

	<b>Department of Education – Schools Division Office of Laguna</b>		
	Document Title	Document No.	SGOD-HRD-FO-004
	<b>ACTIVITY PROPOSAL</b>	Revision No.	0.1
		Effectivity Date	February 1, 2018
		Page No.	1 of 3



<b>Title</b>	<b>2024 Gawad Marangal</b>
<b>Date/ Venue</b>	February 24, 2025 To be determined 12:00 p.m. onwards
<b>No. of Participants</b>	3 – Top Management 2 – Chiefs 1 – AO V 7 – R&R-PRAISE Committee 10 – Education Program Supervisors 28 – Public Schools District Supervisors 8 – Unit Heads 5 – Section Heads and Planning Officer 3 – Evaluators/Validators 2 – Keynote Speaker and driver 29 – Other members of the PMT 70 – Awardees 2 – Lingkod Parangal Awardees 60 – Companion of Awardees  Total: <b>230 pax</b>
<b>Budget Estimate</b>	<b>Foods</b> p.m. Snacks 230 pax X P100.00 = P23,000.00 Dinner for 230 pax X P300.00 = P69,000.00  <b>Foods for the PMT and CCL Staff</b> Breakfast for 45 pax X P150.00 = P6,750.00 a.m. Snacks for 45 pax X P100.00 = P4,500.00 Lunch for 45 pax X P300.00 = P13,500.00  <b>Venue</b> = P8,000.00 <b>Sound system and lights</b> = P20,000.00 <b>LED wall</b> = P15,000.00 <b>Stage Design and Venue Decoration</b> = P7,000.00  <b>Non-monetary Incentive for Lingkod Parangal Awardees</b> <b>35 years</b> 2 pax X P15,000.00 = P30,000.00  <b>30 years</b> 4 pax X P15,000.00 = P60,000.00

Registration Mark:	Distribution Mark:	This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Control of Documents & Records (CDR) for your updated copy.
--------------------	--------------------	---

 	<b>Department of Education – Schools Division Office of Laguna</b>		
	Document Title	Document No.	SGOD-HRD-FO-004
	<b>ACTIVITY PROPOSAL</b>	Revision No.	0.1
		Effectivity Date	February 1, 2018
		Page No.	2 of 3



	<p><b>25 years</b> 3 pax X P15,000.00 = P45,000.00</p> <p><b>20 years</b> 4 pax X P10,000.00 = P40,000.00</p> <p><b>15 years</b> 1 pax X P10,000.00 = P10,000.00</p> <p><b>Monetary Incentive for With Distinction awardees</b></p> <p>Individual Category 14 pax X P5,000.00 = P70,000.00</p> <p>School Category 2 schools X P5,000.00 = P10,000.00</p> <p>Special Category 4 pax X P5,000.00 = P20,000.00</p> <p>Dalisay-serbisyo Award 2 pax X Php5,000.00 = P10,000.00</p> <p><b>Glass Plaque</b> (8 inches) 14 Lingkod Parangal awardees 1 Keynote Speaker <b>15 pieces</b> X P1,300.00 = P19,500.00</p> <p><b>Acrylic Plaque</b> (8 inches) for With Distinction awardees 14 Individual Category 2 School Category 4 Special Category 2 Dalisay-serbisyo 5 Lingap Pag-asa 1 People's Choice 2 retirees <b>30 pieces</b> X P900.00 = P27,000.00</p> <p><b>Medallion</b> (with lei and a diameter of 4 inches) 42 Individual Category 6 School Category 12 Special Category 2 Dalisay-serbisyo <b>62 pieces</b> X P450.00 = P27,900.00</p> <p><b>Corsage and lei</b> 7 pieces X P500 = P3,500.00</p>
--	--

Registration Mark:	Distribution Mark:	This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Control of Documents & Records (CDR) for your updated copy.
--------------------	--------------------	---

