



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



DIVISION MEMORANDUM
No. 281-2025

5 May 2025

**COMMENCEMENT AND CALL FOR ENTRIES FOR THE 25th GAWAD
KALASAG SEAL AND SPECIAL AWARDS**

To: Chief Education Supervisors
Public Schools District Supervisors
All Public School Heads
All Others Concerned

1. In line with Regional Disaster Risk Reduction and Management Council (RDRRMC) Memorandum No. 47, s. 2025, titled "Commencement and Call for Entries for the 25th Gawad Kalasag Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance CY 2025," all elementary and secondary schools are encouraged to participate and submit their entries for the said activity.
2. Attached herewith is the RDRRMC Memorandum for your reference.
3. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, Division DRRM Coordinator, through cliftone.bangseil@deped.gov.ph.
4. Immediate dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

SGOD/SMN/DRRM/ckb



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
 DepEd Tayo Baguio City  <https://depedpines.com>



Republic of the Philippines
CORDILLERA ADMINISTRATIVE REGION
**REGIONAL DISASTER RISK REDUCTION
AND MANAGEMENT COUNCIL**

Email: car@ocd.gov.ph Tel./Fax No.: (074) 444-5298 / 619-0986
SMS Globe: (+63) 9165070989 SMS Smart: (+63) 9397999008



MEMORANDUM NO. 47, s. 2025

TO : Member-Agencies, Cordillera Regional DRRM Council
Chairpersons, Local DRRM Councils
Heads, Local DRRM Offices
Civil Society Organizations
Volunteer Organizations
People's Organizations
Private Organizations
Public Elementary Schools
Public High Schools
Higher Education Institutions
Local Government Emergency Management and Response Teams
Hospitals (National and Local Government, Private)
All concerned stakeholders

FROM : Chairperson, Cordillera Regional DRRM Council

SUBJECT : COMMENCEMENT AND CALL FOR ENTRIES FOR THE
25th GAWAD KALASAG SEAL AND SPECIAL AWARDS FOR
EXCELLENCE IN DISASTER RISK REDUCTION AND
MANAGEMENT AND HUMANITARIAN ASSISTANCE CY 2025

DATE : 28 April 2025

1. References:

- a) NDRRMC Memorandum No. 103, s. 2025 dated 28 April 2025 re: Commencement and Call for Entries for the 25th Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance CY 2025;
- b) NDRRMC Memorandum Circular No. 3, s. 2025 dated 11 April 2025 re: Guidelines for the Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance;
- c) Cordillera RDRRMC Memorandum No. 45, s. 2025 dated 15 April 2025 re: Regional Orientation and Cascading Sessions on the Guidelines and Checklists of the 25th Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance CY 2025;
- d) Cordillera RDRRMC Memorandum No. 37, s. 2025 dated 19 March 2025 re: Updated Calendar of Activities for Cordillera Gawad KALASAG CY 2025; &
- e) Cordillera RDRRMC Memorandum No. 17, s. 2025 dated 12 February 2025 re: Regional Preparations for the Gawad KALASAG Seal and Special Awards.

2. The National Disaster Risk Reduction and Management Council (NDRRMC), through the Office of Civil Defense (OCD), annually recognizes outstanding performance of government entries, non-government instrumentalities and individuals for their exemplary contributions in promoting and implementing

THE CORDILLERA RDRRMC LOGO



Adopted by the Cordillera RDRRMC in 2011, the logo represents the convergence of Cordillera's diverse and unique culture and people towards community resilience. The 7 individual holding hands represent the 6 Provinces of the Cordillera and the City of Baguio. Each depicts our milestones, and indicates our strong solidarity as a region. This further highlights the need for convergence to address cross-cutting issues and concerns in DRRM. The vibrant colors resonate the rich culture and distinct identity of the indigenous peoples of the Cordillera. Despite the regions' diverse culture, values and practices, we converge towards our common aspiration and vision: to have a safer, adaptive and a disaster-resilient Cordillera!

At the center of the logo is Civil Defense (CD) which signifies the central role of the Office of Civil Defense - CAR in providing leadership and orchestrating disaster management activities with utmost commitment for the country and our people.



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significant and gender sensitive DRRM, Climate Change Adaptation (CCA) programs and innovations that build community resiliency in the long term.

3. The Gawad KALASAG (**K**alamidad at **S**akuna **L**aban, **S**ariling **G**aling ang **K**aligtasan) Search remains to be one of the country's fully institutionalized programs that encourages wider participation in promoting disaster risk reduction and management and climate change adaptation as indispensable requirements toward sustainable development.
4. This year, the Gawad KALASAG will cover the following categories:
 - a) GK Seal for Local DRRM Councils and Offices (LDRRMCO);
 - b) GK Special Awards for:
 - Civil Society Organizations (Civil Society Organizations, Volunteer Organizations; People's Organizations;
 - Government Emergency Management and Response Teams (2nd to 6th Class Municipalities; Provinces, Cities, and 1st Class Municipalities)
 - Hospitals (National Government Hospitals, Local Government Hospitals, Private Hospitals);
 - Schools (Higher Education Institution, Public Elementary Schools, Public High Schools)
 - Private Organizations (Business/Corporate);
 - c) GK Special Recognitions (Individuals and Organizations; Heroic Act: Individual/Group Living; Individual/Group Posthumous).
5. In this regard, the undersigned is pleased to inform you that the Cordillera Regional Validation and Selection Committee is now accepting submissions for this year's Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance.
6. For the GK Seal LDRRMCO category, the deadline for submission of LDRRMCO self-assessment results using the prescribed toolkit, complete means of verification, and notarized Omnibus Sworn Statement is **5:00 PM, June 2, 2025**. *Kindly refer to **Annex A** for the Submission Procedures.*
7. Likewise, interested applicants for the Gawad KALASAG Special Awards categories may submit their entries in **ONE (1) HARD COPY and ONE (1) SOFT COPY** (preferably in PDF format) following the prescribed style and format on or before **5:00 PM, May 23, 2025**. *Please see **Annex B** for the Style Guide and Format.*
8. The 25th Gawad KALASAG Guidelines and Checklists may be accessed through this link: <https://bit.ly/CordilleraGK2025Checklists>.



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9. Should interested local government units, individuals, groups, and/or organizations from the public and private sectors wish to seek further assistance in the preparation of their entries, you may send a request for a coaching session with the Regional Gawad KALASAG Secretariat through the following contact information: (074) 444-5298, 0969-335-3400, or email at cordilleragawadkalasag@gmail.com.

10. For information, reference, and widest dissemination.


DIR. ALBERT A. MOGOL
Chairperson, Cordillera RDRRM Council
Regional Director, OCD-CAR



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ANNEX A

Gawad KALASAG Seal for Local DRRM Councils and Offices

Procedures in the Submission of Self-Assessment Results

Date Issued: 28 April 2025

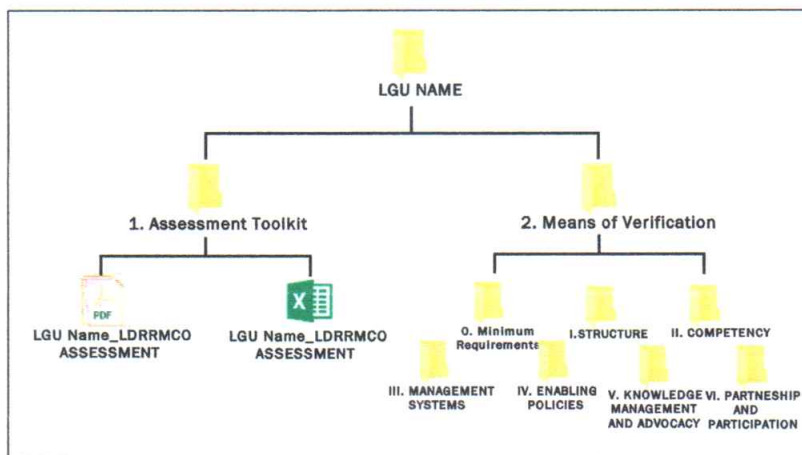
1. In line with the submission for the Gawad KALASAG Seal for Local Disaster Risk Reduction and Management Councils and Offices (LDRRMCs) category, all LDRRMCs shall submit their **self-assessment results** along with:
 - a) Accomplished LDRRMC Assessment Toolkit
 - b) Minimum Requirements folder
 - c) Means of Verification folder
 - d) Notarized Omnibus Sworn Statement
2. The following are the procedures for the submission:
 - a) Ensure to label the folders and documents according to their respective criteria, preferably with short text/title only.

FOR LGU SELF-ASSESSMENT

- Create a folder specifically for the LDRRMC&O ASSESSMENT.
- Save a copy of this file on the created folder and rename file as follows: **LGU Name_LDRRMC ASSESSMENT**.
- Click the LGU Information icon and accomplish the necessary details.
- Perform an honest appraisal of your LDRRMC&O based on the attached/presented MOVs through a self-assessment rating using the prescribed Checklist for LDRRMC&O Assessment
- Save the file. Click the Summary of Assessment icon and click Save Results as PDF located at bottom right part of the sheet.

Note: All means of verifications (MOVs) shall be attached / uploaded in a folder and shall be labeled according to their respective criteria.

