



Copy

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 377, s. 2022

June 15, 2022

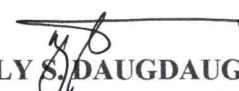
**ADOPTION OF REWARDS AND RECOGNITION SYSTEM OF THE
SCHOOLS DIVISION OF DIGOS CITY**

To: Assistance Schools Division Superintendent
Chief Educations Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All SDO Personnel

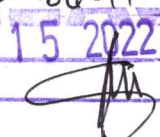
1. For the information and guidance of all concerned on the adoption of the **“REWARDS AND RECOGNITION SYSTEM OF SCHOOLS DIVISION OF DIGOS CITY”**.
2. Immediate dissemination of this Memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

 15 JUN 2022
BEVERLY S. DAUGDAUG, EdD
Chief, Curriculum Implementation Division
Officer In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-86619
DATE: JUN 15 2022 TIME: 4:23pm
BY: 



8375

Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-



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



**REWARDS AND RECOGNITION SYSTEM OF THE
SCHOOLS DIVISION OF DIGOS CITY**

APRIL 2022



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



CONTENTS

- I. *General Provision*
- II. *Basic Policies*
- III. *Objectives*
- IV. *Institutionalization of the Praise System, Composition,
Duties and Functions of the Praise Committee
Members and Secretariat*
- V. *Types of Awards*
- VI. *Types of Incentives and Benefits*
- VII. *Forms of Awards and Incentives*
- VIII. *Funding*
- IX. *Effectivity*
- X. *Commitment*
- XI. *ANNEXES*
 - A. *Screening and Evaluation Process Flow*
 - B. *Nomination Form*
 - C. *Guidelines of Division B.A.N.G.A.*
 - D. *Consolidated Rating Sheet of Division B.A.N.G.A.*
 - E. *Evaluation Criteria for Division-Based Personnel
Year-End Awards*





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



**REWARDS AND RECOGNITION SYSTEM OF THE
SCHOOLS DIVISION OF DIGOS CITY**

I. GENERAL PROVISIONS

- 1.1 *Title* - This Manual shall be known as Rewards and Recognition System of the Schools Division of Digos City, with Equal Opportunity Principle (EOP) Policy, for brevity.
- 1.2 *Legal Bases of Promulgation and Related Policies* - This Manual is promulgated in line with the following legal bases of promulgation and related policies:
 - 1.2.1 Executive Order No. 292, s. 1998, Administrative Code of the Philippines
 - 1.2.2 Executive Order No. 8, s. 2012, Directing the Adoption of a Performance-Based Incentive System for Government Employees
 - 1.2.3 Executive Order No. 201, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel
 - 1.2.4 Presidential Decree No. 966 July 20, 1976, Declaring Violations of the international convention of the elimination of all forms of racial discrimination to be criminal offenses and providing penalties therefor;
 - 1.2.5 Republic Act No. 10524, An act expanding the positions reserved for persons with a disability, amending for the purpose of Republic Act No. 7277, as amended, otherwise known as the Magna Carta for Persons with Disability
 - 1.2.6 Republic Act No. 10911, An act prohibiting discrimination against any Individual in Employment on Account of Age and Providing Penalties therefor;





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



- 1.2.7 Republic Act No. 6725, An act strengthening the prohibition on discrimination against women with respect to terms and conditions of employment, amending for the purpose article one hundred thirty-five of the labor code, as amended;
- 1.2.8 Republic Act 7277, Magna Carta for Women, An Act Providing for the Rehabilitation, Self-Development, and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes
- 1.2.9 Republic Act 6713, Code of Conduct and Ethical Standards
- 1.2.10 Guidelines on the Availment of the Special Leave Benefits for Women under R.A. 9710 (An act Providing for the Magna Carta of Women) – CSC Resolution No. 1000432, dated Nov. 22, 2010.
- 1.2.11 CSC MC No. 07 Series of 2007 (Program on Awards and Incentives for Service Excellence)
- 1.2.12 DepEd Order No. 29, s. 2002, Merit Selection Plan of the Department of Education
- 1.2.13 DepEd Order No. 9, s. 2002 (Establishing the PRAISE in the Department of Education)
- 1.3 *Scope* – This Program on Awards and Incentives for Service Excellence (PRAISE) System of Schools Division of Digos City with Equal Opportunity Principle (EOP) Policy shall apply to all officials and employees in Schools Division Office of Digos City with its 46 basic education public schools.
- 1.4 *Language Construction* – This policy is written in English and the words used shall be understood in the generic sense except as may be defined herein. Any doubt as to the meaning of any provision of this Manual shall be interpreted in favor of an equal opportunity for all concerned and against any form of