 		<b>Department of Education – Schools Division Office of Laguna</b>	
Document Title		Document No.	SGOD-HRD-FO-004
<b>ACTIVITY PROPOSAL</b>		Revision No.	0.1
		Effectivity Date	February 1, 2018
		Page No.	1 of 3

	<p><b>Frame</b> (A4-sized frame for certificates)</p> <p>42 Individual Category</p> <p>6 School Category</p> <p>12 Special Category</p> <p>3 Dalisay-serbisyo Level 1</p> <p>3 Dalisay-serbisyo Level 2</p> <p>5 Lingap Pag-asa</p> <p>5 People's Choice</p> <p>1 Keynote Speaker</p> <p>2 retirees</p> <p><b>79 pieces</b> X P200.00 = P15,800.00</p> <p><b>Special Paper</b> (A4)</p> <p>20 packs X Php100.00 = P2,000.00</p> <p><b>Ink for Printer (Epson)</b></p> <p>2 sets X P1,600.00 = P3,200.00</p> <p><b>Meals</b> for the Division PRAISE Committee, and screening and evaluation committee members during meetings on screening and evaluation</p> <p>45 pax X P100.00 each = P4,500.00</p> <p><b>Meals</b> for the Division PRAISE Committee, and screening and evaluation committee members during meetings on finalization of evaluation results</p> <p>45 pax X P100.00 each = P4,500.00</p> <p><b>Meals</b> for the Division PRAISE Committee during post-evaluation meeting</p> <p>25 pax X P500.00 = P12,500.00</p> <p><b>Scarf for Usherettes</b></p> <p>10 pax X P300 = P3,000.00</p> <p><b>Contingency fund</b> for office supplies, wine for the toast, party popper and other materials to be used during the awarding ceremony proper</p> <p>= P4,000.00</p> <p><b>Contingency fund</b> for the transportation expense of the validators during onsite validation</p> <p>= P4,000.00</p> <p><b>TOTAL: P593,150.00</b></p>
<b>Source of Funds</b>	<b>Division MOOE</b>

Registration Mark:	Distribution Mark:	<p><i>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Control of Documents &amp; Records (CDR) for your updated copy.</i></p>
--------------------	--------------------	---

 	<b>Department of Education – Schools Division Office of Laguna</b>		
	Document Title	Document No.	SGOD-HRD-FO-004
	<b>ACTIVITY PROPOSAL</b>	Revision No.	0.1
		Effectivity Date	February 1, 2018
		Page No.	2 of 3

<b>Objectives</b>	<p>To honor the teaching, teaching-related, and non-teaching personnel for their exemplary performance, loyalty to service, and dedication to duty</p> <p>To award a Plaque of Recognition to outstanding teaching, teaching-related, and non-teaching personnel, best performing public schools, and SDO Laguna service awardees and a token of appreciation to SDO Laguna service awardees</p>
<b>Expected Outputs/Outcomes</b>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>- Outstanding teaching, teaching-related, and non-teaching personnel and best performing public schools and service awardees are recognized for exemplary performance, commitment to service, and dedication to duty</li> </ul> <p>Output:</p> <ul style="list-style-type: none"> <li>- List of DepEd-SDO Laguna Outstanding Teaching, Teaching-related, and Non-teaching Personnel and Best Performing Public Schools and SDO Laguna Service Awardees</li> </ul>

Prepared by:

  
**ENRICO G. ORTEGA**  
 SEPS-HRD Section

Reviewed:

**DARWIN S. TALAMBAYAN, EdD**  
 Chief, SGOD

Funds Available:

Allotment Available:

**IRENE A. FERNANDEZ**  
 Accountant III

**ERMINIO A. LAVIN**  
 Administrative Officer V–Budget

Recommending Approval:

**BUDDY CHESTER M. REPIA**  
 Assistant Schools Division Superintendent

Approved:

**EDITHA M. ATENDIDO, CESO V**  
 Schools Division Superintendent

Registration Mark:	Distribution Mark:	<p><i>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Control of Documents &amp; Records (CDR) for your updated copy.</i></p>
--------------------	--------------------	---