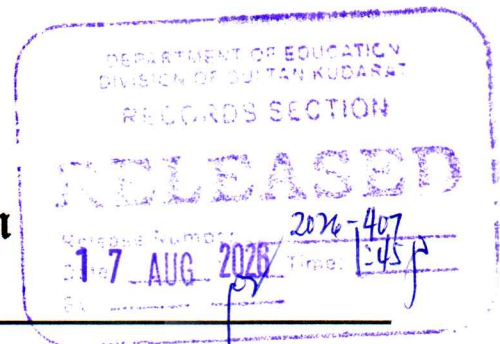




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



August 17, 2026

DIVISION MEMORANDUM
SGOD-HRDS No. **154**, s. 2026

**2026 HRDAY, ELITE AWARDS CEREMONY, AND PROGRAM
IMPLEMENTATION REVIEW**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/ District In-charge
Elementary and Secondary School Principals
Concerned Elementary and Secondary Teachers
HRD Coordinators
Section Heads
Concerned Employees
This Division

1. The Department of Education-Division of Sultan Kudarat, through the Human Resource Development Section, shall conduct the 2026 Human Resource Development Day (HRDay) cum Elevating Learning Intervention and Training for Excellence (ELITE) Awards Ceremony cum Program Implementation Review on January 29, 2027. The venue will be announced on a separate memorandum.
2. This activity aims to:
 - a. showcase successful innovations in teaching methods, curriculum development, and educational technology that have positively impacted student learning;
 - b. award teachers, administrators, and other educational staff who have demonstrated exceptional performance, commitment, and creativity in their roles;
 - c. exhibit and share successful practices and initiatives that have improved educational outcomes, encouraging the adoption of these practices across schools, divisions, and regions;
 - d. promote support and collaboration within the organization by celebrating achievements and providing a platform for sharing experiences and ideas;
 - e. highlight the value of continuous professional development and encourage educators to pursue innovative and effective teaching methods; and
 - f. discuss, assess, and review the effectiveness of educational initiatives and programs implemented during the 4th quarter, focusing on showcasing innovations and professional development activities to improve future educational strategies and practices.

LPO/SGOD-SEPS/DM- 2026 HRDay, Elite Awards Ceremony, and Program Implementation Review/August 17, 2026



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3. Now in its 4th year, the HRDay ELITE Awards carries the theme **“AKO ay HRD,”** anchored on **“AKO: Aksyon, Katalinuhan, Oportunidad.”** The theme reaffirms the commitment of DepEd Sultan Kudarat to continuously strengthen, sustain, and innovate its Human Resource Development (HRD) programs, projects, initiatives, systems, and activities.

4. The participants of HRDay are identified in the attached list; however, if there are interested teachers, school heads, and employees who are not on the list of the expected participants, the Cluster Heads are enjoined to submit a list of names of the additional participants to the Human Resource and Development Section a week before the conduct of the program provided their food and travel expenses be charged to their respective school MOOE or local funds, subject to the availability of funds.

5. Each municipality is advised to organize committees to facilitate the implementation of activities, documentation, and installation of the **HRD Booth of Excellence**, with a designated area of 10 ft × 7 ft, which will showcase distinctive HRD programs, projects, and innovations. These initiatives shall be aligned with human resource development and featured during the celebration of **Human Resource Day (HRDay)** in the morning, followed by the conduct of the Elevating Learning Intervention and Training for Excellence (ELITE) Awards in the afternoon.

6. The School/District/Cluster HRD Coordinators shall be assigned to prepare and submit the needed documents in the various contests for the 2026 HRDay including the forms for the Elevating Learning Intervention and Training for Excellence (ELITE) Awards and submit them through the **<https://tinyurl.com/HRDAY2026>** on or before November 30, 2026.

7. Attached to this Memorandum are the program of activities, list of awards, guidelines, and criteria for the different awards.

8. Meals and snacks, supplies and materials, and other expenses during the conduct of the program shall be chargeable against HRD PSF and HRD INSET Fund, while cash awards, plaques, and traveling expenses of participants in-charge for the preparation of booth and decorations, and other incidental expenses shall be chargeable against Division/School MOOE subject to the usual accounting, budgeting, and auditing rules and regulations.

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9. For guidance and compliance of all concerned.


