



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1235, s.2018

December 14, 2018

**SEARCH FOR THE 2018 EXEMPLARY AWARDS FOR GREAT AND LIKABLE
EMPLOYEES (EAGLE) FOR NON-TEACHING PERSONNEL**

To: All Non-Teaching Personnel

1. This is in reference to the Regional Memorandum Number 239 series 2018 signed by Atty. Alberto T. Escobarte, CESO III, Director IV, re: Search for the 2018 Exemplary Awards for Great and Likable Employees (EAGLE) for Non-Teaching Personnel.
2. Attached is a copy of the Guidelines and Criteria of the said search.
3. Wide and immediate dissemination of this Memorandum is earnestly desired.

FOR AND IN THE ABSENCE OF:

WINNIE E. BATON, EdD
Officer in Charge
Office of the Schools Division Superintendent

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

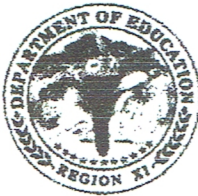
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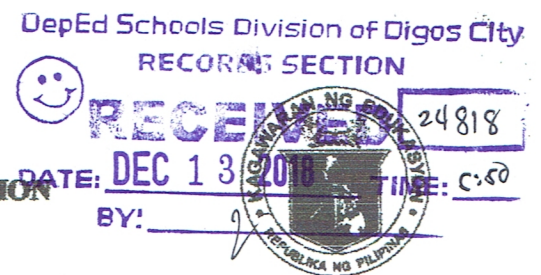
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BY: *[Signature]*

ronald dedace: December 14, 2018 Search for the 2018 Exemplary Awards for Great and Likable Employees (EAGLE) for Non-Teaching Personnel



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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December 3, 2018

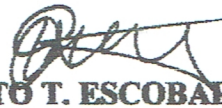
REGIONAL MEMORANDUM:

No. 239 s. 2018

**SEARCH FOR THE 2018 EXEMPLARY AWARDS FOR GREAT AND LIKABLE
EMPLOYEES (EAGLE) FOR NON-TEACHING PERSONNEL**

To: Schools Division Superintendents
Regional Office XI Division Chiefs
Public Elementary and Secondary School Principals
All Others Concerned

1. In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under Civil Service Commission (CSC) Resolution No. 010112 and CSC MC No. 01 s. 2001, this Regional Office adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as the "SEARCH FOR THE 2018 EXEMPLARY AWARDS FOR GREAT AND LIKABLE EMPLOYEES (EAGLE) FOR NON-TEACHING PERSONNEL." The Search is open to all employee from the District level to Division level, men and women with salary grades 1 to 10 for the 1st Category and salary grades 11 and up for the 2nd Category.
2. The search aims to give due recognition and incentive to non-teaching men and women who have concededly demonstrated an exemplary achievement in Region XI.
3. It is encouraged that the 11 SDOs shall participate in the said Search following the attached Guidelines and Criteria and to come up with a Division winner to represent each category.
4. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV/r

Inclosure: As stated.

References:

Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under
Civil Service Commission (CSC) Resolution No. 010112
CSC MC No. 01, s. 2001

To be indicated in the Perpetual Index
Under the following subjects:

AWARDS SEARCH TEACHERS

RM -2018 SEARCH FOR THE 2018 EXEMPLARY AWARDS FOR GREAT AND LIKABLE
EMPLOYEES (EAGLE) FOR NON-TEACHING PERSONNEL
December 3, 2018

ROQ3/mjd

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Empowerment Adaptability Goal-oriented Leadership Excellence

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DEPARTMENT OF EDUCATION - RO XI
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ANNEX to Regional Memorandum No. 239 s. 2018

**GUIDELINES ON THE SEARCH FOR THE 2018 EXEMPLARY AWARDS FOR
GREAT AND LIKABLE EMPLOYEES (EAGLE) FOR
NON-TEACHING PERSONNEL**

I. Coverage

The activity is in line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under Civil Service Commission (CSC) Resolution No. 010112 and CSC MC No. 01, s. 2001, this Regional Office XI adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as the "SEARCH FOR THE 2018 EXEMPLARY AWARDS FOR GREAT AND LIKABLE EMPLOYEES (EAGLE) FOR NON-TEACHING PERSONNEL." The Search is open to all employee from the District level to the Division level, men and women with salary grades 1 to 10 for the 1st category and salary grades 11 and up for the 2nd Category. Originally, the awarding ceremony is schedule on December 3, 2018 during the Education Week but due to the varied activity of the DepEd Regional Office XI, the said search awarding will be rescheduled on February, 2019.

