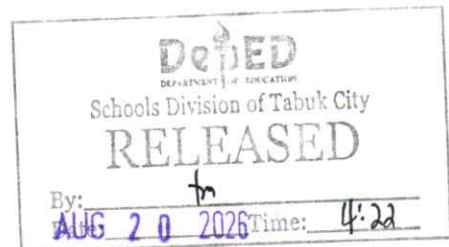




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

August 20, 2026

DIVISION MEMORANDUM

No. **376** s. 2026

**ADDENDUM TO DM 296 S. 2026: CALL FOR SUBMISSION OF NOMINEES FOR
THE GAWAD CORDILLERA SEARCH**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Public School Heads both Elementary and Secondary
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In view of the Division Memorandum No. 296 s. 2026 on the Call for Submission of Nominees for the Gawad Cordillera Search, this Office thru the SGOD-HRDS, announces the extension of submission of entries to the unfilled categories of the Division Level Search for the 2026 Gawad Cordillera until August 25, 2026 at 5:00 PM.

2. As follows are the categories that have no entries yet:
- Outstanding Supervisor
 - Outstanding Non-Teaching Employee -Level 1 (SG 1 to 9)
 - Outstanding Private Elementary Teacher
 - Outstanding Private Secondary Teacher
 - Outstanding Private School (Elementary or Secondary)
 - Outstanding Group Category

3. Anent this, all Public Schools District Supervisors (PSDSs) shall consolidate the submission of hardcopies of entries in their respective districts prior to submission to the SGOD-HRDS Office and shall ensure the completeness of the following documents enclosed in a long, white folder and in proper sequence with appropriate tabbings.

- Completely filled-out Nomination Form from the PSDS;
- Nominee's updated CSC Form 212 or Revised 2026 Personal Data Sheet with passport-size (4.5 cm x 3.5 cm) photo with name tag taken within the last six months before the nomination;
- Endorsement from the PSDS;
- A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or



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Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

- Legal Officer is required. Detailed information on dismissed/decided case/s of the nominee, if any;
- e. Copy of the signed OPCR/IPCR for the past three-year rating periods with at least a Very Satisfactory (VS) performance rating before the nomination;
 - f. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 before the nomination (FOR ALL NOMINEES OR WHICHEVER IS APPLICABLE). (When it is found that there was an unliquidated CA during the validation, then the nominee shall be disqualified.);
 - g. Copy of the Statement of Liabilities and Net Worth (SALN) of the individual nominee or each member of the group nominee for the year before nomination, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency;
 - h. Updated service record duly certified by the Office's Human Resource Management Officer (HRMO/School Head); and
 - i. Write-up of accomplishments.
4. Copies of annual reports, recommendations from institutions/personalities, news clippings, and certificates of training, seminars, and recognition should not be included in the nomination folder, but must be prepared and kept for the purpose of validation.
5. Moreover, all nomination templates, relevant slides, sample write-ups, and other references may be accessed and downloaded thru <https://tinyurl.com/DivisionGawadTemplates> and <https://tinyurl.com/GAWADCordiSlides2026>.
6. Should there be queries and/or clarifications, please contact Shamgar Louie N. Candelario, EPS II of HRDS, through email address shamgarlouie.candelario@deped.gov.ph or phone number 0956-833-4594.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

Digitally signed by
CHRISTOPHER C.
BENIGNO

Date: 2026.08.20
14:48:25+08'00'

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

