



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

04 June 2024


**REGIONAL MEMORANDUM**

No. 544, s. 2024

**To: Schools Division Superintendents  
Regional Office Chiefs and Unit Heads  
All Others Concerned**

**DATA REQUEST ON THE NAMES OF AWARDED DEPED NCR PERSONNEL  
ACROSS VARIOUS AWARD-GIVING ORGANIZATIONS**

1. This Office requests the field to submit a list of teaching and non-teaching personnel from the Regional Office, Schools Division Offices, and Schools with outstanding and exemplary awards and recognition received from DepEd offices and other Government Offices such as the Civil Service Commission, LGU, Philippine Quality Awards, etc., as well as from any NGOs or private institutions such as Metrobank Foundation, TOWNS Foundation, JCI Philippines, etc., and other local or international prestigious award-giving organizations.
2. The year that the award and recognition were bestowed shall be from 2014 to the present. The deadline for submission is on or before June 10, 2024.
3. Please see Enclosure No. 1 for the sample template.
4. The submitted names shall be included among the selected participants for the upcoming review and validation of the draft of the revised PRAISE Policy Guidelines. A separate Memorandum will be issued regarding this activity.
5. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through [christian.espanol@deped.gov.ph](mailto:christian.espanol@deped.gov.ph).
6. For immediate dissemination and compliance.

  
**JOCELYN DR. ANDAYA**  
Director IV

cte/hrdd



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2



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Enclosure No. 1

Sample Template

**LIST OF PERSONNEL AS RECIPIENTS OF VARIOUS AWARDS AND  
RECOGNITION**

<b>NAME</b>	<b>Award Received</b>	<b>Organization</b>	<b>Year</b>	<b>Current Position</b>	<b>Office/School</b>	<b>Mobile Number</b>
Juan dela Cruz	Outstanding Teacher of the Year	XYZ Foundation	2023	Teacher I	ABC Elementary School	
Maria Santos	Model Chief	DepEd NCR ROP	2020	Schools Division Superintendent	SDO BBB City	
John Bautista	Most Outstanding Employee	SDO AAA City	2014	Principal IV	ABAKADA Integrated School	
- nothing follows -						