

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OCT 18 2023

DIVISION ADVISORY No. _2\3___, s. 2023

To: Assistant Schools Division Superintendent

Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors

Elementary and Secondary School Heads

All Others Concerned

This Office informs all concerned regarding the **Winners of the 2023 Gawad Patnugot Regional Search for Outstanding Teaching and Teaching-Related Personnel**, which was recognized through an Awards ceremony on October 05, 2023, Hacienda Gracia Resort and Hotel, Sta. Maria, Lubao, Pampanga.

Attached is a copy of Regional Memorandum No. 544, s. 2023, which disseminates the abovementioned announcement, for further details and inquiries.

For information.

Schools Division Superintendent

In compliance with DepEd Order No. 8, s. 2013, this Division Advisory is issued not for endorsement per D.O. 28, s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public.

















Department of Education

REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM

No. 544, s. 2023

OCT 10 2023

WINNERS OF THE 2023 GAWAD PATNUGOT REGIONAL SEARCH FOR OUTSTANDING TEACHING AND TEACHING-RELATED PERSONNEL

То

Schools Division Superintendents

All Others Concerned

- 1. The Department of Education Regional Office III, through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the Human Resource Development Division (HRDD), announces the attached list of winners of the 2023 Gawad Patnugot Regional Search for Outstanding Teaching and Teaching-Related Personnel recognized through an Awards Ceremony on October 5, 2023 at Hacienda Gracia Resort and Hotel, Sta. Maria, Lubao, Pampanga.
- 2. Each of the top 10 winners in the following categories received a certificate of recognition, plaque, and cash award.

TEACHER CATEGORY

- a. Outstanding Elementary School Teacher
- b. Outstanding Secondary School Teacher
- c. Outstanding SPED Teacher (Elementary or Secondary)
- d. Outstanding ALS Teacher (Elementary or Secondary)
- e. Outstanding Kindergarten Teacher
- f. Outstanding Elementary Teacher (Last Mile Schools)
- g. Outstanding Secondary Teacher (Last Mile Schools)

DEPARTMENT HEAD CATEGORY

a. Outstanding Secondary Head Teacher (Department Head)

SCHOOL HEAD CATEGORY

- a. Outstanding Elementary School Principal
- b. Outstanding Elementary Head Teacher (School OIC)
- c. Outstanding Secondary School Head (Principal or School OIC)

SUPERVISOR CATEGORY

- a. Outstanding Education Program Supervisor (CID or SGOD)
- b. Outstanding Public Schools District Supervisor







Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P) Telephone Number: (045) 598-8580 to 89 Email Address: region3@deped.gov.ph



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- 3. The certificates of recognition in this search may be used by the awardees for ranking and promotion purposes subject to the existing DepEd issuances.
- 4. This Office congratulates all the awardees and finalists in this year's search and commends them for their efforts and dedication in ensuring that quality education is delivered through their various milestone accomplishments.
- 5. For information and guidance.

MAY B. ECLAR, PhD, CESO III
Regional Director

Encl.: As stated
References: None
To be indicated in the <u>Perpetual Index</u>
under the following subjects:

GAWAD PATNUGOT SEARCH AWARDEES

REWARDS AND RECOGNITION

HRDD1/hrdd2 October 6, 2023







Department of Education

REGION III-CENTRAL LUZON

Enclosure to RM. No.___ s, 2023

2023 GAWAD PATNUGOT REGIONAL SEARCH FOR OUTSTANDING TEACHING AND TEACHING-RELATED PERSONNEL

LIST OF WINNERS

Category: OUTSTANDING ELEMENTARY SCHOOL TEACHER TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|---|--|
| 1st | Templates in Numeracy | Kristine T. Cuyugan Matatalaib Bato Elem. School SDO Tarlac City |
| 2nd | Bawat Bata, Kabilang at Bumibilang | Maricar F. Nicdao Angeles Elem. School SDO Angeles City |
| 3rd | Literacy Advocacy and Reading Empowerment | Laurene Anne R. Caparas Barasoain Memorial IS SDO Malolos City |
| 4th | Rising Star: Go the Extra Mile | Mary Grace G. Tecson Pinambaran Elem. School SDO Bulacan |
| 5th | Tele-TARP | Maragarie D. Lucero Catalanacan Elem. School SDO Science City of Munoz |

