



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 1159

TO : **Schools Division Superintendent**
SDO Caloocan City
SDO Mandaluyong City
SDO Malabon City
SDO Navotas City
SDO Pasig City
SDO Quezon City
SDO Taguig City and Pateros
SDO City of Manila
Chief, Human Resource Development Division
Attorney IV, Office of the Regional Director

FROM : **The Office of the Regional Director**

SUBJECT : **Composition of Document Evaluators for the 2024 Gawad
Primero Search Nomination and Conduct of Document
Requirements Evaluation and Deliberation Activity**

DATE : 04 November 2024

- In reference to **Regional Memorandum No. 981, s. 2024**, dated September 29, 2024, titled "*The Enhanced DepEd NCR PRAISE Policy Guidelines and Call for Nomination for 2024 DepEd NCR Gawad Primero Search*," this Office informs the concerned Offices and Units of the above-captioned subject.
- The activity shall be held from **November 06 to 08, 2024**, at **DepEd NCR HRDD CI Hub**, from 8:30 AM to 4:30 PM.
- Attached to this Memorandum are the following:

Enclosure A - Composition of the Document Evaluators
Enclosure B - Functions and Duties
- Travel expenses shall be charged to local funds subject to the usual auditing rules and regulations.
- For information and compliance.

JOCELYN DR ANDAYA
Director IV



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Certificate No. PHP QMS



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Enclosure A

2024 GAWAD PRIMERO SEARCH Nomination Document Evaluators

<i>Name</i>	<i>Position</i>	<i>Office</i>
Nerrisa R. Lomeda	OIC ASDS	SDO Manila
Hajji R. Palmero	Chief Education Supervisor	RO HRDD NEAP R
Christian T. Español	Education Program Supervisor	RO HRDD
Leonila C. Mustapha	Education Program Supervisor	RO LRPO
Amaflor C. Alde	Public Schools District Supervisor	SDO Caloocan City
Winnie L. Cruz	Public Schools District Supervisor	SDO Mandaluyong City
Lovely Rollaine B. Cruz	Public Schools District Supervisor	SDO Taguig City and Pateros
Fresnedi V. Natividad	Public Schools District Supervisor	SDO Navotas City
Marife V. Villadiego	Principal IV	Pasig Elementary School
Milagros C. Banan	Principal III	Balingasa High School, Quezon City
Angeline B. Malabanan	Senior Education Program Specialist	SDO Quezon City
Deserie R. Ruiz	Administrative Officer II	SDO Malabon City
Richard D. Vidal	Education Program Specialist II	RO HRDD
Freddie Jr. Romance	ADA VI	RO Legal Unit
Secretariat and Logistic Support		
Nika A. Diaz	ADA VI	RO HRDD
Jerol C. De Lira	ADAS III	RO NEAP R



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Enclosure B

Functions and Duties

1. Evaluators are responsible for screening the received nominations to ensure they meet the eligibility criteria and guidelines established by the PRAISE. This involves checking for completeness and compliance with submission requirements.
2. After validating nominations, evaluators compile a list including all eligible candidates and their supporting documents. This list is then presented for further evaluation by the Regional PRAISE committee members for field validation.
3. Evaluators apply specific selection criteria to assess each nomination. This may include evaluating innovation, creativity, and the overall impact of the nominee's contributions.
4. Following the evaluation, they score and rank nominations based on how well they meet the established criteria. This ranking informs the Regional PRAISE Committee's decisions regarding which nominees will advance to the next selection stage.
5. Evaluators must document their findings and provide detailed reports that justify their evaluations. This documentation is essential for transparency in the decision-making process.
6. Evaluators are expected to uphold ethical standards throughout the evaluation process, ensuring that all nominations are treated fairly without bias or favoritism.