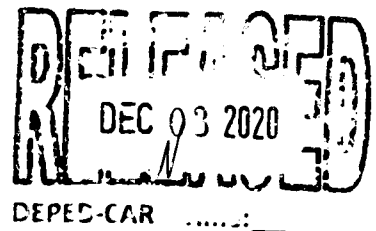




Republic of the Philippines  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**



December 2, 2020

**REGIONAL MEMORANDUM**

No. 389-2020

**2020 SHINE- DepEDCAR AWARDING CEREMONY FOR THE BEST OFFICE,  
 EMPLOYEES AND BEST PRACTICES OF THE DEPARTMENT OF EDUCATION  
 CORDILLERA ADMINISTRATIVE REGION**

TO : Schools Division Superintendents  
 RO Functional Division Chiefs  
 Heads of Private Schools  
 All others concerned

1. This is to announce the virtual and onsite awarding ceremony for the 2020 SHINE DepEDCAR Best Office, Employees and Best Practices of the Department of Education-Cordillera Administrative Region per RM No. 240, s. 2020 which will be conducted on December 11, 2020 from 3:00 om to 6:00 pm at DepEd-CAR Regional Office Wangal, La Trinidad, Benguet.
2. The awarding ceremony aims to:
  - a) Motivate, distinguish, and reward Offices, Men and Women employees for their exceptional work performance which contributed to the achievement of the DepEd's vision and mission.
  - b) Motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts for the improvement in the delivery of basic education services.
3. The participants to the above-mentioned activity are the following, to wit:

Regional Director	1
Assistant Regional Director	1
SDS & ASDS	16
Chiefs of CID & SGOD	16
HR - SEPS	8
SBM Division Coordinators	8
SMME - SEP	8
Division – 1 EPS, 1 School Head representatives and 1 Driver	24



Wangal, La Trinidad, Benguet, 2601  
 Tel: (074) 422 – 1318 | Fax: (074) 422-4074  
 Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



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 DE-50500784 QM15





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1 representative for each School with Best Practice Entries for Baguio City and Benguet Division	13
SHINE-DepEDCAR Committee Members	12
Regional Division Chiefs	4
Technical Working Group	34
<b>Total</b>	<b>145</b>

4. Winners of the different search categories will be announced during the awarding ceremony. All non-winner entries of the different categories of the nationwide search are considered finalists.
5. Participants are requested to wear formal attire (Filipiniana/ Cordillera) during the awarding ceremony.
6. Prescribed health and safety protocols like wearing of mask and face shield, social distancing and washing/sanitizing of hands at all times during the conduct of the activity must strictly be observed by on-site participants.
7. Please submit confirmation or list of participants to the awarding Ceremony on or before December 7, 2020 through email @ [hrdd.depedcar@gmail.com](mailto:hrdd.depedcar@gmail.com) for the coordination with the service provider for board and lodging.
8. Board and lodging of the participants shall be charged from the RO-MOOE while travel and other incidental expenses relative to the attendance to the awarding ceremony will be charged against local funds subject to the usual accounting and auditing rules and regulations. First meal is lunch of Day 1 while last meal is AM snack of Day 2. Check-in of participants is 2:00PM onwards on Day 1 while check-out will be morning until 12noon of Day 2.
9. Attached is the list of entries per category for reference.
10. Immediate dissemination of and compliance with this memorandum is enjoined.

  
**ESTELA L. CARIÑO EdD, CESO IV**  
Director IV/Regional Director

hrdd/JPA/emma



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Inclosure No. 1 to RM No. 389.2020