| Final Rank | Name of Personnel | Schools Division Office |
|---------------|---|-------------------------|
| 6th | Arnel R. Domingo San Juan IS | Nueva Ecija |
| 7th | Princess Maylene M. Maniacop San Vicente Ferrer ES | Pampanga |
| 8th | Evangeline E. Ebidag Binabalian ES | Zambales |
| 9th | Jaymarc V. Buan San Pablo ES | Bataan |
| 10th | Mark Gil Z. Reyes San Fernando ES | City of San Fernando |









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REGION III-CENTRAL LUZON

Category: OUTSTANDING SECONDARY SCHOOL TEACHER TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|---|--|
| 1st | Project GREEN GAIN (Eco-literacy) | Shiela Marie D. Baluran Caanawan National HS SDO San Jose City NE |
| 2nd | Teleradyo Marcelo | Paul Anthony B. Mendoza Marcelo H. Del Pilar Nat'l HS SDO Malolos City |
| 3rd | Project GILAS (Gamified Teaching and Learning) | Clinton Miguel St. Vincent of Quebiawan IS SDO City of San Fernando |
| 4th | Project ALEX-M - Math Learning | Judd Edward Z. Hernandez Juan R. Liwag Memorial HS SDO Gapan City |
| 5th | Beating the Challenges of Distance Learning - Improving Science Process Skills | John Angelo B. Almazar Honorato C. Perez Sr. MSHS SDO Cabanatuan City |

| Final Rank | Name of Personnel | Schools Division Office |
|---------------|--|-------------------------|
| 6th | Donald Q. Gramonte Kalalake NHS | Olongapo City |
| 7th | Reden S. Valdez Diagyan NHS | Aurora |
| 8th | Rahima P. De Guzman Calipayan NHS | Tarlac Province |
| 9th | Ariel C. Guzman Gov. Rafael L. Lazatin IS | Angeles City |
| 10th | Aljon F. Tobongbanua Morong NHS | Bataan |









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REGION III-CENTRAL LUZON

Category: OUTSTANDING SPECIAL EDUCATION TEACHER TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|--|--|
| 1st | Inclusive Education: Empowering the Powerless | Corazon F. Aquino Talavera Central School SDO Nueva Ecija |
| 2nd | L2E (Livelihood to Entrepreneurial Project) | Desiree C. Andres City of Malolos IS SDO Malolos City |
| 3rd | Care, Adaptive, and Resilient Educational Practices | Michelle A. Fuentes Balagtas Nat'l Agricultural HS SDO Bulacan |
| 4th | Advocacy on Inclusivity | Gina S. Quiambao Mabalacat Elem. School SDO Mabalacat City |
| 5th | Project CHILD | Cristina S. Reyes Dinalupihan Elem School SDO Bataan |

| Final Rank | Name of Personnel School/Office | Schools Division Office |
|---------------|---|-------------------------|
| 6th | Lea P. Orseno Concepcion Special Education Center | Tarlac Province |
| 7th | Vivian S. Saulo San Fernando Elementary School | City of San Fernando |
| 8th | Rubylyn M. Singian Camp Tinio ES | Cabanatuan City |
| 9th | Camille D. Fuertez Angeles ES | Angeles City |
| 10th | Millette B. Sarmiento Gordon Heights I Elementary School | Olongapo City |









