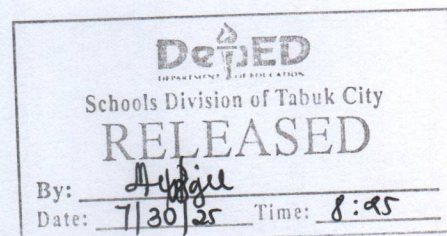




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

28 July 2025

**DIVISION MEMORANDUM**

No. 311 s. 2025

**TO :** **Assistant Schools Division Superintendent**  
**SGOD Chief and CID Chief**  
**All District Supervisors and Education Program Supervisors**  
**All School Heads and Teachers**  
**All Others Concerned**

**SUBMISSION OF DIVISION NOMINEES FOR THE 2025 GAWAD CORDILLERA**

1. In preparation for the upcoming Search for GAWAD Cordillera 2025, the Division Office strongly encourages all schools to conduct School and District-Level Search respectively.

2. Each District will submit their outstanding nominees in each category to the Division Search, to wit:

- a. Education Program Supervisor/ Public Schools District Supervisor Category
- b. School Administrator Category
  - b.1. Public Elementary School
  - b.2. Public Secondary School
  - b.3. Private Elementary School
  - b.4. Private Secondary School
- c. Teaching Category (Teachers)
  - c.1. Public Elementary
  - c.2. Public Secondary
  - c.3. Private Elementary
  - c.4. Private Secondary
- d. Teaching Category (Master Teachers)
  - d.1. Public Master Teacher Elementary
  - d.2. Public Master Teacher Secondary
- e. Non-Teaching Category
  - e.1. Level 1 (salary grades 1-9)
  - e.2. Level 2 (salary grades 10-21)
- f. Related Teaching Category
- g. Group Category
  - g.1. Schools Division Office
  - g.2. Public Elementary School
  - g.3. Public Secondary School



**Address:** BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga  
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- g.4. Private Elementary School  
g.5. Private Secondary School

h. Dayaw ti Cordillera – any position from the non-teaching and related teaching.

2. In line with the **Equal Opportunity Principle (EOP)**, the conduct of the search shall ensure that all qualified personnel, regardless of age, sex, gender identity, civil status, disability, religion, ethnicity, political affiliation, or socio-economic status, are given fair and equal opportunity to be nominated and recognized based solely on merit, performance, and ethical conduct.

3. The schedule of activities for the submission of Division Nominees for the 2025 Gawad Cordillera are as follows:


ACTIVITIES	REMARKS	TIMELINES
Issuance of Memo for the call of Division submission of Nominees	HRTD	July 28, 2025
<b>Deadline of Submission of the District Winners – one per category (Hard Copies and PDF Copies) to the Division Office</b>	<b>Late and incomplete documents will not be accepted</b>	<b>August 20, 2025</b>
Meeting and Paper Evaluation of Nominees to be submitted to the Regional Office	c/o PRAISE Committee	August 22, 2025
Announcement of Top Three (3) shortlisted finalists per category of the search	Qualified nominees shall be notified through an advisory	August 26, 2025
Provision of TA to the Division Winners	c/o PRAISE Committee and TWG	August 27 – September 5, 2025
Submission of Division Nominees/Winners to the Regional Office	c/o PRAISE Committee	TBA

4. The assessment and evaluation of all nominations shall be based on the Policy Guidelines on GAWAD Cordillera, as outlined in Regional Memorandum No. 248, s. 2025. These guidelines may be downloaded from the DepEd CAR Regional Website.

5. Winners in each category may be considered as DepEd-CAR's official nominees to the Civil Service Commission's Honor and Awards Program (HAP).

6. The Division Winner in the Individual Category will receive Three Thousand Pesos (P3, 000.00) and in the Group Category will receive Five Thousand Pesos (P5, 000.00) cash incentives if they meet the cut-off scores based on the guidelines provided.

7. All concerned are enjoined to give this memorandum wide dissemination and to ensure timely compliance with the guidelines and deadlines indicated.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
 Schools Division Superintendent