**SUMMARY LIST OF ENTRIES 2020 SEARCH FOR THE BEST OFFICES AND EMPLOYEES IN THE DEPARTMENT OF EDUCATION-CAR**

	CATEGORY	OFFICE/NAME	DIVISION
1	Best Schools Division Offices		ABRA
2			BAGUIO CITY
3			BENGUET
4			KALINGA
5			MT. PROVINCE
6			TABUK CITY
	<b>BEST EMPLOYEE</b>		
7	<b>Supervisor</b>	RONALD T. MARQUEZ	Abra
8		LOURDES B. LOMAS-E	Baguio City
9		SONIA D. DUPAGAN	Benguet
10		JANE T. DULAWAN	Ifugao
11		RUBY R. BELGICA	Kalinga
12		DOLORES M. ANECANG	Mt. Province
13		NICASIO C. SUMARITA, JR.	Tabuk City
14	<b>Non Teaching - Level 1</b>	HAZEL B. BAROÑA	Abra
15		MARY JANE D. KOMOK-ANG	Baguio City
16		CLIFSTONE K. BANGSE-IL	Benguet
17		TERESA P. ALIGUYON	Ifugao
18		DAN BRYAN S. JAVIER	Kalinga
19		IRENEO L. BAOANTA, JR.	Mt. Province
20		LENIE T. LUGAO	Tabuk City
21	<b>Non-Teaching-Level 2 (Salary Grade 10-</b>	DEO M. RAMOS	Abra
22	<b>16)</b>	ARLYN M. VENTURA	Apayao
23		ROWENA B. DUMAGUIN	Baguio City
24		JOVEN B. AGTANI	Benguet
25		SHERWIN P. LUGLUG	Ifugao
26		SHARON ROSE S. BOGUEN	Kalinga
27		BRENTFORD B. AYOCHOK	Mt. Province
28		JOAN A. REYES	Tabuk City
29	<b>Non-Teaching-Level 2 (Salary Grade 18-</b>	ELAINE B. CABUAG	Baguio City
30	<b>23)</b>	XYLENE GRAIL D. KINOMIS	Benguet
31		ESTRELITA R. LACUESTA	Kalinga

32		ARLYN FRANCES K. ATEO-AN	Mt. Province
33		ANA MARIE B. BUCAHAN	Tabuk City
34	<b>BEST SCHOOL</b>		
35	<b>Public Elementary School</b>	AN-ANAAO INTEGRATED SCHOOL	Abra
36		STA. MARCELA CENTRAL SCHOOL	Apayao
37		BAGUIO CENTRAL SCHOOL	Baguio City
38		POTIA ELEMENTARY SCHOOL	Ifugao
39		MONAMON PROPER ELEMENTARY SCHOOL	Mt. Province
40		TABUK CITY CENTRAL SCHOOL	Tabuk City
41	<b>Public Secondary School - Junior HS only</b>	HAPPY HOLLOW NATIONAL HIGH SCHOOL	Baguio City
42		SABLAN NATIONAL HIGH SCHOOL	Benguet
43		BANAO NATIONAL HIGH SCHOOL -	Mt. Province
44		DILAG INTEGRATED SCHOOL	Tabuk City
45	<b>Public Secondary School w/ Senior HS</b>	ROSALIO EDUARTE NATIONAL HIGH SCHOOL	Abra
46		PINES CITY NATIONAL HIGH SCHOOL	Baguio City
47		LEPANTO NATIONAL HIGH SCHOOL	Benguet
48		TANUDAN NATIONAL HIGH SCHOOL	Kalinga
49		OTUCAN-BILA NATIONAL HIGH SCHOOL	Mt. Province
50		TABUK NATIONAL HIGH SCHOOL	Tabuk City
51	<b>Public Multigrade School</b>	MIGUEL PALISPIS ELEMENTARY SCHOOL	Benguet
52		GAANG ELEMENTARY SCHOOL	Kalinga
53		NEW LUBON ELEMENTARY SCHOOL	Mt. Province
54		LUCOG ELEMENTARY SCHOOL	Tabuk City
55	<b>Private Elementary School</b>	HOLY CROSS SCHOOL	Abra

