

30 OCT 2025

DIVISION MEMORANDUM
No. 690, s. 2025

**SUBMISSION OF LIST OF AWARD-CANDIDATES FOR
THE 2025 GAWAD DANGAL NG IMUS
(PARA SA MGA LINGKOD BAYAN)**

To: OIC – Office of the Assistant Schools Division Superintendent
OIC – Curriculum Implementation Division
OIC – Schools Governance and Operations Division
Education Program Supervisors
School Heads/OICs (All Public Schools)
All Others Concerned

1. The SDOIC PRAISE Committee calls for the submission of the award candidates for our end-of-year rewards and recognition activity, Gawad Dangal ng Imus para sa mga Lingkod Bayan. The timeline of submission is between the issuance of this Memorandum until November 6, 2025.

2. Schools with qualified personnel shall follow the submission workflow below.

Actor	Activity	Receiver
Personnel	1. Self-nomination letter (except for posthumous awardees) with supporting MOVs	School Head / Division Chiefs / Unit Head
School Head and Administrative Officers	2. SCHOOL LEVEL VALIDATION of entries 3. PREPARATION AND SUBMISSION of the official list of award candidates (hard copy signed; soft copy through shared link)	Records Section attention to SEPS – HRDS
Records Section	4. Transmission of lists from schools to HRDS.	SEPS HRDS
SEPS HRDS and ASU- Personnel Section	5. VALIDATION of Service Awardees	SEPS HRDS
SEPS-HRDS	6. Consolidation and endorsement of validated list; drafting of Division Memorandum	Top Management
Top Management	Review and signing of Division Memorandum	Records Section

Records Section	Issuance and release of signed Division Memorandum	Functional Divisions and Schools
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3. Division Office awardees shall directly inform the PRAISE Lead Secretariat for inclusion in the official list. Names of service awardees shall be submitted by the ASU Personnel Section.

4. Editable copies can be downloaded through the following link: [2025 GDIG List of Award-Candidates Template.docx](#)

5. The list of awards, qualifications, and means of verification is provided below

Award	Qualification	Means of Verification
Paglilingkod (Service Award)	Personnel celebrating their 10, 15, 20, 25, 30, 35, 40 or above years in service between January 1, 2025 to September 30, 2025 Personnel with 40 or more years in service who have never been awarded in past celebrations shall likewise be nominated to receive award this year.	Updated Service Record
Paglilingkod (Service Award for Retirees)	Retirees (officially retired, on terminal leave, or have filed a formal intention to retire in CY 2025)	Endorsed letter of intention to retire signed by the School Head and endorsed to the Division Office
Paglilingkod (Posthumous Award)	Personnel in ACTIVE SERVICE who passed away between October 1, 2024 to September 30, 2025	Copy of death certificate
Paglilingang (Academic Achievement Awards)	Personnel who completed any of the following between October 1, 2024 to September 30, 2025 graduate diploma, master's degree, doctorate degree, fellowships, scholarships	Copy of diploma / any official documentation from the awarding institution or certificate of completion (for fellowship/scholarship: completion/closing report or certificate)
Pagpapatibay (Certifications and Qualification Recognition Awards)	Personnel who attained certifications from reputable agencies between October 1, 2024 to September 30, 2025	Copy of license or certificates; or official List of passers from the awarding agency.

	(e.g., PRC Licensure, TESDA NC, CES Written Examination/ Board/Eligibility, CSC Eligibilities, other national or international certifications)	
Paligsahan (Achievements in Regional, National, and International Level Competitions)	Personnel who won or served as coach/trainer in competitions between October 1, 2024 to September 30, 2025 Events where the personnel served as coach/trainer must be endorsed or sanctioned by the Department.	Certificate of recognition, official results, or organizer's certification
Pagganap (Regional and National Level Outstanding Employee Recognitions)	Personnel recognized for exemplary service by government agencies (regional or national, within or outside DepEd). Includes Stage 2 qualifiers of DepEd CALABARZON Gawad Patnugot.	Copy of Certificate/Plaque inscription/Medal or any official notice of recognition; Memorandum of Qualification for Stage 2 of Gawad Patnugot

Note: For degrees or certifications earned through scholarships, the awardee shall be recognized for both scholarship and degree earned.

6. Teaching and teaching-related personnel who qualified as awardees but were not included in the recognition ceremonies held on October 3, 2025 shall be recognized in the upcoming ceremony. For these cases, schools shall submit a separate list of awardees.

7. Only submissions until November 06, 2025, will be accepted and considered.

8. Approved list of awardees shall be published through another division issuance

9. Awardees shall submit updated photographs in formal attire, with the submission process to be coordinated by the ICTS Unit through the administrative officers. Please be advised that photographs not submitted on or before the deadline shall not be flashed during the awarding ceremony.

10. Special tokens for service awardees (10, 15, 20, 25, 30, 35, 40 and above years; retirees; posthumous) from schools shall be charged to their School MOOE, in accordance with existing accounting and auditing policies. Tokens for Division Office awardees shall be charged to SDO MOOE, likewise subject to existing rules. Other rewards and recognition expenses shall be charged to SDO MOOE.

11. For any questions or clarifications, please contact Darlferhen M. Dancel, Senior Education Program Specialist, SGOD – Human Resource Development at darlferhen.dancel@deped.gov.ph,

12. For compliance, guidance and immediate dissemination.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.10.30
17:33:33 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subject:

INCENTIVES
RECOGNITION

sgod/dmd/102925

Enclosure No. 01 to Division Memorandum No. 690 s. 2025

FREQUENTLY ASKED QUESTIONS (FAQs)

1. How do we compute years of service for the Paglilingkod (Service Award)?
 - Count all government service years rendered in DepEd as permanent employee (regardless of office or station, if continuous) up to December 31, 2025.
 - Service should be based on the Official Service Record.
 - Breaks in service (resignation, gap years) are not counted unless reemployment was continuous under civil service rules.
2. What counts as a “sanctioned by the Department” competition for Paligsahan (Achievements in Competitions)?
 - ***Competitions with an official DepEd memorandum, advisory, or endorsement at the Division, Regional, or National level.***
 - ***Events organized by recognized partners where DepEd issued official participation guidelines.***
 - ***Competitions not endorsed by DepEd but recognized by external agencies (private orgs, LGUs) will not be counted unless supported by an official DepEd endorsement.***
3. Can a personnel be recognized twice for both scholarship and degree completion?
 - Yes. A personnel may be recognized for both scholarship and degree completion. For degrees or certifications earned through scholarships, the awardee shall receive recognition under both categories. The citation shall explicitly indicate both the scholarship grant and the corresponding degree or certification completed.
4. What qualifies as reputable agencies for Pagpapatibay (Certifications and Qualification Recognition Awards)?
 - Government regulatory/licensing bodies (e.g., PRC, CSC, TESDA, DOH).
 - Internationally recognized certification bodies (e.g., ISO-accredited organizations, IELTS/TOEFL testing centers).
 - National or regional training authorities duly recognized by DepEd, CHED, TESDA, or Civil Service Commission.
5. Who is eligible for the Posthumous Award?
 - Personnel who were in active service at the time of death between October 1, 2024 to September 30, 2025
 - Proof required: Death Certificate and confirmation from the School Head.
 - The award shall be received by the next of kin/guardian as indicated in the nomination form.
7. Can private school teachers be nominated?
 - No. This program is exclusive to public school teaching and teaching-related personnel under the Schools Division of Imus City.