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



discrimination, bias, prejudicial, and unfair treatment of any individual or group of individuals except that all laws of the Republic of the Philippines and all such provisions of relevant rules and regulations shall be followed when pertinent to the process or decision.

- 1.5 *Definition of Terms* – Notwithstanding as may be provided in relevant laws, rules and regulations, the following terms are hereby defined as used in this Manual:

1.5.1 **Agency** – refers to the Schools Division of Digos City.

1.5.2 **Award** – a recognition which may be monetary or non-monetary, conferred on the individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

1.5.3 **Discrimination** - Any distinction, exclusion or restriction made based on sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio- economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment or availment of right and opportunities.

1.5.4 **Equal Opportunity** – refers to the non-discriminatory and non-bias treatment of all candidates/nominees to any of the categories of the availment of the Rewards and Recognition following the principle of equal opportunity to all regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.

1.5.5 **Incentive** – monetary or non-monetary motivation or





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



privilege is given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

1.5.6 **Innovation** – the creation of something previously non-existent which will benefit the government.

1.5.7 **System** – the Agency awards and incentives program for its officials and employees.

II. BASIC POLICIES

2.1 *Essential Features* – Rewards and Recognition System of the Schools Division of Digos City shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishment and other personal efforts which contribute to the efficiency, economy or other improvement in government operations, or for other extraordinary acts or services in the public interest. It values inclusivity as a way of life by embracing people of diverse background and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices or preferences.

2.2 *Basis of Providing Incentives* – Rewards and Recognition System of the Schools Division of Digos City shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas and exemplary behavior of Schools Division of Digos City officials and employees, regardless of age, appointment status, gender, gender identity, sex, sexual orientation, civil status, social status, family responsibility, income class, race, ethnicity, religion, political affiliation, physical condition, union affiliation, political conviction, religious belief or any other characteristic specified.





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



- 2.3 *Timeliness of Award or Recognition* Rewards and Recognition System of the Schools Division of Digos City shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the formal or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in Schools Division of Digos City applying the equal opportunity principle.
- 2.4 *Principles – Rewards and Recognition System* of the Schools Division of Digos City shall adhere to the equal opportunity principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
- 2.5 *Monetary and Non-Monetary Awards – Rewards and Recognition System* of the Schools Division of Digos City shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.
- 2.6 *Mandatory Five Percent (5%) Allocation for Human Resource Development* – At least 5% of the HRD Fund shall be allocated for the PRAISE and incorporated in the Schools Division Office of Digos City Annual Work and Financial Plan.

III. OBJECTIVES

- 3.1 *General Objective* - Rewards and Recognition System of the Schools Division of Digos City's general objective is to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds,





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



exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

The Schools Division of Digos City, in making any Human Resource decision or any related decision, shall ensure that no person is discriminated against nor any person is unduly favored on account of their sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes that violates the principles of equality, equity and fairness.

3.2 *Specific Objectives* – The specific objectives of Rewards and Recognition System of the Schools Division of Digos City shall be as follows:

- 3.2.1 To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving officials and employees at the start of each year;
- 3.2.2 To identify outstanding accomplishments, best practices of employees on a continuing basis;
- 3.2.3 To recognize and reward accomplishments and innovations periodically or as the need arises; and
- 3.2.4 To provide incentives and interventions to motivate officials and employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

IV. INSTITUTIONALIZATION OF THE REWARDS AND RECOGNITION SYSTEM, COMPOSITION, DUTIES AND FUNCTIONS OF THE PRAISE COMMITTEE MEMBERS AND SECRETARIAT

4.1 *Institutionalization* – The Rewards and Recognition System of the



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Schools Division of Digos City is hereby institutionalized for proper compliance of all concerned.