56		SLU LABORATORY ELEMENTARY SCHOOL	Baguio City
57		EPIPHANY CHRISTIAN ACADEMY OF LA TRINIDAD, INC.	Benguet
58	<b>Private Secondary School- Junior HS only</b>	CATHOLIC HIGH SCHOOL OF PILAR	Abra
59		SAINT LOUIS UNIVERSITY - LABORATORY HIGH SCHOOL	Baguio City
60		SAINT VINCENT'S HIGH SCHOOL	Mt. Province
	Best School Head		
61	<b>Public Elementary</b>	EUGENIO P. MILLARE	Abra
62		MYRNA C. BALANAY	Apayao
63		ROSE MELODY M. FLORES	Baguio City
64		ONOFRE D. LIMPAYOS	Benguet
65		EVANGELINE A. DULNUAN	Ifugao
66		MARIVIC D. WANDAGAN	Kalinga
67		ELNER M. MADJACO	Mt. Province
68		MARIA MEDEA C. VALLEJO	Tabuk City
69	<b>Public Secondary</b>	JASMINE P. BRINGAS	Abra
70		WHITNEY B. DAWAYEN	Baguio City
71		SHARON B. ANGUPA	Benguet
72		BENSON CULLA-AG	Mt. Province
73		MARILYN B. PECUA	Tabuk City
74	<b>Private Elementary</b>	ELVERNICE S. FANGED	Benguet
	BEST TEACHER		
75	<b>Public Elementary</b>	DARWIN B. BARCENA	Abra
76		EDIMAR B. TALOZA	Apayao
77		RANDY P. CAYAT	Baguio City
78		LIEZEL P. MENDOZA	Benguet
79		MYLA T. NUMBANAL	Ifugao
80		MARILOU L. ANTONIO	kalinga
81		SUSAN P. CHUGYAWI	Mt. Province
82		LASINDA B. PANGSIW	Tabuk City
83	<b>Public Secondary</b>	KENETTE MARK B. ADARNA	Abra
84		DAINE B. GAMIAO	Apayao
85		EMILIA M. GUINUMTAD	Baguio City
86		JARDSON S. ONIO	Benguet
87		AYEZA G. CABBIGAT	Ifugao
88		LUZVIMINDA P. LINGBAWAN	Kalinga

89		ROSELYN L. MOLINA	Mt. Province
90		CHARLIE B. MARALLAG	Tabuk city
91	<b>ALS Implementer</b>	AZER T. SEQUERRA	Abra
92		RAFAEL D. AGUSTIN	Apayao
93		KHIMA C. CINO	Baguio City
94		EDEN C. SALLONGEN	Mt. Province
95		KRYSTAL MAE S. MANZANILLO	Tabuk City
96	<b>Multigrade</b>	JUVY MAE B. FERRAS	Abra
97		MISHEL JOY B. ARRIOLA	Apayao
98		CESAR S. MARTIN	Benguet
99		MARISA T. MANAING	Kalinga
100		BEVERLY D. MATIAS	Mt. Province
101		MARY JANE D. BARNATIA	Tabuk City
102	<b>Private Elementary</b>	CARLOS B. LA-US	Benguet
103	<b>Private Secondary</b>	JULIUS T. GAT-EB	Baguio City

