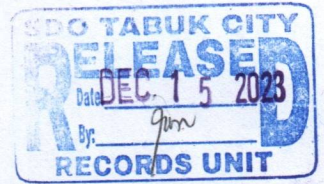




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

December 13, 2023

**DIVISION MEMORANDUM**

**DM No: 500 s. 2023**

**ORIENTATION-WORKSHOP ON PROJECT SOAR (SPECIAL PROGRAM ON AWARDS AND RECOGNITION) FOR DEPED TABUK CITY DIVISION**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
School Heads  
All Others Concerned

1. The Schools Division of Tabuk City PRAISE Committee, through the Human Resource Training and Development section, shall conduct an Orientation-Workshop on Project SOAR (Special Program On Awards and Recognition) on December 20, 2023 at the Davidson Hotel.
2. The activity aims to:
  - a. orient employees specially the teaching personnel on the Division's Awards and Recognition Policies and Guidelines;
  - b. to solicit inputs on how to improve the current guidelines;
  - c. to provide updates on the Regional GAWAD Cordillera guidelines;
  - d. and to motivate personnel to actively participate in the program in order to establish a better mechanism identifying, selecting, rewarding, and providing incentives and awards to deserving men and women employees of the Schools Division.
3. Participants are teaching personnel from the ten(10) districts, to be identified by their respective Public Schools District Supervisors
4. Service Credits shall be given to teaching personnel for services rendered beyond their normal work hours or on a rest day or holiday in accordance with DO 53 s. 2003
5. For compliance and guidance.

  
**JAN NOWEL E. PEÑA**

Assistant Schools Division Superintendent

sgod/hrtds/jhar



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