



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

March 23, 2026

To: Assistant Schools Division Superintendents
Division Chiefs
Designated GAWAD PAG-ASA Technical Committee
All Others Concerned

1. Please be advised of the Document Finalization of CSC – Gawad Pag-asa Entries of the Schools Division of Bulacan, scheduled for March 27–29, 2026, at Purok 2, Ambayao Road, Baguio City. The sessions will focus on the final review and revision of consolidated entry documents.
2. This activity has the following aims:
 - ✓ To review and validate 100% of the Schools Division of Bulacan's nomination folders by March 29, 2026, ensuring full compliance with the latest Civil Service Commission (CSC) eligibility and formatting guidelines;
 - ✓ To finalize and produce complete, error-free sets of consolidated nomination documents, including all required narratives and attachments, ready for official division endorsement by the end of the three-day session; and
 - ✓ To align and refine all "Gawad Pag-Asa" success stories with their corresponding Means of Verification (MOVs) by the workshop's conclusion, ensuring that every entry clearly demonstrates the required impact and merit for national recognition.
3. This activity shall implement the following matrix.

Day / Time	Activity	Expected Output
Day 1:	(Half Day - Afternoon)	
1:00 PM – 2:00 PM	Arrival and Check-in	Registration Log
2:00 PM – 3:30 PM	Opening Program & Levelling of Expectations	Finalized Workshop Guidelines
3:30 PM – 5:00 PM	Initial Review: Segmenting Entries by Category	Initial Critique Notes
5:00 PM onwards	Individual Folder Assessment (Initial Phase)	Gap Analysis per Folder
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Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

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Day 2:	(Full Day)	
8:00 AM – 8:30 AM	Management of Learning (MOL) / Recap	Daily Goal Setting
8:30 AM – 10:30 AM	Parallel Sessions: Narrative Refinement	Polished Nomination Stories
10:30 AM – 12:00 PM	Evidence Mapping: Matching MOVs to Criteria	Complete Annexes
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:30 PM	Technical Editing and Formatting	Uniformly Formatted Folders
3:30 PM – 5:00 PM	Peer Review and Quality Control (Internal Audit)	Corrected Drafts
5:00 PM – 6:30 PM	Consolidation of Supporting Documents	Integrated Folders
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Day 3:	(Half Day - Morning)	
8:00 AM – 9:30 AM	Final Printing and Packaging	Physical Nomination Sets
9:30 AM – 10:30 AM	Final Verification & Signing (Secretariat Review)	Ready-to-Submit Folders
10:30 AM – 11:30 AM	Closing Program & Distribution of Certificates	Post-Activity Report
11:30 AM – 12:00 PM	Check-out and Departure	

4. The participants of this activity are the following:

	<i>Name</i>	<i>Designation</i>
1	Cecilia E. Valderrama, PhD CESO VI	Schools Division Superintendent
2	Maria Ceilna L. Vega	Assistant Schools Division Superintendent
3	Jaime T Tugade, PhD, CESE, RGC	OIC Assistant Schools Division Superintendent
4	Rainelda M. Blanco, PhD	SGOD – Chief Education Supervisor
5	Cecilia S. Custodio, PhD	CID – Chief Education Supervisor
6	Cristian Paul M. De Guzman	SEPS – HRD
7	Mark Joven V. Ramos	EPS II – SMME



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8	Mark Nathaniel G. Pascual, PhD	HT III – Parada NHS
9	Nica Marie P. Mag-isa, PhD	HT III – Parada NHS
10	Sahra Jane P. Hoper	Teacher III – Parada NHS
11	Justine De Guzman	Teacher III – Parada NHS
12	Abegail S. Orteza	HT I – Plaridel ES
13	Julie Ann J. Magno	HT I – San Roque NHS
14	Christian Charles V. Centeno	HT VI – AFGMTS
15	Roda Jimenez	Principal III – Tabe ES
16	Melannie T. Sangoyo, PhD	Principal III – Sta. Lucia NHS
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5. Expenses related to this activity shall be charged against Division MOOE funds, subject to the usual accounting and auditing rules and regulations.
6. 100% attendance is expected.
7. For information, guidance and compliance.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

DIVISION LETTER
No. 39, s. 2026



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