**2020 SEARCH FOR BEST PRACTICES IN THE DEPARTMENT  
OF EDUCATION-CAR**

<b>ELEMENTARY</b>		
<b>TITLE</b>	<b>PROPONENT</b>	<b>DIVISION/SCHOOL</b>
<b>PROMISING</b>		
Project SALBABIDA (Strengthening Access and Linkages for a Bigger and Better Instructional Development for Adasen Learners)	Felimar C. Molina	Abra
Project GIVE (Get Involve Volunteer Embrace)	Shirley G. Sinawan	Apayao
EASY (School Records Management System)	Maribeth A. Cuaresma	Baguio City
Nurturing Reading Power thru Brain Power Plazas	Jocelyn A Buyagao	Ifugao
Project 3S: Stronger Stakeholders Support	Jovilyn E. Bumoso	Tabuk
<b>VALIDATING</b>		
Go Efficient and Non-threatening Instruction for Upward Science (GENIUS)	Maribel V. Teneza	Abra
SIRIB	Esther K. Lilit	Baguio City
Leading	Elena Langbew	Ifugao
PA Tawid Pannakaamu nga Agbasa ket Tawid nga Awan Patinggana (The Ability to Read is a Treasure Forever)	Myline L. Salvador	Tabuk City
<b>EXEMPLAR</b>		
Financial Transparency in Action: A Collective Integration that Yields Extraordinary Results	Rico T. Tubadeza, Jr.	Abra
Tame to Team	Remedios P. Quino	Baguio City
Magnetizing	Hilda H. Olli	Ifugao
Use of Intensified Contextualized Learner Materials for Learners with Special Education Needs	Ashlyn M. Colangao/ Lasinda B. Pangsiw	Tabuk City

**SECONDARY**

<b>PROMISING</b>		
e-Tech-Tech-Learn and e-Hub Information System	Janssen P. Millare	Abra
Magsaysay's B.E.S.T. (Bringing home closer to the school Engaging all stakeholdes Strengthening linkages and partnership Targeting value drive learners)	Honda Freda C. Sabado	Baguio City
#Project INAYAN (Instilling and Nurturing Adjustment skills and Resilient Attitude among the Youth and Adults of Ampusongan National High School - Main)	Joan Hertimia B. Wagang	Benguet
Hay Pangat Chi Aamod-Punbabadanagn para Pamchochan chi Pun-iskilan hi ad BNHSA	Freddie Bayangan	Ifugao - Banaue National High School Annex
W.I.N. (Wealth in Nutrition)PROGRAM "Health is Wealth"	Martha A. Cabilas	Kalinga
Parents Continuing Education Program "We Grow, Glow and Go"	Leticia M. Luminang/ Xmy B. Lacamen	Kalinga
Kunnan Yaw To Miskwela Offline e-Learning Management System	Rhomar G. Gamboa	Tabuk City
<b>VALIDATING</b>		
Enhancing Science Skills in Investigatory Project	Jephunneh A. Gasmen/ Fely C. Aquino	Abra
Project DILAG: Dalan Isagana, Lawlawagan dagiti Arapaap nga Gun-uden	Marilyn B. Pecua	Apayao
Peer Mentoring Program	Liza Gay P. Parantac	Baguio City
Project SIPAT (Sustaining Innovative Materials and Research for Productive and Active Teaching and Learning)	Edgar B. Tomino	Benguet
S.S.S. Program 2.0 "Every Learner a Saver"	Fenny Elizabeth C. Compas/ Xmy B. Lacamen	Kalinga
<b>EXEMPLAR</b>		



Strengthening Teaching and the Art of Reading (STAR)	Rachelle T. Pascua/ Nelson T. Santos	Abra
SAB-ATAN	Whitney A. Dawayen	Baguio City
Sustainability of the E CHAT MU (Exhilarated Catch and Hold Advisory Time Module Utilization)	Sharon B. Angupa/ Refina W. Andres/ Fevey C. Godoy	Benguet
H.U.W.A.R.A.N.: A Project Leading to a Greater Achievement	Carolyn A. Mamba/ Roline P. Julaton, Leonylda S. Banatao, Eusebio A. Gayyaman	Kalinga
Enhance School-based Dap-ay for Quality Inclusive Education	Nellie B. Basilio	Mountain Province
Awong chi Man-obsan Echo of Transformation: Tabuk City High Research Exhibit and Conference	Hamilton B. Macagne	Tabuk City