KATHRINE H. LOTILLA

Assistant Regional Director
concurrent, Officer In-Charge
Office of the Schools Division Superintendent

Encl/s.: As stated

Reference: None

To be indicated in the Perpetual Index under the following subject

LEARNING AND DEVELOPMENT

PIR

RECOGNITION

LPO/SGOD-SEPS/DM- 2026 HRDay, Elite Awards Ceremony, and Program Implementation Review/August 17, 2026



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Enclosure 1 to Division Memorandum ~~18~~¹⁵⁴SGOD-HRDS No. ~~154~~, s. 2026

**2026 HRDAY, ELITE AWARDS CEREMONY, AND PROGRAM
IMPLEMENTATION REVIEW**

RATIONALE

The Department of Education, Division of Sultan Kudarat is constantly developing and implementing processes, mechanisms, and innovations to support the programs and goals of the National Educators Academy of the Philippines (NEAP) in addressing performance gaps and providing quality learning and development interventions for teachers, teaching-related personnel, school leaders, and supervisors in their professional development and career advancement.

Now in its 4th year, the **HRD ELITE Awards** carries the theme “**AKO ay HRD,**” anchored on “**AKO: Aksyon, Katalinuhan, Oportunidad.**” The theme reaffirms the commitment of DepEd Sultan Kudarat to continuously strengthen, sustain, and innovate its Human Resource Development (HRD) programs, projects, initiatives, systems, and activities. “**AKO ay HRD**” is a declaration of ownership, responsibility, and shared commitment. It recognizes that HRD is not the sole responsibility of the HRD Office or a designated group of personnel; rather, every employee is an essential part of the HRD ecosystem and has a role in developing oneself, helping others grow, and contributing to organizational improvement. It is a call for every employee to see oneself not merely as a recipient of HRD interventions, but as an active HRD champion who can initiate, innovate, influence, and inspire positive change.

The acronym **AKO** captures the actions and mindset expected of every HRD champion. **Aksyon** calls individuals to take initiative—to move beyond ideas and translate knowledge, creativity, and insights into purposeful action. **Katalinuhan** represents the creative and innovative application of knowledge, skills, and experiences to address challenges, improve practices, share learning, and influence others. **Oportunidad** encourages individuals to recognize and create opportunities for learning, collaboration, innovation, and continuous improvement, transforming challenges into possibilities for meaningful contribution.

In this context, “**AKO ay HRD**” means: *I take ownership of my own development; I contribute to the development of others; and I use my knowledge, skills, creativity, and opportunities to make a difference in the organization.* It moves HRD from being simply a function, program, or system toward becoming a **shared culture of growth, innovation, collaboration, and service.**

Anchored on this philosophy, the HRD ELITE Awards shall serve as a reward and recognition system that honors HRD champions at the school and district levels who demonstrate meaningful initiative, creativity, innovation, collaboration, influence, and sustained commitment to improvement. Through these Awards, the Division recognizes individuals and teams who turn ideas into action, transform action into

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innovation, share their learning with others, and create practices that contribute to sustainable and impactful HRD outcomes.

Ultimately, **“AKO ay HRD”** emphasizes that HRD begins with oneself but does not end with oneself. Personal growth becomes more meaningful when it is shared; innovation becomes more powerful when it influences others; and individual initiative becomes transformative when it contributes to organizational development. Thus, every HRD champion is encouraged to act, create, share, influence, and continuously improve—strengthening the capacity of our people and, ultimately, contributing to better service for our teachers and better outcomes for every learner in Sultan Kudarat.

In this way, the HRD ELITE Awards advance the spirit of **“Pusong HRD: Mahusay at Maasahan”**—where every employee becomes a partner in HRD, every initiative becomes an opportunity for improvement, and every contribution becomes a step toward a more responsive, innovative, sustainable, and people-centered organization.

OBJECTIVES:

Terminal Objective:

To recognize and celebrate exceptional achievements in education, showcasing innovations and best practices in teaching and learning, thereby enhancing motivation and fostering a culture of excellence within the educational community, and highlight significant milestones, gaps, and bottlenecks for the development of HRD programs.