- 4.2 *Authority to Oversee the System* – The School’s Division Superintendent shall be responsible in overseeing the Schools Division of Digos City PRAISE’s operations.
- 4.3 *Constitution and Composition of the PRAISE Committee and Secretariat* – Schools Division of Digos City PRAISE Committee and Secretariat shall be constituted to screen and recommend eligible candidates for national awards, regional level awards, division level awards, and likewise grant informal awards based on the CSC-approved Schools Division of Digos City PRAISE. This Committee will ensure efficiency, wide participation and transparency in all processes, the following PRAISE Committee will compose the following:
- 4.3.1 Assistance Schools Division Superintendent
 - 4.3.2 Chief Education Supervisors, CID and SGOD
 - 4.3.3 Public Schools District Supervisor
 - 4.3.4 Administrative Officer V, Admin
 - 4.3.5 Administrative Office V, Budget
 - 4.3.6 Administrative Officer IV, HRMO
 - 4.3.7 President, National Employees Union (NEU) – Non-Teaching
 - 4.3.8 President, Teachers’ Association
- 4.4 The PRAISE Secretariat of Schools Division of Digos City will compose of the following:
- 4.4.1 Personnel from Human Resource Development (SGOD)
 - 4.4.2 Personnel from Human Resource Management (OSDS)
 - 4.4.3 Personnel from Monitoring and Evaluation (SGOD)
- 4.5 *Duties and Functions of the PRAISE Committee* – The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of Schools Division of Digos City. They also make sure that the equal opportunity principle is applied in the PRAISE





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



system. As such the Committee shall meet periodically to perform the following tasks.

- 4.5.1 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 4.5.2 Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.
- 4.5.3 Determine the forms of awards and incentives to be granted;
- 4.5.4 Monitor the implementation of approved suggestions and ideas through feedback and reports;
- 4.5.5 Prepare plans, identify resources and propose budget for the system on an annual basis;
- 4.5.6 Develop, produce, distribute a system policy manual and orient the employees on the same;
- 4.5.7 Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 4.5.8 Submit an annual report of awards and incentives system to the CSC on or before the thirtieth day of January;
- 4.5.9 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency;
- 4.5.10 Address issues relative to awards and incentives within fifteen (15) days from the date of receipt of the issue;
- 4.5.11 Incorporate equal opportunity principles in the PRAISE System from formulation, nominations, screening and





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



deliberations, and awarding which shall include any nominee/candidate on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all;

4.5.12 Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and

4.5.13 Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.

4.6 Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following tasks:

4.6.1 Note down minutes of the Meeting;

4.6.2 Take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

4.7 *Qualities of PRAISE Committee Members* – To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing suggested ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all Committee meetings. To ensure that equal opportunity principle is uphold, they must demonstrate fairness and acuity in implementing the System.

4.8 *Committee Membership as a Regular and Priority Duty* – To ensure proper, effective and efficient implementation of the Schools Division of Digos City PRAISE System, membership of the Committee, calendar of activities for the year must be set by committee ensuring that





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



timelines are not in conflict with other activities so that these are prioritized over other responsibilities.

- 4.9 *Presiding Officer* – The Chairperson shall be the Presiding Officer in all PRAISE Committee Meeting and in his/her absence, any member, as designated by the Chairperson, shall preside on a particular meeting subject to the specific instructions by the incumbent Chairperson.
- 4.10 *Meetings* – The PRAISE Committee shall meet regularly every quarter or as the need arises, on the date and time duly determined by the Chairperson duly concurred by at least majority of its Members. The Chairperson or at least two (2) members may request holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chairperson or petition by the members, as the case may be.
- 4.11 *Quorum* – The quorum of every meeting of the PRAISE Committee shall be fifty percent plus one (50% + 1) of the total membership.

