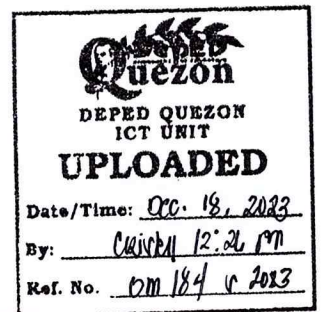




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 December 2023

OFFICE MEMORANDUM
OM No. 184, s. 2023

**NOTICE OF MEETING OF THE DIVISION COMMITTEE ON
REWARDS AND RECOGNITION**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors and Specialists
Section/Unit Heads
Division PRAISE Committee Members
All Others Concerned

In line with the conduct of the **Division Awarding of Rewards and Recognition Programs** (e.g. Gawad Gintong Binhi) on **December 21, 2023** at the **Quezon Convention Center, Lucena City**, this Office will hold an online meeting of the Division Committee on Rewards and Recognition on **December 18, 2023** at **1:00 p.m. onwards** to discuss matters related to the accomplishment of various tasks. Meeting link shall be sent via messenger group chats. Please see Enclosure for the list of participants.

Immediate dissemination and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESOV
Schools Division Superintendent 

sgod/mamt/12/18/2023

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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Enclosure to OM No. 184, s. 2023

DIVISION COMMITTEE ON REWARDS AND RECOGNITION

- Chairperson:** ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
- Co-Chairpersons:** HERBERT D. PEREZ, CESO VI
Assistant Schools Division Superintendent
- GREGORIO T. MUECO, CESO VI
Assistant Schools Division Superintendent
- EDWARD D. GARCIA
OIC – Assistant Schools Division Superintendent
- Members:** ELIZABETH M. DE VILLA
Chief Education Supervisor, SGOD
- LORENA S. WALANGSUMBAT, EdD
Chief Education Supervisor, CID

Committees:

Program and Invitation

Committee Head: JEE-ANN O. BORINES, EPS
Committee Members: LRMDs Staff

Physical Arrangement and Decoration

Committee Head: PAUL CLIFFORD N. MARQUEZ, SEPS
Committee Members: MARIA DOLORES D. ATIENZA, AO-V
HAZEL ANN S. CAMO, PDO-I
GLENDA P. VERDAN, PDO-I
EFS Staff
Administrative Assistants

Registration and Attendance

Committee Head: REGINA V. MARINO, SEPS
Committee Members: Personnel Section Staff

Food and Refreshment

Committee Head: ASUNCION C. ILAO, EPS
Committee Members: CID Staff

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Reception

Committee Head: MARY JOYCE P. SALAMAT-MONTAÑA, EPS-II
Committee Members: MARK ANGELO M. TIUSAN, PDO-I
LEAH A. PEREZ, PDO-I
SHARA S. GARCIA, PDO-I
Planning Section Staff

Documentation and Accomplishment Report

Committee Head: OSCAR R. DUMA, JR., SEPS
Committee Members: SMME Section Staff
ICT Section Staff

Health and Security

Committee Head: ARVIN P. REPASO, PDO-II
Committee Members: DRRM Coordinators
Health Section Nurses and Dentists

Terms of Reference

Attire: Filipiniana

1. Program and Invitation

- Draft the indicative program of activities for the awarding ceremony on December 21, 2023.
- Design, print out and distribute invitation letters to the awardees, committees and VIPs.
- Provide layout and print out of tarpauline to be used in the program.
- Assist and coordinate with the master of ceremonies (EMCEE).

2. Physical Arrangement and Decoration

- Supervise and monitor the arrangement of chairs and tables in the venue.
- Monitor and check on the hall and stage decorations.
- Put labels on tables/chairs as per group or award.

3. Registration and Attendance

- Draft and print out certificates for distribution during the awarding ceremony.
- Supervise the distribution of plaques during the awarding ceremony.
- Print out and supervise the signing of attendance and meal attendance of all participants.
- Provide each participant with a color-coded nametag as per rewards and recognition program.

4. Food and Refreshment

- Coordinate with the service provider for food and refreshment.
- Monitor and supervise distribution of food and refreshment per table.
- Supervise food provided for the VIPs and guests.

5. Reception

- Assist the awardees in their respective seating arrangements upon arrival at the venue.

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- b. Assist the awardees during the awarding ceremony.
- c. Assist the keynote speaker, VIPs and other important guests.
- 6. Documentation and Accomplishment Report**
 - a. Take photos and videos during the event.
 - b. Prepare write-ups/news article about the awarding ceremony.
 - c. Prepare the accomplishment report of the program both in soft and hard copies.
- 7. Health and Security**
 - a. Secure peace and order within the vicinity of the event.
 - b. Provide health services to the participants as needed.
 - c. Manage the transportation flow and parking within the venue.

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