>Maria Bernadit M. Tupas</b>

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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.
- In case of donors with f
- 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 Individual 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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**2024 GAWAD KAAGAPAY NOMINATION FORM**

No.	NAME OF PARTNER	CATEGORY (Gov't, Group or Individual)	RECIPIENT SCHOOL/DISTRICT	PARTNER'S ADDRESS	PARTICULARS (Donated Items)	AMOUNT IN PESO	TOTAL

*Provide additional sheets if needed. Kindly attach supporting documents for each nominated partner.*

Prepared by:  
 \_\_\_\_\_  
 ASP Coordinator

Checked by:  
 \_\_\_\_\_  
 ASP District School Head-in-Charge

Noted by:  
 \_\_\_\_\_  
 Public School District Supervisor

DEPEDQUEZON-SDS-4-010-005



DepEd Quezon  
 MATATAG  
 Kalilayan Quezon

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DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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*Provide additional sheets if needed. Kindly attach 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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