V. TYPES OF AWARDS

- 5.1 National Awards – Schools Division of Digos City shall participate in the search for deserving officials or employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies, such as:
- 5.1.1 *Presidential or Lingkod Bayan Award* – conferred to an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.
- 5.1.2 *Outstanding Public Official/Employee or Dangal ng Bayan Award* – granted to any public official or employee in





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



government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

5.1.3 *Civil Service Commission or the PAGASA Award* – conferred to an individual or group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

5.1.4 Other Awards – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

5.2 Regional Level Awards

5.2.1 AGILA AWARDS – this competitive award is given to all qualified teaching and other teaching-related positions within the region, duly nominated by the Schools Division of Digos City PRAISE Committee, and approved by the Schools Division Superintendent for endorsement to the Regional Office. Winners of the Division B.A.N.G.A. shall be nominated to this award.

5.2.2 EAGLE AWARDS – this competitive award is given to all qualified non-teaching positions within the region, duly nominated by the Schools Division of Digos City PRAISE Committee, and approved by the Schools Division Superintendent for endorsement to the Regional Office. Winners of the Division B.A.N.G.A. shall be nominated to this award.





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



5.3 Division Level Awards – Division B.A.N.G.A.

The Schools Division Office **B**asic Education **A**chievements of **N**otable Educators and **G**enuine Individuals **A**wards (**B.A.N.G.A.**) recognizes the outstanding contributions and exemplary achievements of public basic education teachers, academic leaders, and the non-teaching personnel, regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio- economic standing, following the principle of equal opportunity. The awards recognize those who strive to create deep and meaningful developments anchored on the principle of equitable service for the greater good of the offices/schools/communities one serves.

5.3.1 The nominees must meet the following criteria, to wit:

- 5.3.1.1 Employed in the Department of Education with a designation/appointment which indicates any of the above-mentioned categories for at least three (3) years at the time of nomination.
- 5.3.1.2 Must not be a previous winner of a national award and regional AGILA/EAGLE awardee (1st Place Winner).
- 5.3.1.3 Have been rated at least Very Satisfactory for the last three (3) consecutive performance rating period prior to the nomination.
- 5.3.1.4 Have not been found guilty of any administrative or criminal offense involving moral turpitude and no pending administrative or criminal case at the time of nomination.
- 5.3.1.5 The nominee must not be on leave for 1 whole School Year (School Based) or 1 whole Calendar Year (Division-Based). If the incurred leave of





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



absence is less than one (1) school year or calendar year, he/she may be qualified to be nominated provided that the he/she can present a Performance Rating of the remaining months in the calendar year or school year.

5.3.1.6 Elementary, secondary, and alternative learning system mobile teachers must have full teaching load.

5.3.1.7 For integrated schools, only one nominee per level (elementary and/or secondary).

5.3.1.8 Those carrying administrative functions/positions, including district alternative learning system coordinators are eligible provided they carry a minimum of 6 hours (or 6 units)/week teaching load for the past 3 years and within the school year they are joining.

5.3.2 **SCREENING AND EVALUATION PROCESS-** Rewards and Recognition is a system where people are acknowledged for their performance in intrinsic or extrinsic ways. Recognition & Reward is present in a work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner. The Division PRAISE Committee shall conduct thorough evaluation and search for each category.

5.3.2.1 **PRE-SCREENING AND EVALUATION** (Acceptance of Nominations) – Immediate superior and/or other DepEd personnel submits and endorses nominations to the Division PRAISE. Division PRAISE secretariat notifies the PRAISE Chairperson on the submitted nominations. The committee members shall set a meeting to review nominations. The committee shall ensure total adherence to EOP.





