



**Republic of the Philippines**  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY  
 GRACEVILLE ELEMENTARY SCHOOL  
 BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

**March 2, 2022**

**SCHOOL MEMORANDUM**  
**NO.18 s. 2022**

To: GAD Coordinator  
 Grade Leaders  
 Teaching & Non-teaching Personnel

**SCHOOL-BASED WOMEN'S MONTH CELEBRATION**

- This office announces the school-based celebration of Women's Month with the theme "*We Make Change for Women*". The month-long celebration will highlight women empowerment through various activities as per School Division Memorandum No. 079 s. 2022.
- Gender and Development Coordinator shall spearhead the following activities.

Title of Activity	Inclusive Dates	Person/s Involved/ Other Information
Flag raising	March 8, 2022	All teaching p and non-teaching personnel are required to attend.
Purple Tuesday	March 8, 15, 22,29, 2022	All Teachers will wear anything purple
#GADtoKnow	March 16, 2022	distribution of information materials(online/print )
2022 Search for School Outstanding Women	March 18, 2022	Guidelines SDM 079, s. 2022
2022 NWMC Banner support	March 1-March 30	Support the National Women's Celebration by displaying the campaign banner in front of offices and uploading on the GVES Facebook page
Juana-Zumba Session	March 29, 2022	All teaching and non-teaching personnel.
Webinar on Women's Leadership	March 25, 2022	All teaching personnel
Awarding for School Outstanding Women	March 28, 2022	All concerned

- Enclosure Number 1 is attached on this memorandum.
- Participation of all concerned is highly enjoined.

**DIANALYN A. PALAGANAS PhD**  
 Principal II



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Enclosure No. 1 to School Memorandum No. 18 s. 2022



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Enclosure No. 1 to Schools Division Memorandum No. 079, s. 2022

**2022 SEARCH FOR SCHOOLS DIVISION OUTSTANDING WOMEN**

**I. Objectives**

The search aims to recognize the women in the Schools Division who have shown excellence and outstanding accomplishments in their work and made significant impacts in the lives of the people in the community. This shall document all the success stories of the awardees and serve as inspiration and role model for women empowerment.

**II. Search Categories**

- The search has three (3) categories, namely:
- Schools Division Office Outstanding Women Employees
  - School-Based Outstanding Women Personnel
  - Community Women Partners in Education

**III. Qualification Requirements for the Nominee**

Each nomination requires the submission of one (1) nomination folder containing the original copies of the documents (to be returned after the evaluation) and two (2) additional copies. Online submission of pertinent documents is accepted, however, original documents shall be presented during validation.

1. Completely filled-out Nomination Form
2. Endorsement from the Head of Office
3. Write-up of accomplishments including testimonies of colleagues
4. All documents and materials indicating specific meritorious contributions in the field of endeavor
5. All accomplishments including citations and awards
6. Related pictures with explanatory captions



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**IV. Criteria for the 2022 Search for Outstanding Women**

Criteria	Points
<b>Professional Accomplishments</b> <i>Details the nominee's roles/responsibilities in the organization, outlines her most significant professional accomplishment(s), demonstrates how she has become influential and leading in her field and shows ethical business behavior and strong corporate governance.</i>	35
<b>Community Involvement and Other Civic Service Activities</b> <i>Refers to the nominee's involvement in development organizations and community works involving protection of women, marginalized families/communities, indigenous peoples and other vulnerable groups.</i>	25
<b>Promotion of Women Empowerment and Gender Equality</b> <i>Refers to any development activities the nominee has undertaken or has been involved in. This shall include membership to organization/s pursuing gender equality, advocacy activities, trainings, seminars, for a, congresses, projects or other activities promoting gender development.</i>	20
<b>Excellence in Character</b> <i>Refers to nominee's standing in schools division and community. This involves her ability to manage difficulties that she and her family has encountered and her excellent participation/involvement in schools/schools division.</i>	20

**V. SCHEDULE OF THE ACTIVITY**

- Submission of Documents  
 Submit the three (3) folders to the SDO Records Section on or before March 14, 2022
- Evaluation of Documents by the PRAISE Committee  
 March 15-18, 2022
- Onsite Validation / Performance Validation  
 March 21-23, 2022
- Awarding of Winners and Culminating Activity  
 March 29, 2022



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**NOMINATION FORM**  
*(To be filled-out by the Head of Office)*

I, \_\_\_\_\_, \_\_\_\_\_, willfully  
(Name) (Position)  
 nominate the following women-employee(s)/community partner(s) on the basis of his/her/their good character and outstanding performance:

Name	Position	SG	School/Office	Contact No.

**Justifications/Reasons for Nomination** (Please identify and briefly describe the significant contributions/accomplishments of the nominee/s.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that the above nominee/s meet/s the qualification requirements in the category/ies he/she/they are nominated in.

Thank you very much.

\_\_\_\_\_  
 Name of Head of Office/School

\_\_\_\_\_  
 Designation

\_\_\_\_\_  
 Date



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