Specific Objectives:

1. To showcase successful innovations in teaching methods, curriculum development, and educational technology that have positively impacted student learning;
2. To award teachers, administrators, and other educational staff who have demonstrated exceptional performance, commitment, and creativity in their roles;
3. To exhibit and share successful practices and initiatives that have improved educational outcomes, encouraging the adoption of these practices across schools, divisions, and regions;
4. To promote support and collaboration within the organization by celebrating achievements and providing a platform for sharing experiences and ideas;
5. To highlight the value of continuous professional development and encourage educators to pursue innovative and effective teaching methods; and
6. To discuss, assess, and review the effectiveness of educational initiatives and programs implemented during the 4th quarter, focusing on showcasing innovations and professional development activities to improve future educational strategies and practices.

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Program Design and Guidelines

2026 HRDay and ELITE Awards will serve as the rewards and recognition system of the Division of Sultan Kudarat to recognize the outstanding performance of schools and Division Program Holders relative to the provision of professional development, employee welfare, and development.

2026 HRDay and ELITE Awards shall recognize special and major awards of ELITE Honors and Awards in different categories. These perpetual awards shall be given during the Awarding Ceremony.

ELITE AWARDS

The Special Awards shall be given to schools, districts, program holders, and individuals with exemplary performances in areas that contribute to the attainment of the Division's overall performance in NEAP Recognition, CPD Accreditation, and other Human Resource Development activities.

The DSK- HRDS Program management shall determine the awardees and ELITE Honorees based on existing data from the CO, RO, and SDO subject to verification at the SDO level.

The awards in this category may change in each calendar year depending on existing mandates, policies, guidelines, and priorities.

For CY 2026, there are honors for Special Awards, Minor Awards, and Major Awards.

Category and Qualification Requirements

The Search for the ELITE Awards shall cover the programs, and projects, and shall include the following categories:

Table 1: HRD ELITE Awards (Special Awards)

Category	Qualification Requirements
ELITE School with the Most Number of Trained/Completed Teachers and School Leaders in NEAP subsidized Programs/Courses Top 5	This award is given to the top 5 schools, districts, and program holders in terms of the percentage of trained teachers and school leaders in NEAP-subsidized programs/courses as of November 30, 2026.
ELITE School with Exemplary Performance in NEAP Recognition of Professional Development Programs/Courses	This award is given to the top 5 schools, districts, and program holders with the greatest number of NEAP-Recognized

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Top 5	programs/courses in the present calendar year.
ELITE School with Exemplary Performance in CPD Accreditation Programs/ Courses Top 5	This award is given to the top 5 schools, districts, and program holders with the greatest number of CPD-Accredited programs/courses in the present calendar year.

Table 2: HRD ELITE Awards (MINOR AWARDS)

Category	Qualification Requirements
MOST ELITE ELEMENTARY SCHOOL Top 3	The elementary school which epitomized the most exemplary performance in the implementation of the professional development programs for teaching and non-teaching personnel and garnered the highest number of programs in the areas of human resource development.
MOST ELITE SECONDARY SCHOOL Top 3	The secondary school which epitomized the most exemplary performance in the implementation of the professional development programs for teaching and non-teaching personnel and garnered the highest number of programs in the areas of human resource development.
MOST ELITE PROGRAM HOLDER (for SDO Personnel Only) Top 3	The Program Holder epitomized the most exemplary performance in the implementation of the professional development programs for teaching and non-teaching personnel and garnered the highest number of programs in the areas of human resource development.
MOST ELITE INNOVATION Top 5	The Innovation epitomized exemplary performance in the implementation of the professional development programs for teaching and non-teaching personnel and garnered the highest number of programs in the areas of human resource development.
MOST ELITE EXHIBIT Top 11	The Municipality epitomized the exemplary performance in the exhibition of best practices during the HRDay.
MOST CREATIVE HRD BOOTH OF EXCELLENCE AWARD Top 11	The Municipality presented the competent, creative, and follows the standard set in the establishment of the booth during the HRDay. Criteria: Booth Design and Overall Appearance 50%. The Booth must be attractive, neat, innovative design; creative use of space/color/light and other elements, pleasing and inviting.