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REGION III-CENTRAL LUZON

Category: OUTSTANDING ALTERNATIVE LEARNING SYSTEM TEACHER TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|--|---|
| 1st | Mobile Classroom, Dramatized Lesson, Radio- Based Instruction, Education Beyond Walls | Ednalyn E. Fajardo ALS Guagua West SDO Pampanga |
| 2nd | Kaalaman for every Juan | Lope A. Garado SDO Malolos |
| 3rd | Tatlong Gulong Hatid ay Dunong | Ronaldo S. Bantog Matias A. Fernando Mem'l School SDO Bulacan |
| 4th | Project ALL-IN | Joana C. Samson San Isidro IS SDO Cabanatuan City |
| 5th | Project CCES ALS - LS2 | Hilda E. Marcia Candelaria Central ES SDO Zambales |

| Final Rank | Name of Personnel School/Office | Schools Division Office |
|---------------|---|-------------------------|
| 6th | Carlito R. Mañalac Cuyapo East Central | Nueva Ecija |
| 7th | Avelino A. Cruz Jr. ALS – Dinalupihan ES | Bataan |
| 8th | Eloisa A. Bernardo ALS - Casiguran | Aurora |
| 9th | Robert E. Egalla CID-ALS | Olongapo City |
| 10th | Heizel B. Pucate Burot IS | Tarlac City |









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REGION III-CENTRAL LUZON

Category: OUTSTANDING KINDERGARTEN TEACHER TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|--|---|
| 1st | Slider Board to Improve Numeracy Skills | Loida D. Manuel San Miguel Central ES SDO Tarlac City |
| 2nd | Tara! Makinig sa Kwento Ko. | Robel Yvet S. Alameda Pampang Elem. School SDO Angeles City |
| 3rd | Makapagbasa ay Tanda ng TAGumpay ng mga Mag-aaral | Michelle Yazmin L. Leonzon Banga Elem. School SDO Bulacan |
| 4th | Transition from Kindergarten to Grade One | Charlene A. Principe Balite IS SDO Cabanatuan City |
| 5th | Happy Kindergarten - Game-Based Manipulatives and Interactive Intervention (GMI) | Joy C. Tabara Bayabas Elem. School SDO Aurora |

| Final Rank | Name of Personnel School/Office | Schools Division Office |
|---------------|---|-------------------------|
| 6th | Danilyn B. Espinola Zaragoza Cenral School | Nueva Ecija |
| 7th | Tanilyn C. Reyes Mayantoc Central ES | Tarlac Province |
| 8th | Leah M. Demalgin Sergia Soriano. Esteban IS II | Olongapo City |
| 9th | Ara Rae A. Reyes Balanga ES | Balanga City |
| 10th | Annariza Y. Manlapaz Northville ES | City of San Fernando |







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Category: OUTSTANDING ELEMENTARY LAST-MILE SCHOOL TEACHER

TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|--|--|
| 1st | Super Nanay | Evelyn D. Edano Dona Luisa Obieta ES SDO Zambales |
| 2nd | Improving Learners' Reading Skills Through LUMI-Based Interactive Learning Materials | Crispin B. Ligod Kadayakan Elem. School SDO Aurora |
| 3rd | Gulayan sa Barangay Namayan | Pricilla L. Carlos Namayan Elem. School SDO Malolos City |
| 4th | Hatid Dunong para sa mga Kabataang Dumagat | Jomar C. Merino Basyo Elem. School SDO Bulacan |
| 5th | Using Two-Way Radios in Developing Reading, Language, and Literacy Skills | Zenaida C. Balancio Bulak Elem. School SDO Nueva Ecija |

| Final Rank | Name of Personnel School/Office | Schools Division Office |
|---------------|--|-------------------------|
| 6th | Jesseth T. De Jesus Haduan IS | Mabalacat City |
| 7th | Windel M. Quines Dagundon Elementary School | Tarlac Province |









Department of Education

REGION III-CENTRAL LUZON

Category: OUTSTANDING SECONDARY LAST-MILE SCHOOL TEACHER TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|--|--|
| 1st | Project PRIME (Game-based learning) | Jessa DJ. Roque Pamarawan High School SDO Malolos City |
| 2nd | Project PABASA | Thelma R. Villanueva Saguit National HS SDO Aurora |
| 3rd | Project Bao | Mael D. Asinas Nagyantok High School SDO Zambales |
| 4th | I Can Read, I Can Write | Annaliza A. Dug-As Palayan City National High School Extension SDO Nueva Ecija |
| 5th | Project WISE (Information Dissemination) | Ronald A. Domingo Nambalan IS SDO Tarlac Province |