**SCHOOLS DIVISION OFFICE**

<b>PROMISING</b>		
Enhanced Supervisory of Instruction Program - Observing Principal Observe Teachers (ECIP-"OPO" Teachers)	Joy D. Saleng	Apayao
SINTEG (Sustaining Integrity and Nurturing Transformation towards Effective Governance)	Xylene Grail D. Kinomes	Benguet
Cash Disbursement System	Dan Bryan S. Javier	Kalinga
e-Tabuk (Enhanced Electronic Technical Assistance for Better Understanding and Knowledge) in Research	Deewaii B. Bagayao	Tabuk City
<b>VALIDATING</b>		
4KS (Kausapin, Kabalikat, Kaagapay, Kasabay) sa SBM	Lorna B. Llaneza	Abra
Project CATLEA (Convergence of ALS, TESDA and LGUs, in conducting Livelihood Trainings to Empower ALS Learners)	Arnold A. Tomas/ Allan C. Gobrin	Apayao
SINTIL Soni Ibenguet (Serving Immeasurably to Nurture the Ibenguet Learners)	Sonia D. Dupagan	Benguet

<b>EXEMPLAR</b>		
Project IKAMEN (Interweaving Key Actions of Managing Education)	Gilbert F. Villanueva	Apayao
PAMMADAYAW: The Road to CSC PRIME HRM Maturity Level II Recognition		Baguio City
IYAMAN (Integrity Yields Accomplishments, Modifies Advancement, Nurtures excellence)	Rizalyn A. Guznian	Benguet
REACH (Responsive Engagement to Accelerate Collaboration and Harmony)	Ana Marie B. Bucahan	Tabuk City

**TECHNICAL WORKING GROUP**

COMMITTEE	PERSONS IN-CHARGE	TERMS OF REFERENCE
Consultant	RD Estela L. Cariño	<ul style="list-style-type: none"> <li>Approves policies, AR, PR and Memo for the conduct of the Search and awarding ceremony</li> </ul>
Co-Consultant	OIC-ARD Florante E. Vergara	<ul style="list-style-type: none"> <li>Leads in the overall conduct of the search and awarding ceremony</li> </ul>
Overall Chairperson - Best Office and Employees Overall Co-Chairperson - Bes Practices	Jennifer P. Ande Chief, HRDD Aida L. Payang Chief, FTAD	<ul style="list-style-type: none"> <li>Plans for the details and organize the search and awarding of Best Office and employees and Best Practices of Schools</li> <li>Recommends policies in the implementation of the activity</li> </ul>
PRAISE	OIC-ARD Florante E. Vergara Chairperson Atty. Sebastian G. Tayaban Co-Chairperson Members: Edgardo T. Alos - CAO, Admin Jennifer P. Ande- Chief, HRDD Carmel F. Meris - Chief, CLMD Clemente D. Bandao - 2 <sup>nd</sup> Level Representative Edgar H. Madlaing - 2 <sup>nd</sup> Level Alternate	<ul style="list-style-type: none"> <li>Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;</li> <li>Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;</li> <li>Determine the forms of awards and incentives to be granted</li> <li>Monitor implementation of approved suggestions and ideas through feedback reports;</li> <li>Prepare plans, identify resources and propose budget for the system on an annual basis;</li> </ul>