II. Categories of Awards

- A. Category 1 Salary Grade 1-10 (Brown color packaging/ folder)
B. Category 2 Salary Grade 11 and up (Green color packaging/ folder)

III. Qualifications

Category	Qualification Requirements
Salary Grade 1 - 10	- Has permanent item in the current position; - With at least 3 years of work experience relevant to the current position; - Has no pending administrative and criminal case; - Performance Rating of at least "Very Satisfactory" (VS) for the last current two (2) School Years.
Salary Grade 11 and up	

IV. Search and Selection Timeline

The Following timeline shall be observed at all levels:

Level	Timeline
District Level (Preparation of Documents)	December 11-17, 2018
Division Level (Selection Process)	December 18-21, 2018
Submission of SDO Nominations to Regional Level	January 3-11, 2019
Regional Level Evaluation of SDO Nominees' documents	January 14-18, 2019
On-site validation for the top three (3) winners	January 21-23, 2019

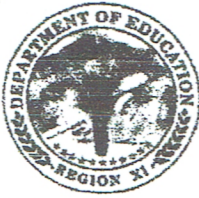
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Final Deliberation of the Regional Selection Committee (RSC)	January 25, 2019
Awarding of the Most Outstanding 2018 EAGLE Non-Teaching Personnel (through Advisory)	February 2019

V. Required Documents for Submission

The search and selection committee at all levels shall require all nominees to submit the required documents as basis for evaluation:

1. Nominee's Portfolio of Accomplishments/ Achievements
2. Signed copy of the IPCRF
3. Updated PDS
4. Service Record
5. A clear, simple, straightforward and understandable **Executive Summary** of not more than Five (5) pages in A-4 bond size, double spaced, describing the aspirant based on the set of criteria;
6. The summary of the accomplishments should be certified/ signed by the aspirant and an electronic copy of aspirant's folio/ entry including photographs for uploading in the Region XI website and viewing during the awarding;
7. Along with the document folder of each entry is the copy of the Minutes of the deliberation during the selection by the DSC;
8. Certification issued by the entry that he/she has not been found guilty of any administrative or criminal case against him/her at the time of the selection;
9. Photocopies of entry's clippings, news items, pictures and other documents to support the nomination;

VI. Criteria for Evaluation / Judging

1. The nominees shall be evaluated based on the criteria. Evidences should be in the form of Signed Testimonies, Certification by the Chief of the Division, Schools Division Superintendent, Regional Officials, other Stakeholders, Certificate of Participation/ Recognition, Diploma, etc.
2. Each nominee shall be evaluated through the documents submitted in a folder with a 3minute video presentation for their significant accomplishments.
3. Division SC shall choose the two (2) Division winners (1 Division winner for each category);
4. Regional Selection Committee shall choose top 3 winners upon evaluating the nominees' folder and the conduct of the on-site validation shall be done after selecting the top 3 winners. The result for the on-site validation shall be added to come up with the final rating for each top three winners; and,
5. **Most Outstanding 2018 EAGLE Search for Non-Teaching Personnel** will be announced during the awarding ceremony.

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VII. Selection Criteria

Indicators	SCORE	%
Occupational Competence	40	30%
➤ Work experience (20%)		
➤ Accomplishments (20%)		
➤ Human Relations (10%)		
Outstanding Achievements	25	30%
➤ Awards (10%)		
➤ Innovation / Creativity (5%)		
➤ Publication / Authorship (5%)		
➤ Speakership (5%)		
Professional Growth	25	25%
➤ Education	15	15%
○ Doctoral (15%)		
○ Doctoral (CAR) (13%)		
○ Master's Degree (10%)		
○ Master's Degree (CAR) (7%)		
○ College Graduate (5%)		
➤ Training Attended	10	10%
○ National (10%)		
○ Region (7%)		
○ Division (5%)		
Personal Characteristics	10	15%
➤ Demonstrates positive traits both private and public life		
➤ Friendly, compassionate and tactful		
➤ Team-player and has good working rapport with colleagues		
➤ Initiates, facilitates and builds inter-community relations		
➤ Maintains wholesome relations with community stakeholders and local partners		
➤ Demonstrates transparency, honesty, accountability and personal integrity		
TOTAL	100	100%

VIII. Search and Selection Process

1. The nominees shall submit their pertinent papers in Three (3) folders color coded with a 3minute video presentation of their significant achievements to the Division Selection Committee (DSC) for the Division level 2018 EAGLE Search;
 - 1.a. Category 1 Salary Grade 1-10 (Brown color packaging/ folder)
 - 1.b. Category 2 Salary Grade 11 and up (Green color packaging/ folder)

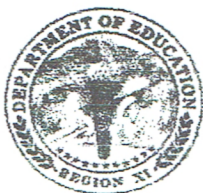
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2. The DSC shall conduct an evaluation or judging to choose One (1) Division winner for its category;
3. The DSC shall then indorse the Division winners together with their documents (2 **Division winners**) and their video presentation to the Regional Office, attention: QAD OIC – Chief, Dr. Roy T. Enriquez;
4. The QAD shall then indorse the documents to the Regional Selection Committee (RSC) (please see attached RSC by Category) headed by the Assistant Regional Director as the overall chairperson to evaluate/judge the top three (3) winners in the Regional level search for category 1 to 11 of the 2018 EAGLE Search;
5. The RSC shall then conduct on-site validation on the selected top 3 Regional winners to choose the Most outstanding 2018 EAGLE, and;
6. The Regional Office shall award the Division winners of the 11 Schools Division Offices with a Plaque and Certificate of Recognition while the top 3 winners for each category (**Regional winners**) and consider to be the **Most Outstanding 2018 EAGLE** shall be awarded a Cash Price + Plaque and Certificate of Recognition for the 2018 EAGLE Search. Venue and the schedule of the awarding ceremony shall be announced later.

IX. Awards and Prizes

1. Division winners/nominees shall receive a Plaque and Certificate of Recognition while the Regional winners shall have a Cash price + Plaque and Certificate of Recognition chargeable against Regional Office Funds subject to the usual accounting and auditing rules and regulations.

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