Category: OUTSTANDING SECONDARY HEAD TEACHER (Department Head) TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|-------------------------------------|--|
| 1st | Project HakBangon | Marie Claire C. Payawal Bongabon National HS SDO Nueva Ecija |
| 2nd | Bulacan Folk Dances | Ferdinand S. Aldaba San Pedro NHS SDO Bulacan |
| 3rd | Education-Elevate (Science Mastery) | Ray Jayson C. Sanguyu RLLMHS SDO Angeles City |
| 4th | Program SOS (Science Synergy) | Myrna L. Dela Cruz Marcelo H. Del Pilar National HS SDO Malolos City |
| 5th | Project RIDE (Research) | Ruvie Ann B. Pallasigui GD Mendoza NHS SDO Pampanga |









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TOP 6 - 10

| Final Rank | Name of Personnel School/Office | Schools Division Office |
|---------------|---|-------------------------|
| 6.5 | Mercedita E. Viray Bataan NHS - SHS | Balanga City |
| 6.5 | Mary Nice V. Agrano Camachiles NHS | Mabalacat City |
| 8th | Jan Adams D. Magtanong Magsaysay NHS | Bataan |
| 9th | Elizabeth A. Niebres Mayapyap NHS | Cabanatuan City |
| 10th | Cristopher M. Javate Juan R. Liwag MHS | Gapan City |

Category: OUTSTANDING ELEMENTARY SCHOOL PRINCIPAL TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|---|--|
| 1st | E-ACaP: Advanced Career Progression | Marichu C. Manaloto Tikay Elementary School SDO Malolos City |
| 2nd | Project BLIIS - Video Lessons | Nancy N. Gamboa Telabastagan IS SDO City of San Fernando |
| 3rd | The Resilient Servant: Triumphing Through Turbulence in Education | Jayson A. Torres Gov. Rafael L. Lazatin IS SDO Angeles City |
| 4th | Conversion of Bagong Buhay B Elem School into an IS | Lilybeth D. Dasco Tungkong Mangga Elem. School SDO San Jose Del Monte City |
| 5th | Enhancing Learners' Achievement Through Collaboration | Vilma H. Villanueva San Antonio Elem. School SDO Pampanga |







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REGION III-CENTRAL LUZON

TOP 6 - 10

| Final Rank | Name of Personnel School/Office | Schools Division Office |
|---------------|---|-------------------------|
| 6th | Rosalie S. Cabarios Sepung Calzada Panampunan ES | Tarlac City |
| 7th | Marielyn D. Castillo Antonio C. Cruz-Sulucan ES | Bulacan |
| 8th | Abdon C. Bayla Special Education Center for the Gifted | Olongapo City |
| 9.5 | Ronyla S. Ramy Laur Central School | Nueva Ecija |
| 9.5 | Michelle T. Jayme Villa Nati ES | Science City of Munoz |

Category: OUTSTANDING ELEMENTARY HEAD TEACHER (School OIC)

TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|---|---|
| 1st | SIKLAB: Health & Agriculture | John Arex M. Ocampo Dona Luisa Obieta Elem. School SDO Zambales |
| 2nd | RUSSEL: Reading & Understanding Literacy | Russell M. David Sitio Dam ES, Armenia SDO Tarlac City |
| 3rd | Dunong de Gulong: UHAY (Reading & Numeracy + Livelihood) | Jerwin S. Tanghal Sto. Nino Elementary School Cabanatuan City |
| 4th | Project Angat | Fe T. Layson Haduan Negrito Integrated School Mabalacat City |
| 5th | Project PARE (Reading/Literacy) | Dexter V. Fernandez St. Francis Elem. School- Limay SDO Bataan |







Department of Education

REGION III-CENTRAL LUZON

TOP 6 - 10

| Final Rank | Name of Personnel School/Office | Schools Division Office |
|---------------|--|-------------------------|
| 6th | Christopher B. Albino Sapang Palay Proper ES | San Jose Del Monte City |
| 7th | Jean Jerric A. Pacia Bagang Elementary School | Pampanga |
| 9th | Fatima D. Gaviola San Pedro IS | City of San Fernando |
| 9th | Ma. Abegail C. Carangan Barihan ES | Malolos City |
| 9th | Louie G. Villaflor Kapt. Pedro Villanueva ES | Nueva Ecija |

