



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

July 13, 2026

**DIVISION MEMORANDUM**

No. **234**, s. 2026

**DATA SUBMISSION ON AWARDS, REWARDS, AND RECOGNITION**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors and OIC-PSDSs  
Public Elementary and Secondary School Heads  
School and District Rewards and Recognition (R&R) Focal Persons  
PRAISE Committee  
All others concerned

1. Pursuant to Regional Memorandum No. 0908, s. 2026, this Office, through the Schools Governance and Operations Division (SGOD) – Program on Awards and Incentives for Service Excellence (PRAISE) Committee, requests the submission of updated and consolidated data on awards, rewards, and recognition received by students, teaching personnel, school heads, and non-teaching personnel across the division for the **last three (3) school years**.
2. This data gathering objective aims to establish a comprehensive Regional and Division database which will serve as an official reference for upcoming reportorial requirements, nominations, recognition programs, accomplishment reports, and other critical personnel management and organizational development initiatives.
3. To ensure an orderly and timely submission to the Regional Office before its strict deadline on July 31, 2026, all School Heads, through their designated School R&R Focal Persons, are directed to populate the Data Submission Template (Google Sheet) below:

| District         | Data Submission Link                                                        |
|------------------|-----------------------------------------------------------------------------|
| 1. BARCELONA     | <a href="https://bit.ly/barcelonaARR">https://bit.ly/barcelonaARR</a>       |
| 2. BULAN I       | <a href="https://bit.ly/bulan1ARR">https://bit.ly/bulan1ARR</a>             |
| 3. BULAN II      | <a href="https://bit.ly/bulan2ARR">https://bit.ly/bulan2ARR</a>             |
| 4. BULAN III     | <a href="https://bit.ly/bulan3ARR">https://bit.ly/bulan3ARR</a>             |
| 5. BULAN IV      | <a href="https://bit.ly/bulan4ARR">https://bit.ly/bulan4ARR</a>             |
| 6. BULUSAN       | <a href="https://bit.ly/bulusanARR">https://bit.ly/bulusanARR</a>           |
| 7. CASIGURAN     | <a href="https://bit.ly/casiguranARR">https://bit.ly/casiguranARR</a>       |
| 8. CASTILLA EAST | <a href="https://bit.ly/castillaeastARR">https://bit.ly/castillaeastARR</a> |



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|                      |                                                                                   |
|----------------------|-----------------------------------------------------------------------------------|
| 9. CASTILLA SOUTH    | <a href="https://bit.ly/castillasouthARR">https://bit.ly/castillasouthARR</a>     |
| 10. CASTILLA WEST    | <a href="https://bit.ly/castillawestARR">https://bit.ly/castillawestARR</a>       |
| 11. DONSOL EAST I    | <a href="https://bit.ly/donsleast1ARR">https://bit.ly/donsleast1ARR</a>           |
| 12. DONSOL EAST II   | <a href="https://bit.ly/donsleast2ARR">https://bit.ly/donsleast2ARR</a>           |
| 13. DONSOL WEST I    | <a href="https://bit.ly/donsolwest1ARR">https://bit.ly/donsolwest1ARR</a>         |
| 14. DONSOL WEST II   | <a href="https://bit.ly/donsolwest2ARR">https://bit.ly/donsolwest2ARR</a>         |
| 15. GUBAT NORTH      | <a href="https://bit.ly/gubatnorthARR">https://bit.ly/gubatnorthARR</a>           |
| 16. GUBAT SOUTH      | <a href="https://bit.ly/gubatsouthARR">https://bit.ly/gubatsouthARR</a>           |
| 17. IROSIN I         | <a href="https://bit.ly/irosin1ARR">https://bit.ly/irosin1ARR</a>                 |
| 18. IROSIN II        | <a href="https://bit.ly/irosin2ARR">https://bit.ly/irosin2ARR</a>                 |
| 19. JUBAN            | <a href="https://bit.ly/jubanARR">https://bit.ly/jubanARR</a>                     |
| 20. MAGALLANES NORTH | <a href="https://bit.ly/magallanesnorthARR">https://bit.ly/magallanesnorthARR</a> |
| 21. MAGALLANES SOUTH | <a href="https://bit.ly/magallanessouthARR">https://bit.ly/magallanessouthARR</a> |
| 22. MATNOG I         | <a href="https://bit.ly/matnog1ARR">https://bit.ly/matnog1ARR</a>                 |
| 23. MATNOG II        | <a href="https://bit.ly/matnog2ARR">https://bit.ly/matnog2ARR</a>                 |
| 24. PILAR I          | <a href="https://bit.ly/pilar1ARR">https://bit.ly/pilar1ARR</a>                   |
| 25. PILAR II         | <a href="https://bit.ly/pilar2ARR">https://bit.ly/pilar2ARR</a>                   |
| 26. PILAR III        | <a href="https://bit.ly/pilar3ARR">https://bit.ly/pilar3ARR</a>                   |
| 27. PIRETO DIAZ      | <a href="https://bit.ly/prietodiazARR">https://bit.ly/prietodiazARR</a>           |
| 28. STA. MAGDALENA   | <a href="https://bit.ly/stamagdalenARR">https://bit.ly/stamagdalenARR</a>         |