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	Display of HRD Related Programs and Outputs 30%. Programs and outputs should exhibit originality; the quality and variety of Mechanism, Activities, Programs, and L&D Systems are available including the professional appearance of the display Observers Interest 20%. Potential visitors are enticed to visit because of the informative, educational, and adequate outputs and impressive best practices implemented.
HRD GIFT-ED: AWARDS FOR BEST WORKPLACE APPLICATION PROJECT (WAP) Top 5	Each municipality is allowed to submit 2 entries (1 for Elementary and 1 for High School) Workplace Application Projects (WAPs) as a product of attendance to NEAP-subsidized courses/programs, Regional and Division Training in 2026. This will also be presented through a 6x2.5 ft. poster (in vertical format) to be put up during HRDay. The award will be given to the top 5 best WAPs. The top 5 best WAPs shall be selected based on the following criteria: Impact of the WAP – 60% Networking and Linkages – 20% Documentation – 20%
BEST SCHOOL LEARNING ACTION CELL (SLAC) AWARD Top 5	The award is given to the top 5 municipalities that have demonstrated exemplary performance in the implementation of the SLAC. The top 3 will be selected based on the following criteria: Mechanism in Gathering and Assessing Professional Development Needs adherence to L&D Systems - 25% Innovations and Mechanisms in achieving Learning Goals and Outcomes - 20% Linkages Networking/Partnership- 20% Impact of the LAC Program - 25% Process and Tools in Developing Progress Monitoring and Evaluation Plan - 10%
OUTSTANDING HRD COORDINATORS Top 20	Organizational Leadership - 30% Implementation of all mandated PPAs aligned to Learn, Ascend, and Grow Networking, Linkages, and Collaboration – 30% Mechanisms and Monitoring of Scholarship Programs – 15% Performance in updating the HRD TIMES and related RPMS activities – 15% Experience – 10% 4yrs – 10pts 3yrs – 7pts

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	2yrs- 5pts 1year and below – 3pts All applicants who achieve 85% points or above shall be declared outstanding HRD coordinators.
BEST HRD THEMESONG (Original Composition to be presented live during HRDay) Top 3	The song may be interpreted in either English or Filipino to be composed and by the permanent teachers or school leaders or nonteaching employees, and the winner will be chosen based on the following criteria: Composition Style and Lyrics 20% Concept and relevance to DSK and HRD Aspiration 10% Creativity and arrangement 20% Technique 10% Originality 20% Overall Impression 20% Total - 100%

Table 3: HRD ELITE Awards (Major Awards)

Category	Qualification Requirements	Criteria	
GAWAD HIRAYA <i>This is an ancient Filipino word that means “the fruit of one’s dreams, wishes, and aspirations.” Hiraya is often used in one’s wish to someone, Hiraya Manawari! It means, ‘May your dreams come true! May your wishes be fulfilled.’</i>	This honor is bestowed to schools, districts, and program holders that exhibit exemplary performance in the implementation of the professional development programs for teaching and non-teaching personnel which contributes to the attainment of HRDS Flagship program.	Adherence to the L&D system and NEAP Recognition Process	30%
		Innovations/Research	30%
		Impact of PPAs	30%
		Linkages and Networking	10%
GAWAD SIKLAB <i>SIKLAB is a Filipino word meaning “spark”, “flare”, or “burst into sudden action or feeling. It also connotes activism, vigilance, new hope and change, and its definition</i>	This award is bestowed to schools that exhibit exemplary performance in the implementation of PPAs relative to personnel performance management, rewards and recognition, talent development, and succession planning which	Established system/process (RPMS, PRAISE, etc.)	30%
		Innovations/Research	30%
		Impact of PPAs	30%
		Linkages and Networking	10%

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translates the strength of the party and the trust that we give each other.”	contributes to the attainment of HRDS flagship program.		
GAWAD PITHAYA <i>PITHAYA is a Filipino term which means energetic, motivated, creative, and more likely to have strong emotional states. Showing sincere, enthusiastic, and strong feelings about something with having great warmth or intensity of spirit, feeling, and enthusiasm.</i>	This honor is bestowed to schools, districts, and program holders who exhibit exemplary performance in the implementation of PPAs relative to employee Welfare and Development, Gender and Development, and employee satisfaction which contributes to the attainment of the HRDS flagship program.	Established system/process (GEDSI, EWD, etc.)	30%
		Innovations/Research	30%
		Impact of PPAs	30%
		Linkages and Networking	10%

TECHNICAL WORKING GROUP

COMMITTEES	KEY TASK	PERSONS INVOLVED
Overall Management	Provide directions, oversight management support, and expert devices on design, plan, and actual implementation of the activity	Chairman: KATHRINE H. LOTILLA SDS Co-Chair: MEILROSE B. PERALTA, EdD, CESE ASDS Members: MOHALIDIN M. SUAEB, PhD CES-SGOD ISMAEL M. AMBALGAN CES-CID
Program Management Team	Coordinates with all Lead Persons for the overall preparations and conduct of the Relaunching. Prepares Program and Invitation and ensures all participants are informed	Chairman: LAZARO P. ORIEL SEPS Co-Chair: RHEA ANGELINE F. SOBERANO EPS II Member:

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	about their tasks during the activity. Coordinates with concerned guests and speakers regarding the program of activities. Prepares the design of the Plaques and facilitates the purchase including the tokens, attendance, and certificates.	KIMBERLY G. ECHAVARIA AO II/HRD Members: SHERYL L. OSANO HARON B. KARTIL LIZA B. ROMALLOSA MA. GINA IMELDA B. ANDANG JOSEPHINE L. DIGNADICE ANNIE ROSE D. RACOSAS RENALYN M. LANDERIO AZELA C. ORIEL RHEA ANGELINE F. SOBERANO
Budget and Finance	Takes care of the funding allocation for the activity. Ensures all budget requirements of the activity are provided.	Chairman: ERWIN P. SOROYSOROY, CPA OIC-Accountant Co-Chair: NIDA P. CLAUDIO Administrative Officer IV Members: LIZA B. ROMALLOSA ELA F. FORTUNA AZELA C. ORIEL JACKILYN C. DE LEON MARIA RAZZEL ROMALLOSA
Stage Decoration and Hall Preparation	Facilitates the arrangement and decoration of the stage and the venue.	HRDS PSDS/PIC. SCHOOL HEADS, HRD COORDINATORS
Documentation and QATAME	Documents the Proceedings and Outputs of the Activity Leads the video and photo documentation of the Activity. Prepares the Evaluation Tool and facilitates the Monitoring and Evaluation.	Chairman: MARK CARLO D. BUYAO SEPS SMME Co-Chair: BERNABE FALCIS EPS II SMME Members: RHEA ANGELINE F. SOBERANO FITZ RHOI DAGUL MARVIN SUAREZ JANN MARK P. ORIEL RALPH GERONIMO
Ushering	Welcomes and Assists guests and visitors upon	Chairman: MARIA GINA IMELDA B. ANDANG

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	arrival to the venue and during the awarding program proper	SEPS SMNS Co-Chair: JOSEPHINE L. DIGNADICE EPS II SMNS Members: JENNIFER VIDAL SELECTED HRD COORDINATORS
Health and Safety	Leads the health and safety in the activity venue through coordination with the venue management.	Co-Chairman: DR. Wilfredo D. Panceras Medical Officer IV Co-Chairman: DR. MAYNARD SOUBERON Dentist Members: SDO Health Nurses
DRRM		Kharol Joy G. Latoza Princess Mae B. Andang DRRM Team

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PROGRAM OF ACTIVITIES

2026 HRDAY, ELITE AWARDS CEREMONY, AND PROGRAM IMPLEMENTATION
REVIEW

January 29, 2026 @ 8:00am

Time	Activities	In-charge
Part I 8:00 am –9:00 am	Opening Program Preliminaries Presentation of the Participants Opening Remarks Intermission Number Rationale of the Program Presentation of HRD Theme song Launching of HRD Programs Inspirational Message Presentation of HRD Programs and Activities Intermission Number Closing Remarks	Multi-media presentation AVP LAZARO P. ORIEL SEPS-HRDS KATHRINE H. LOTILLA Assistant Regional Director concurrent, Officer In-Charge Office of the Schools Division Superintendent DSK TALENTS MOHALIDIN M. SUAEB, PhD Chief Education Supervisor-SGOD Winning Team INVITED GUEST EMILY C. ENOLPE OIC-Chief HRDD RO XII DSK TALENTS MEILROSE B. PERALTA, EdD, CESE Asst. Schools Division Supt.
Part II 9:00am - 12:00nn	Reading of Contest Guidelines and Criteria Gallery Tour HRD Booth of Excellence Judging	Chairman of the Board of Judges
Part III 1:00pm- 6:00pm	Awarding Ceremony	
Master of Ceremonies: Closing Program: MARK CARLO D. BUYAO SEPS-SMME KEVIN LLOYD V. HIJASTRO EPS II-HRDS		

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PARTICIPANTS

Participants	Total Number
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Chief Education Supervisors	2
Education Program Supervisors	11
Public School District Supervisors	29
Cluster Head Secondary School Principal	11
Elementary School Principals (6 per District)	174
District/School HRD Coordinators	29
Cluster Head Secondary HRD Coordinators	11
Technical Working Group	55
Guests	7
Total	331

INDICATIVE SCHEDULE OF ACTIVITIES

Activity	Modality/Venue	Date/Time
Meeting with the Technical Working Group	MS Teams	October 17, 2026
HRD CONVERGENCE: 3rd Quarter PIR	MS Teams	October 27, 2026
Submission of SLAC Documents, WAP, Theme song, Emblem, and other contests	One Drive (MS Account)	November 30, 2026
Evaluation and Deliberation of Results	Kalimudan Hall	December 12-16, 2026
Installation of HRD Booth of Excellence	TBA	January 28, 2026
HRDay and ELITE Awards 2026	TBA	January 29, 2027

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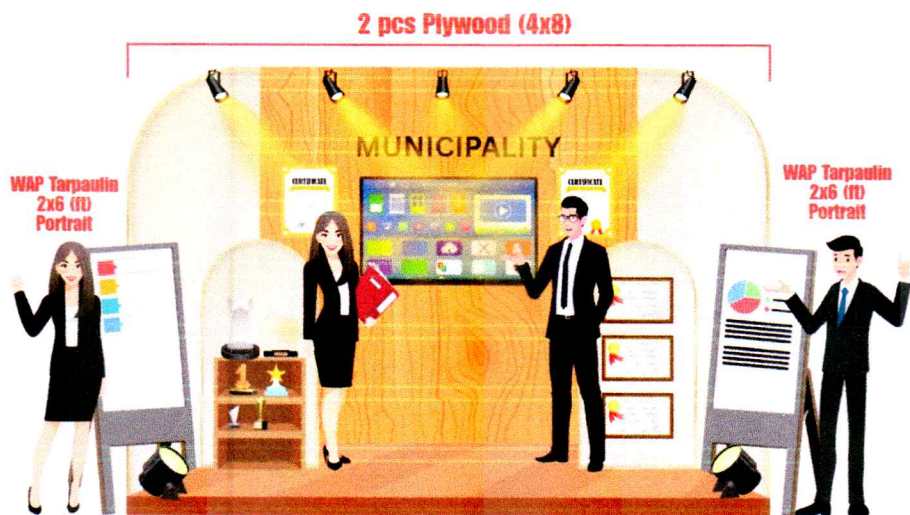
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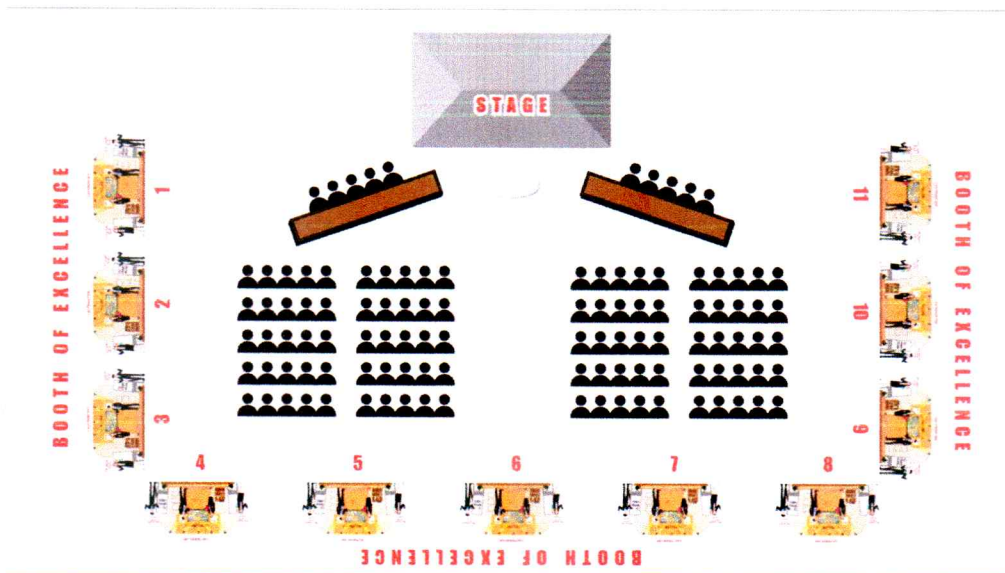
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HRD Booth of Excellence and Hall Design

1. Booth Design



2. Hall/Venue Design



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