Category: OUTSTANDING SECONDARY SCHOOL HEAD TOP 1 - 5

| Final Rank | Milestone Accomplishment | Name of Personnel School/Office Division |
|---------------|---|---|
| 1st | Mind Matters: Free Medical Consultations | Nova B. Santiago City of Malolos Integrated School SDO Malolos City |
| 2nd | IRMMHS - ALS for Senior HS | Neri L. Dizon Obando National HS SDO Bulacan |
| 3rd | Competency Assessment Center | Marivic V. Farro Maria Aurora National HS SDO Aurora |
| 4th | Pasa MaSID (Mentoring) | Jolie M. Intal Armenia Integrated School SDO Tarlac City |
| 5th | Deliver Instructional Support To Attain the Needed Competencies in Education | Daisy M. Arciaga San Insidro IS SDO City of San Fernando |







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REGION III-CENTRAL LUZON

TOP 6 - 10

| Final Rank | Name of Personnel School/Office | Schools Division Office |
|---------------|--|-------------------------|
| 6th | Roderick A. Tadeo Olongapo City NHS | Olongapo City |
| 7.5 | Arlene C. Vidal Camachiles NHS | Mabalacat City |
| 7.5 | Chester Allan P. Matienzo Botolan NHS | Zambales |
| 9th | Cazarina L. David Angeles City NHS | Angeles City |
| 10th | Nora S. Daquiz Talavera NHS | Nueva Ecija |

Category: OUTSTANDING EDUCATION PROGRAM SUPERVISOR

TOP 1-5

| Final Rank | Milestone Accomplishment | Name of Personnel Program/Office Division |
|------------|---|--|
| 1st | Project RAISE (Robotics) | Yvette H. Roque Science SDO Olongapo City |
| 2nd | Enhancing Learning with E-Math | Winnie W. Poli Math SDO Science City of Munoz |
| 3rd | Projects MATI (assessment), ISIP-K-12 (supervision), TURO-PLUS (teaching- learning), MATHILDA (drills & apps) | Sonny P. de Leon Math SDO Cabanatuan City |
| 4th | Project BASA (Batang Ayta) | Cherry G. Vinluan Filipino, Kinder, Mother Tongue SDO Pampanga |
| 5th | Project SAGIP (Student Assessment - Reading, Science, Math) | Laberne A. Ladignon, Jr. ICT SDO Nueva Ecija |







Department of Education

REGION III-CENTRAL LUZON

TOP 6 - 10

| Final Rank | Name of Personnel Program/Office | Schools Division Office |
|---------------|--|-------------------------|
| 6th | Gemima A. Estrabillo CID Division Office | Angeles City |
| 7th | Ariston E. Manuel Schools Division of Bulacan | Bulacan |
| 8th | Mary Jane P. Soriano CID Division Ofice | City of San Fernando |
| 9th | Reymar D. Paguio Tarlac City Schools Division | Tarlac City |
| 10th | Lordennis T. Leonardo EPS | San Jose City |

Category: OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR

TOP 1-5

| Final Rank | Milestone Accomplishment | Name of Personnel District/Office Division |
|---------------|---|--|
| 1st | Mastering the Loop (Spiral Curriculum) | Ramil G. Gonzales District II-B SDO Olongapo City |
| 2nd | Project LIGTAS (Disaster Preparedness) | Ruel D. Lingad Abucay SDO Bataan |
| 3rd | Project CARLO 2.0 (File Management) and DRT (reading) | Carlito G. Dela Cruz Dona Remedios Trinidad District SDO Bulacan |
| 4th | KISLAP (IPEd) | George P. Acupan Iba District SDO Zambales |
| 5th | A Journey to Success (SBM innovation) | Delapaz T. Waje Mexico West SDO Pampanga |