Below is the recommended folder organization of documents/MOVs:



1



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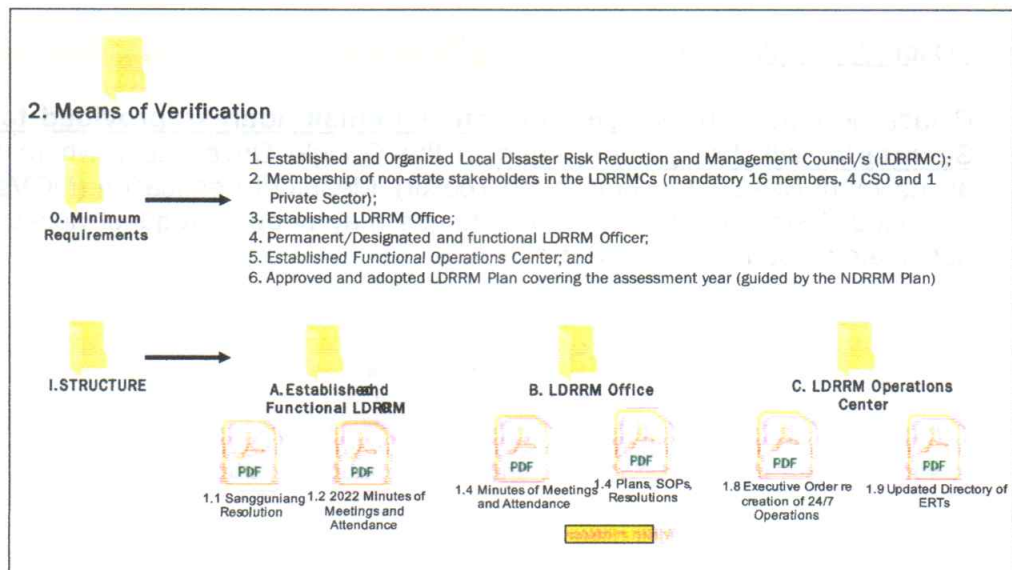
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b) **Attachment of Pictures.** All pictures must be in colored format; at least two (2) photo attachments are required and supplemented with text description or should not exceed to three (3) photos when not accompanied with text description. HD photos are required in order not to compromise the quality when expanded or otherwise.

c) **Presentation of Compliance.** The presentation of compliance in different criteria should be clear, concise, and straight to the point; it is highly encouraged to provide the whole document of a specific MOV but avoid unnecessary inclusion in the folder.

Submit the whole document with the appropriate approved resolutions/memorandum of plans (e.g., local DRRM plan, CPs, CLUP, CDP, SOPs, etc.).

d) Fill-out the LGU Submission Form that can be found through this link below. **Make sure that the respondent has already logged in using an existing Google Mail (Gmail) account before accessing this link.**

<https://bit.ly/GKSealSubmission2025>

e) **Manner of Submission.** The self-assessment results (accomplished Toolkit in excel and PDF formats) with the Means of Verification (MOVs) and notarized omnibus sworn statement can either be submitted through a flash drive or uploaded in the designated Google Drive folder of the LGUs, or can also be both.

• **Option 1: Flash drive**

Participating LGUs may send or submit the flash drive with the Self-assessment Results (accomplished Toolkit), Means of Verification (MOVs) and notarized Omnibus Sworn Statement addressed to:

DIRECTOR ALBERT A. MOGOL

Regional Director, Office of Civil Defense - CAR

Chairperson, Cordillera RDRRMC

No. 55 First Road, Quezon Hill Proper, Baguio City 2600

Attention: Regional Gawad KALASAG Secretariat



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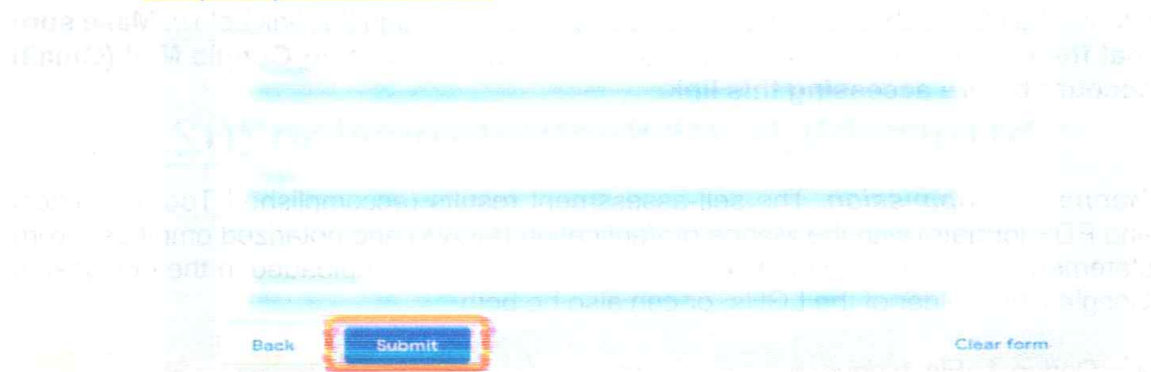
- **Option 2: Google Drive**

Please be reminded that **only the official email address provided to the GK Secretariat will be given access** to the Google Drive folder where the Self-assessment Results (accomplished Toolkit), Means of Verification (MOVs) can be uploaded. Using a different email address may need to request access to your designated Google Drive folder.