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



- 5.3.2.2 SCREENING AND EVALUATION OF DOCUMENTS – The Division PRAISE shall screen and evaluate the documents submitted after the Evaluation team using the criteria and scoring templates.
- 5.3.2.3 SHORT-LISTING OF SEMI-FINALISTS – Based on documentary evaluation, The Division PRAISE Committee shall select semi-finalist among the nominees, who will be subjected for On-Site Validation. The Division PRAISE Secretariat shall prepare the minutes of the proceeding of the activity.
- 5.3.2.4 ON-SITE VALIDATION OF SEMI-FINALISTS ACCOMPLISHMENT – To validate semi-finalists claims of achievements and accomplishments, PRAISE shall conduct an on-site validation. In case face-to-face interview is not viable, online interview shall be conducted instead. The Division PRAISE Secretariat shall prepare the minutes of the proceeding of the activity. *On-site validation is applicable only when accomplishment is part of the criteria.*
- 5.3.2.5 FINAL SCREENING AND RANKING OF SEMI-FINALIST – The Division PRAISE shall have a meeting for the final screening of semi-finalists. PRAISE shall rank semi-finalists. PRAISE Secretariat shall prepare the minutes of the meeting.
- 5.3.2.6 SELECTION AND APPROVAL OF AWARDEE – The Division PRAISE Committee shall deliberate the result of the selection process including the result of the on-site validation. The committee shall prepare the list of awardees who will be





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



recommended for approval by the SDS, through a resolution. The approved resolution will be the basis for the Division PRAISE Committee to prepare the Final List and prepare the Memorandum for the awarding ceremony.

5.3.2.7 **ANNOUNCEMENT OF AWARDEES** – The Division PRAISE shall post and issue a memorandum to the field which shall announce the schedule of the awarding ceremony. The names of the winners shall be announced during the awarding ceremony.

5.3.2.8 **CONFERMENT OF AWARDS** – The Division PRAISE Committee, through its Secretariate shall prepare the Program for the conferment awards, and other logistic preparations, such as the Plaques, Certificate, Tokens (if any).

5.3.3 The award is divided into two categories Teaching Category and Non-Teaching Category.

5.3.3.1 **Teaching Category** – This category is open to all teachers and other teaching-related position holding a permanent plantilla item.

5.3.3.1.1 Elementary Teacher (I-III)

5.3.3.1.2 Junior High School Teacher (I-III)

5.3.3.1.3 Senior High School Teacher (I-III)

5.3.3.1.4 Elementary Master Teacher (I-IV)

5.3.3.1.5 Junior High School Master Teacher (I-IV)

5.3.3.1.6 Senior High School Master Teacher (I-IV)

5.3.3.1.7 Kindergarten Teacher

5.3.3.1.8 SPED Teacher

5.3.3.1.9 ALIVE Teacher

5.3.3.1.10 ALS Mobile Teacher

5.3.3.1.11 Multi-Grade Teacher

5.3.3.1.12 IPED Teacher





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



- 5.3.3.1.13 Elementary School In-Charge
- 5.3.3.1.14 Elementary School Head Teacher (I-VI)
- 5.3.3.1.15 Elementary School Principal (I-IV)
- 5.3.3.1.16 Secondary School In-Charge
- 5.3.3.1.17 Secondary School Head Teacher (I-VI)
- 5.3.3.1.18 Secondary School Principal (I-IV)
- 5.3.3.1.19 Public Schools District Supervisor
- 5.3.3.1.20 Education Program Supervisor

5.3.3.2 **Non-Teaching Category** – This category is open to all Non-Teaching Personnel in the Schools Division Office of Digos City, whether school-based or division-based holding a permanent plantilla item.

- 5.3.3.2.1 Attorney III
- 5.3.3.2.2 Medical Officer
- 5.3.3.2.3 Dentist
- 5.3.3.2.4 Engineer
- 5.3.3.2.5 Nurse
- 5.3.3.2.6 Senior Education Program Specialists
- 5.3.3.2.7 Accountant (I-III)
- 5.3.3.2.8 Administrative Officer (I-V)
- 5.3.3.2.9 Project Development Officer (I-II)
- 5.3.3.2.10 Education Program Specialists – II
- 5.3.3.2.11 Education Program Specialists - II (ALS)
- 5.3.3.2.12 Information Technology Officer I
- 5.3.3.2.13 Planning Officer III
- 5.3.3.2.14 Administrative Assistant (I-III)
- 5.3.3.2.15 Administrative Aide (I-VI)
- 5.3.3.2.16 Driver

5.4 Other Division Level Awards

5.4.1 Non-Competitive Awards

5.4.1.1 **Service Award** – This award is given to Schools





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



Division of Digos City personnel (Teaching and Non-Teaching) who have already retired from the service. The awardees shall be given Certificate of Recognition for his/her meritorious and outstanding accomplishment during a formal gathering (face-to-face or virtual).