Department of Education REGION III-CENTRAL LUZON

| Final Rank | Name of Personnel District/Office | Schools Division Office Malolos City | |
|---------------|---|---------------------------------------|--|
| 6th | Dulce M. Camaya CID | | |
| 7th | Marietta DL. Aviar SDO-Aurora | Aurora | |
| 8.5 | Lydia T. Velunta PSDS-SJDM | San Jose Del Monte City | |
| 8.5 | Roger P. Ramos PSDS-Victoria West District | Tarlac Province | |
| 10th | Elizabeth P. Sibayan PSDS-Rizal District | Nueva Ecija | |







Department of Education

REGION III-CENTRAL LUZON

DepEd Manual of Style and Service Marks and Visual Identity Checklist Tool

| The memorandum/communication is compliant with the correct and | EVIDENT | BOT-EVIDERT | NOT APPLICABLE |
|--|---------|-------------|--------------------|
| proper use of | | | act in this months |
| Header with the proper coding: AAA-YYYY-000. | / | | |
| Title [It should be in the UPPERCASE and NO ABBREVIATION/ACRONYMS were used.] | / | | |
| Addressee section [It contains the correct recipients/persons with proper designations/positions] | / | | |
| 4. Abbreviations and Acronyms [If an abbreviation or acronym appears more than once in a document, spell it out at first mention in documents, issuances, and press releases. Enclose the abbreviation and acronym in parentheses after the full form or spelled-out term, and then use the abbreviation or acronym in succeeding paragraphs.] | 1 | | |
| Laws And Legal Issuances [Issuances are spelled out at first mention and are abbreviated thereafter. Republic act, administrative order, executive order, and other legislations should be abbreviated as RA, AO, EO, respectively, and others—without periods in between letters. The year series should be included.] | 1 | | |
| 6. Academic or Professional Degrees [PhD, EdD, MD, DPA, MA and etc.] | / | | |
| Time of Day [correct use of a.m. and p.m. The abbreviations a.m. and p.m. should not be used with morning, afternoon, evening, night, or o'clock. Examples of correct use: 10:30 a.m. or ten-thirty in the morning; 11:00 p.m. or eleven o'clock at night.] | 1 | | |
| Non-English Terms [Write non-English terms in italics and provide their English translation in parentheses after the word, or in a footnote, at first appearance. Italicize the non-English term throughout the document.) | 1 | | |
| Numerals or Words [Spell out numbers from one to nine. Spell out a number used as the first word of a sentence. It is better to reword when a spelled-out number will consist of many words.] | - | | |
| Numerals or Words [First to ninth are spelled out. Tenth onwards should be written as 10th, and so on. Examples: 21st century; 10th DepEd Anniversary; Second Regional MANCOM] | / | | |
| 11. Roman Numerals [Use Roman Numerals when indicating the DepEd regions.] | / | | |
| Numbers [Avoid following the word for a number with a figure in parentheses for the same number unless for legal purposes. Avoid: Eight (8), Ten (10)] | 1 | | |
| 13. Signatory [The signatory should be in the UPPERCASE followed by the terminal degrees. The position should follow the rules on capitalization. Example: Regional Director! | / | | |
| 14. Enclosure/s [The enclosure section must be present. It should indicate if the memorandum or communication is enclosed with an annex.] | / | | |
| 15. Reference/s [The reference section must be present. It should indicate if the memorandum or communication has cited other references or other materials.] | 1 | | |
| Perpetual Index [The perpetual index section must be present. It should indicate four keywords related to the memorandum.] | / | | |
| 17. Tracer [The tracer shall include the dictator and the encoder of the memorandum.] | _ | | |
| Date The date shall reflect when the memorandum was drafted by following the format month-date-year | - | | |
| 19. Footer [The memorandum shall bear the following logos: DepEd MATATAG, Bagong Pilipinas, and DepEd Regional Office III Logo. Likewise, it should contain the Address and the Telephone number of the Regional Office.] | / | | |
| 20. Font Style and Size [The memorandum shall use Bookman Old Style, 11.] | / | | |
| 21. Format [The memorandum shall use the correct format and structure. Example: Office Memorandum, Regional Memorandum, Regional Memorandum with Limited Application, Regional Advisory] | 1 | | |

Prepared by Trum

Attested by:





