



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

May 09, 2023

SCHOOL MEMORANDUM
No. 031 s. 2023

To: Kaypian Elementary K-6 Teachers
Master Teachers
Reading Coordinators

“COMPOSITION AND FUNCTIONS OF AWARDS COMMITTEE”

1. In the with **DepEd Order No. 36 s. 2016** or known as **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program**, Kaypian Elementary School is announcing the composition and functions of **Awards Committee (AC) for SY 2022-2023**.
2. The following lists of teachers will serve as **Awards Committee (AC)** for each grade level;
 - a. **Grade 1**
Chairman- Annaliza R. Pioquid
Members 1. Jenelyn R. Labang
2. Erika Mae B. Macinas
 - b. **Grade 2**
Chairman- Ronalyn D. Emeterio
Members 1. Noni L. Villanueva
2. Mary Jane P. Espina
 - c. **Grade 3**
Chairman- Farrah Fe M. Osia
Members 1. Catherine B. Sarmiento
2. Richelle N. Magallanes
 - d. **Grade 4**
Chairman- Eduard Carlo D. Fernandez
Members 1. Maricel C. Abauag
2. Jane B. Antonio
 - e. **Grade 5**
Chairman- Sheryl S. Dela Minez
Members 1. Gerlie Rose V. Pajulas
2. Daryll E. Planas
 - f. **Grade 6**
Chairman- Sheila M. Mangabat
Members 1. Mylene P. Ogardo
2. Jordan B. Yonque



Kaypian Elementary School
School ID: 107157
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023
Official Email: 107157.sjdmc@deped.gov.ph
Official Website: www.kaypes.weebly.com





Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

3. The AC shall:
 - a. Establish the processes of and timelines in accepting nominations and determining qualifiers for grade level awards.
 - b. Formulate rubrics specific to the grade level awards.
 - c. Communicate to the school community, parents, and other stakeholders the processes involved in giving awards
 - d. Verify the authenticity of documents submitted.
 - e. Deliberate on the qualifications of the candidates for the awards based on the rubrics and the documents submitted.
 - f. Recommend to the school head or principal the result of evaluation for approval.
 - g. Communicate to the school community, parents, and other stakeholders involved in the results of the evaluation.
 - h. Recommend to the school head or principal the resolution on any related issue that may arise from the results of the awards.
 - i. Ensure that guidelines stipulated in this policy are followed.

4. For information and guidance.


DIANALYN A. PALAGANAS PhD
Principal II



SECUREd KaypESians
Strengthening and Ensuring
Commitment of the Unified and
Resilient Stakeholders in Achieving Quality Education



Kaypian Elementary School
School ID: 107157
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023
Official Email: 107157.sjdmc@deped.gov.ph
Official Website: www.kaypes.weebly.com

