DIVISION MEMORANDUM
NO. 164, s.2016

HRDD QUAME FORM NUMBER 5- REWARDS AND RECOGNITION PROGRAMS- MONITORING EVALUATION

To: Schools Division Office-Heads of Sections
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
Digos City-SHS
DICNHS- Annexes/ Extension Classes

1. Attached is a copy of Regional Memorandum Number 337 series 2016 dated November 23, 2016, the HRDD XI requires all SDOs to submit the Regional HRDD QUAME Forms through the Division HRD Focal Person.

2. The sample of the template and the indicators of the HRDD QUAME Form Number 5- Rewards and Recognition Programs- Monitoring and Evaluation are in the enclosure.

3. Kindly submit the said form on or before December 27, 2016 through the Division HRD Focal Person.

4. For information and guidance.

For and in the absence of the SDS:

BEVERLY S. DAUGDAUG, Ed.D.
Chief Education Supervisor
Curriculum Implementation Division
Officer-In-Charge

Tel. No. (062) 553-8875; 553-8876; 553-8896; 553-8170  Fax No. (062) 553-8876
"Sustainable development is the pathway to the future we want for all. It offers a framework to generate economic growth, achieve social justice, exercise environmental stewardship and strengthen governance." - Ban Ki-moon
November 23, 2016

REGIONAL MEMORANDUM

NO. 257 S. 2016

SUBMISSION OF HRDD QuAME FORMS 1-5 EVERY SECOND WEEK OF EVERY QUARTER

TO: Schools Division Superintendents
    Region XI

Attention: Human Resource Focal Persons

Pursuant to Regional Memorandum No. _dated June 3, 2016_, the HRDD XI requires all SDOs through the Human Resource Focal Persons of Schools Division Offices to submit the Regional HRDD QuAME Forms 1-5 every second week of every quarter, namely,

1. HRDD QuAME Template Form No. 1 - Strategic Policies Plan Monitoring /Accomplishment Report on PPAs
2. HRDD QuAME Template Form No. 2 - Strengths, Weakness Opportunities and Threats (SWOT) on PPAs
3. HRDD QuAME Form No. 3 - Analysis for Training Intervention for Newly Hired Non-Teaching Employees - First Ninety Days (use IPCR)
4. HRDD QuAME Form No. 4 - Analysis for Training Intervention for Newly Hired Teaching employees –First Ninety Days (use IPCR)
5. HRDD QuAME Form No. 5 - Rewards and Recognition Programs –M and E (floated in September 2016 during a seminar at NEAP where all SDOs were represented at the Opal Room, RELC-NEAP XI)

Some SDOs have not submitted the reports as of this time.

Widest dissemination of this memorandum is desired.

For your guidance and compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director
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<th>EMPLOYEE OF THE MONTH</th>
<th>BEST IN CLASS PERFORMANCE</th>
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<td>RECOGNITION PROGRAMS</td>
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<td>IMPACT OF THE REWARDS</td>
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<th>RECOGNITION PROGRAMS</th>
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<td>INCREASED PERFORMANCE</td>
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**RECOGNITION AND RECOGNITION PROGRAMS**

**IMPACT:**
- Increased performance
- Improved attitudes

**RECOGNITION PROGRAMS:**
- Employee of the Month
- Best in Class Performance

**EMPLOYEE WELFARE:**
- Performance Management
- Recognition Programs

**IMPACT:**
- Increased performance
- Improved attitudes
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<th>INDICATORS</th>
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<td>1. Needs Improvement</td>
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<td>2. 2,500</td>
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<td>3. 3, Best</td>
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<td>4. Excellent</td>
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**4. Excellent**
- Performance/Results/Outcome
- The Ctrnt Lt/Prf/Spf/Mntn the Same Level of
- 0.000
- No More Excellent/Prf/Spf/Mntn/Gvntd by the Office
- The Office of the School where the HS/HE is Assigned
- The Ctrnt LT/Prf/Spf/Mntn the Same Level of
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- The Office of the School where the HS/HE is Assigned
- The AMHRA

**3. Best**
- Performance/Results/Outcome
- The Ctrnt Lt/Prf/Spf/Mntn the Same Level of
- 0.000
- No More Excellent/Prf/Spf/Mntn/Gvntd by the Office
- The Office of the School where the HS/HE is Assigned
- The Ctrnt LT/Prf/Spf/Mntn the Same Level of
- The Office of the School where the HS/HE is Assigned
- The Ctrnt LT/Prf/Spf/Mntn the Same Level of
- The Office of the School where the HS/HE is Assigned
- The AMHRA

**2. Excellent**
- Performance/Results/Outcome
- The Ctrnt Lt/Prf/Spf/Mntn the Same Level of
- 0.000
- No More Excellent/Prf/Spf/Mntn/Gvntd by the Office
- The Office of the School where the HS/HE is Assigned
- The Ctrnt LT/Prf/Spf/Mntn the Same Level of
- The Office of the School where the HS/HE is Assigned
- The Ctrnt LT/Prf/Spf/Mntn the Same Level of
- The Office of the School where the HS/HE is Assigned
- The AMHRA

**1. Needs Improvement**
- Performance/Results/Outcome
- The Ctrnt Lt/Prf/Spf/Mntn the Same Level of
- 0.000
- No More Excellent/Prf/Spf/Mntn/Gvntd by the Office
- The Office of the School where the HS/HE is Assigned
- The Ctrnt LT/Prf/Spf/Mntn the Same Level of
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