The awardee shall be given a 10-carat gold-plated, “PRAISE Ring”, which symbolizes DepEd’s appreciation for the continued service. For division-based personnel, the funds shall be coming from the division PRAISE Funds while the school-based employee, the budget shall be charged from their respective School PRAISE Funds (from School MOOE).

5.4.1.2 **Loyalty Award** – This award is given to Schools Division of Digos City personnel (Teaching and Non-Teaching) who have rendered 20, 25, 30, and 35 years of continuous service in DepEd. The awardees shall be given Certificate of Recognition for his/her meritorious and outstanding accomplishment during a formal gathering (face-to-face or virtual), preferably during the celebration of World Teachers’ Day.

5.4.1.3 **Outstanding Performance Award** – This award is given to Schools Division Office of Digos City personnel (Teaching and Non-Teaching) who have acquire an “Outstanding” rating the last rating period. The awardees shall be given Certificate of Recognition for his/her meritorious and outstanding accomplishment during a formal gathering (face-to-face or virtual), preferably during the celebration of World Teachers’ Day.

5.4.1.4 **Best in Attendance Award** - This award is given to Schools Division Office of Digos City personnel





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



(Division-based) who must have no record of tardiness, undertime and leave of absence for the month in Virtual Flag-Raising and Convocation Ceremony (VFCC), Division Office Virtual Activities, and in their Daily Time Records (DTR). School-based personnel shall have also their own award in terms of attendance, whose guidelines and criteria are based on the context of the school.

5.4.1.5 OUTSTANDING UNIT/SECTION/DIVISION -

This award is given to a Unit/Section/Division in the SDO for outstanding success in fulfilling its goals and objectives. This award aims to gauge unit/section/division's responsiveness that encompasses creative and innovative way to transform and generate positive impact to overall performance of the organization. The winner will be declared based on the highest rating obtained in the Customer Feedback Satisfaction Survey (CFSS) for a particular month. Winners will be announced during the 1st Flag Raising Ceremony and Convocation (virtual or face-to-face) of the following month. The winner will receive a Certificate of Recognition and Token (in-kind).

5.4.1.6 OUTSTANDING EMPLOYEE OF THE MONTH

This award is given to the employee who demonstrate excellence on the job, exemplify key components of organization's vision, mission and goals as evident on the result of Client's Fulfillment Satisfaction Survey. The winner of this award will come from the unit/section/division declared as the Outstanding Unit/Section/Division of the month. Winners will be announced during the 1st Flag Raising Ceremony and Convocation (virtual or face-to-face) of the following month. The winner





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



will receive a Certificate of Recognition and Token (in-kind).

5.4.2 Competitive Award for Division-Based Personnel

- 5.4.2.1 **Employee of the Month Award** – This award primarily based on an employees' efficiency in the workplace; demonstrates excellence on the job. This shall be given monthly to deserving personnel. For Division-Based personnel, there shall be 3 employees to be declared as Employee of the Month, representing the three (3) functional divisions on the Schools Division Office, Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), and Office of the Schools Division Superintendent (OSDS). The criterial of this award is the same criteria to be utilized in determining the Most Outstanding Employee Award (Year-End). A Certificate of Recognition shall be given to the awardees, and have the chance to be posted (picture) on the “Gallery of Awardees”.

On the other hand, schools may give the same award to their personnel (teaching and non-teaching) based on their contextualized criteria.

- 5.4.2.2 **Division-Based Personnel Year-End Awards** is a type of Reward & recognition as, “a system where people are acknowledged for their engagement in intrinsic or extrinsic ways. Recognition & Reward is present in a work environment where there are appropriate acknowledgment and appreciation of employees’ efforts in a fair and timely manner.

In a nutshell, rewards and recognition (R&R) is the acknowledgment and appreciation of the staff's exemplary performance. In this ultra-competitive business world, the winners are the ones that have staff that is skilled, professional, and well-trained. However, without employee motivation or appreciation of their hard work,





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



even the best of best employees may falter. R&R in this sense, helps organizations reinforce positive behaviors, practices, or activities that will lead to better performance and fruitful outcomes.