4. The internal workflow and deadline for consolidation are structured as follows:
- School Level: School Rewards & Recognition (R&R) focal persons shall access/click the link for their district and input the list of awarded students, teachers, school heads, and non-teaching personnel for the **last three (3) years** (*from 2023 – present*). The School Head shall then review the data entered.
  - District Level: Public Schools District Supervisors (PSDSs), OIC-PSDSs, and District Focal Persons shall verify the correctness and completeness of all school submissions within their respective districts.





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- Submission Deadline: Data entered in the Google Sheets per district will be collected by SDO Sorsogon PRAISE Committee on **July 24, 2026**. Information entered beyond July 24, 2026, will not be included. This timeframe allows the SDO PRAISE Committee and the SGOD Chief sufficient time to review, certify, and secure the approval of the Schools Division Superintendent prior to the final transmission to the Regional Office.
5. Immediate & widest dissemination and compliance of this Memorandum are directed.

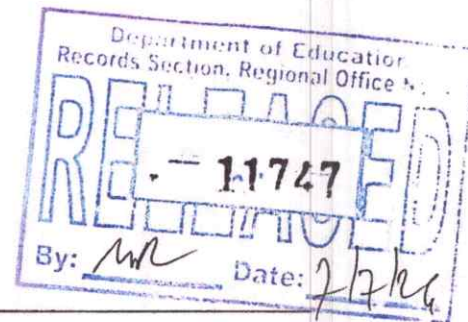
  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent







Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



6 July 2026

REGIONAL MEMORANDUM

No. 0908, s. 2026

**DATA SUBMISSION ON AWARDS, REWARDS AND RECOGNITION**

To : Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teachers  
Functional Division Chiefs  
Assigned Focal Person In-charge for R & R  
All Others Concerned

1. The Human Resource Development Division (HRDD), through the Rewards and Recognition Secretariat, hereby requests the submission of updated and consolidated data on awards, rewards, and recognition received by students, teaching personnel, school heads, and non-teaching personnel from all Schools Division Offices (SDOs) and Functional Divisions of the Regional Office. The data shall be submitted through the designated Schools Division Office Human Resource Focal Person or the assigned Rewards and Recognition Focal Person of each Functional Division, **using the attached Data Submission Template on Awards, Rewards and Recognition (Enclosure No. 1)** in Excel Format. The submitted data shall serve as the official Regional database and reference for reportorial requirements, nominations, recognition programs, accomplishment reports, and other personnel management and organizational development initiatives of the Regional Office.

2. To facilitate the establishments of a comprehensive Regional database on awards, rewards, and recognition, all Schools Division Offices and Functional Divisions are hereby directed to accomplish the attached Data Submission Template on Awards, Rewards and Recognition (Enclosure No.1) and submit the duly signed and approved consolidated report, together with supporting documents to Human Resource Development Division email [hrdd.rov@deped.gov.ph](mailto:hrdd.rov@deped.gov.ph) or to the Regional Focal Person on Rewards and Recognition email [jinkv.villareal@deped.gov.ph](mailto:jinkv.villareal@deped.gov.ph). on or before 31 July 2026.

3. The submitted report shall be certified correct by the designated Rewards and Recognition Focal Person and duly reviewed by the Chief of the Schools Governance and Operations Division (SGOD) or the Functional Division Chief, and approved by the Schools Division Superintendent or the Functional Division Chief, as applicable.



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4. Immediate dissemination of and strict compliance of this Memorandum is desired.

**GILBERT T. SADSAD**  
Regional Director

Encls: As stated to be indicated in the Perpetual Index  
under the following subjects:  
Awards, Rewards and Recognition  
Searches

HRDD NEAP R/smn/jav  
07/06/2026



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**MATATAG**  
Isang Mga Gabata, Isang Mga Gabata