Upon completion of the Submission Form (see previous page), the form will direct the respondent to the LGU's designated Google Drive folder. Copy the link first and paste to a blank document or open a new tab in your browser. Submit and upload the folder containing the Accomplished Toolkit (PDF and Excel File) and Means of Verification (MOVs) in the respective Google Drive folder per LGU. Ensure that the documents uploaded are final and complete.

Go back to the Google form and make sure to click the **Submit** button to fully complete your submission.



IMPORTANT REMINDERS

- If your area is experiencing unstable internet connection, avoid uploading the whole folder at once. Uploading each folder based on the criteria may be done to prevent errors and failure.
- Access to each LGU folder will be restricted once documents after the deadline.



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- c) Only the **official email address provided to the GK Secretariat** will be given access to the Google Drive folder where the Self-assessment Results (accomplished Toolkit), Means of Verification (MOVs), and notarized Omnibus Sworn Statement can be uploaded. Using a different email address may deny access to your designated Google Drive folder. If the photo below was encountered, **it means that you are using an email different from the ones provided to the Secretariat.**

• **Option 3: Both (same as above)**

3. All documentary requirements must be properly saved in your flash drive or uploaded in your assigned Google Drive folder before submission.
4. Note that the Certificate of Participation will be issued for those with complete submission of the following:
 - a) Accomplished LDRRMCO Assessment Toolkit
 - b) Minimum Requirements folder
 - c) Means of Verification folder
 - d) Notarized Omnibus Sworn Statement
5. For assistance, the Regional Gawad KALASAG Secretariat may be reached through (074) 444-5298, 0969-335-3400 or email at cordilleragawadkalasag@gmail.com. The 25th GK Guidelines and Checklists may be accessed through <https://bit.ly/CordilleraGK2025Checklists>.
6. For information and guidance.

*** nothing follows***



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ANNEX B

Gawad KALASAG Special Awards
Style Guide for Entries

1. This style guide applies only for entries for the following categories: Hospitals, Schools, Civil Society Organization (CSO), Volunteer Organization, Peoples' Organization, Private Organization, Government Emergency Management and Response Teams (GEMs), and Special Recognition for Individuals and Organizations.
2. All entries must contain an accurate Table of Contents, indicating the Preliminaries and Criteria including their corresponding pages. All pages except the Table of Contents must indicate their corresponding page numbers. Each criterion shall be tabbed accordingly. Please see attached sample.
3. Introduction shall be limited to the following:
 - a. Brief description or profile of the category
 - b. Brief message and acknowledgments
 - c. Executive Summary
4. All pictures must be colored and in high-definition quality to ensure clarity when expanded. There shall be a minimum of two (2) photo attachments per page if supplemented with captions, or at least three (3) photos when not accompanied with captions.
5. A minimum of two (2) scanned copies of documents per page is required. Unless of utmost importance or relevance that the contents may not be readable when reduced in size, such documents shall be allowed to occupy an entire page.
6. All entries shall be submitted book bound and hardbound in one single document. Consideration shall be made for localities wherein hard binding services are not available. In such case, the OCD Regional Office concerned shall furnish the Gawad KALASAG Secretariat a certification, signed by the Regional Director, to prove the same.
7. The following standards on font type, font size, paper size, paper orientation, line spacing, indents, and the maximum number of pages shall be required for all entries.
 - a. Font type: Times New Roman/Arial
 - b. Font size for the context: 12
 - c. Paper orientation: Portrait
 - d. Paper size: A4
 - e. Line spacing: Single spacing

- f. Indents provided for in the style guide sample format
 - g. Maximum pages: **300** including introduction, annexes, and attachments (NOT back-to-back)
8. The following color coding of entry cover page according to category shall be followed:
- Hospitals: Blue
 - Schools: Green
 - Civil Society Organization: Yellow
 - Peoples' Organization: Orange
 - Volunteer Organization: Violet
 - Private Organization: Pink
 - Government Emergency Management and Response Teams (GEMs): Red
 - Special Recognition and Heroic Act: White
9. The presentation of compliance in different categories shall be clear, concise, and straight to the point. Unnecessary inclusion whether in text or document to an entry is highly discouraged. Annexes shall be limited to the following:
- a. Means of verification
 - b. Relevant photos
 - c. Clearances/ Titles
 - d. Minutes of the Meeting
 - e. MOA/MOU
 - f. Documents that will prove a claim

To facilitate efficient and orderly deliberation and evaluation of all entries, deliberate non-compliance to the aforementioned requirements shall merit disqualification of the entry.