



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

REGIONAL DIVISION OF CAGAYAN DE ORO CITY

RELEASED

DATE: OCT 09 2023

Office of the Schools Division Superintendent

06 October 2023

DIVISION MEMORANDUM

No. 520 s. 2023

SUBMISSION OF DOCUMENTS FOR 2023 KAGAY-AN BAHANDI AWARDS

TO: Assistant Schools Division Superintendent
CID & SGOD Chiefs
All CID Personnel
All SGOD Personnel
All Elementary & Secondary School Heads
All Teaching Personnel
All Non-teaching Personnel
This Division

1. In relation to Division Memorandum No. 474, s. 2023 Kagay-an Bahandi Awards, the field is hereby informed that the deadline of the submission of documents for the search is on **October 10, 2023 at 5:00 p.m.** Documents submitted after the deadline will no longer be accepted.

2. The Public School District Supervisor shall submit the list of winners in their district using the template attached in this Memorandum.

3. For the teacher category, the district nominee should submit only one file in PDF format and one video file in MPG format for the video documentary. The PDF file must contain all the necessary documents as outlined below:

- a. Certified True Copy of nominee's updated CS Form 212 or Personal Data Sheet with passport size photo;
- b. Certification signed by the Administrative Officer V that the nominee has not been found guilty of any administrative or criminal offense;
- c. Performance Ratings (at least VS) for the last three school years signed by the SDS or any authorized SDO official;
- d. Certified true copy of updated Service Record
- e. Omnibus Certification of Authenticity and Veracity of Documents; and
- f. Milestone Accomplishment (write-up and evidences/MOVs) duly certified by immediate superior

The PDF file and MPG file shall use the following format:
Name of District_Category



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



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All documents should be submitted electronically thru the link below. The link will be closed on the given deadline.

<https://rb.gy/k4333>

4. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. For immediate and wide dissemination and compliance.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl.: None

Reference: None

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

AWARDS
BAHANDI
KAGAY-AN

DMSA/ATB/ DM – submission of documents for the 2023 kagay-an bahandi awards
October 6, 2023



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2023 KAGAY-AN BAHANDI AWARD

LIST OF OFFICIAL WINNERS

District : _____

Categories	Name of Winners	Schools	Contact Numbers

The District Screening and Selection Committee certifies that the information contained herein, and the accompanying supporting documents are true and correct.

Chair

Member

Member

Member



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