	<p>Charline T. Balahyas – 1<sup>st</sup> Level Representative  Nover Keithly S. Mente – Secretariat, HRDD  Emmanuela M. Gabol – Secretariat, HRDD  Eleonora A. Albidas – Secretariat, Administrative Division  Elena C. Tawanna – Secretariat Administrative Division</p>	<ul style="list-style-type: none"> <li>• Develop procedure, distribute a system policy manual and orient the employees on the same;</li> <li>• Document best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;</li> <li>• Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day January;</li> <li>• Monitor and evaluate the System’s implementation every year and make essential improvements to ensure its suitability to the agency; and</li> <li>• Address issues relative to awards and incentives within fifteen (15) days from the date of submission.</li> </ul>
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<p>Convener  Ushers/usherettes and Secretariat</p>	<p>Nover Keithly S. Mente  Chairperson: Florence E. Balictan  Members : Jonalyn Abrona  Jeanie Claire Y. Piggangay  Romulo Basa  Clemente D. Bandao Jr  Leonardo M. Aquino  Charline T. Balahyas</p>	<ul style="list-style-type: none"> <li>• Facilitates the punctual and smooth conduct of the activity</li> <li>• Reproduce and distribute Program Papers to participants</li> <li>• Provide materials needed for the activity</li> <li>• Prepares attendance sheet for the duration of the activity</li> <li>• Handles the daily attendance sheet and completeness of signatures throughout the activity</li> <li>• In-charge in the preparation and distribution of certificates of appearance</li> </ul>
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	<p>Letecia Ramos Maricris Sotelo Kevin Tadao Elvira M. Cudli</p>	<ul style="list-style-type: none"> <li>• Greet participants with smiles and usher them to their designated seats</li> <li>• Assist to the needs of guests/participants</li> <li>• Usher awardees to the stage and back to their seats</li> </ul>
<p>Logistics and Food Committee</p>	<p>Chairperson – Nover Keithly S. Mente Margie B. Gardingan Jefferson Villena Fely Badival Randolph Flynn Daculog</p>	<ul style="list-style-type: none"> <li>• Ensures delivery of materials/equipment needed for the activity</li> <li>• Ensures on time delivery of meals and snacks during the activity</li> <li>• Coordinates with the lodging and rooming list of participants</li> <li>• Provide rooming list to coordinators of Schools Division Offices</li> <li>• Ensures for the provision of lodging amenities to all participants</li> </ul>
<p>Program and Invitation</p>	<p>Chairperson : Dexter B. Andres Members : Emmanuela M. Gabol Laureen Likigan Jefferson Villena</p>	<ul style="list-style-type: none"> <li>• Prepares layout and finalize program paper</li> <li>• Prepares invitation letter and ensure delivery to the Guest Speaker</li> <li>• Confirm attendance of the Guest speaker</li> <li>• Collects photos of awardees for the preparation of tarpaulin</li> <li>• Prepares tarpaulin for awardees</li> </ul>
<p>ICT Support</p>	<p>Chairperson: Laureen Likigan Members : Glenn Papa Waryl Kindiawan Charline Balahyas</p>	<ul style="list-style-type: none"> <li>• Ensures readiness of sound system, LCD and other ICT Facilities needed during the activity</li> <li>• Provide needed technical assistance on ICT matter to conveners/guests during the activity</li> </ul>

Documenter	Cyrill Gaye Miranda Kay	<ul style="list-style-type: none"> <li>• Captures activity actions through photo documentation</li> <li>• Provide photo documentation with captions to program owner for the preparation of the terminal report</li> </ul>
Publicity and Media	Chairperson – Georaloy Pala-oy †	<ul style="list-style-type: none"> <li>• Promote and advertise the awarding ceremony</li> <li>• Coordinates with invited guests to ensure attendance to the activities</li> <li>• Take charge of all media concerns during the activity</li> </ul>
Stage Decoration, Lei/bouquet/plaque preparation and distribution	Chairperson: Sasha Joseph L. Daganos Co-Chairperson : Emmanuela M. Gabol Members : Marjory T. Valdez Alfredo Lanas Elvira Cudli Junario Gacusana Jefferson Villera Elizabeth Calbayan Fely Badival	<ul style="list-style-type: none"> <li>• Ensures that the venue is ready for the activity</li> <li>• Ensures readiness and completeness of plaques/lei/bouquet Certificates before the start of the activity</li> <li>• Ensure smooth distribution of the plaques/ certificates/lei and tokens to awardees and guests</li> <li>• Take charge for the physical arrangement of the venue including the facilities to be used during the activity –sound system, LCD, microphones, extension wires, etc.</li> </ul>
Cash Prize Distribution	Cash Section	<ul style="list-style-type: none"> <li>• Ensures the availability of cash prizes during the awarding</li> <li>• Prompt distribution of cash prizes to awardees</li> </ul>
QAME	Quality Assurance Division	<ul style="list-style-type: none"> <li>• Ensures the monitoring and evaluation of the activity</li> <li>• Provide copy of the results of the evaluation to the program owner</li> </ul>