Each functional division, Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), and Office the Schools Division Superintendent (OSDS) in the Schools Division Office of Digos City shall nominate at least five (5) employees for each categories/award. In determination of the awardees, the Division R&R Process Flow shall be utilized. There shall be one (1) winner for every category/award per functional division.

These awards are purposely given to give recognition to deserving employees during the conduct of Year-End Performance Review, in the month of December, through Face-to-Face or Virtual platform. Each awardee shall receive a Plaque of Recognition.

Schools may initiate awards like this to their deserving employees, teaching and non-teaching, utilizing criteria which is based on the context of their own school.

5.4.2.2.1 Most Outstanding Employee Award - primarily based on an employees' efficiency in the workplace; demonstrates excellence on the job.

5.4.2.2.2 Best in Innovation Award - this award is given to employees who introduced new ideas, methods, approaches or solution to the problem.

5.4.2.2.3 Most Efficient Employee Award - this award is given to employees who capable of producing desired results without wasting materials, time, or energy; working or operating quickly and effectively in an





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



organized way.

- 5.4.2.2.4 **Most Improved Employee Award** - for those employees who display exemplary improvement at their respective work and skills have levelled up in time.

VI. TYPES OF INCENTIVES AND BENIFITS

Schools Division of Digos City shall continuously search, screen and reward deserving officials and employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following types of incentives shall be regularly awarded:

- 6.1 **Loyalty Cash Incentive** – granted to an employee who has served continuously and satisfactorily for at least ten (10) years. The recipient shall be entitled to a cash award of Php 1000.00 per year during the first ten (10) years per DepEd Order 54, s. 2015 Amendment to DepEd Order No. 55, s. 2003 (Increase of Payment of Loyalty Cash Gift. Succeeding awards shall be given every five years thereafter.
- 6.2 **Productivity Enhancement Incentive (PEI)** - Php 5,000 shall be given to all qualified employees not earlier than Dec. 15 of every year to all qualified employees for the purpose of improving the government employees' productivity as stipulated in DBM Budget Circular No. 2017-4.
- 6.3 **Performance-Based Bonus (PBB)** - is a form of additional compensation paid to an employee or department as a reward for achieving specific goals or hitting predetermined targets, as provided in Memorandum Circular No 2018- 1 based on Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.
- 6.4 **Clothing Allowance** - an annual clothing and uniform allowance amounting to 6,000 shall be released to all eligible personnel not earlier than the first working day of April of the current year, subject to existing accounting and auditing





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



rules and regulations, and upon the release of the Notice of Cash Allocation from DBM.

- 6.5 **Mid-Year Bonus** – is equivalent to one (1) month basic salary as of May 15 shall be granted to those who have rendered at least four (4) months of satisfactory service and are still in the service as of same date, to be given not earlier than May 15 of every year, subject to the rules and regulations provided under covered by the Compensation and Position Classification System (CPCS) under RA No. 6758, as amended by Congress Joint Resolution No. 1, series of 1994, and No. 4, series of 2009.
- 6.6 **Year-End Bonus and Cash Gift** - provided under covered by the Compensation and Position Classification System (CPCS) under RA No. 6758, as amended by Congress Joint Resolution No. 1, series of 1994, and No. 4, series of 2009, Year-End Bonus and Cash Gift is equivalent to one (1) month basic pay as of October 31 and Cash Gift of P5,000 shall be given to entitled government personnel not earlier than November 15 of the current year, subject to the following conditions: - Personnel has rendered at least a total or an aggregate of four (4) months of service from January 1 to October 31 of the current year; and - Personnel remains to be in the government service as of October 31 of the same year. Those who have rendered at least a total or an aggregate of four (4) months of service from January 1 of the current year but who have retired or separated from government service before October 31 of the same year shall be granted within the month of retirement or separation, a prorated share of the: a) Year-End Bonus based on the monthly basic pay immediately preceding the date of retirement or separation; and b) Cash Gift of P5,000, as follows:

<i>Length of Service</i>	<i>Percentage</i>
4 months but less than 5 months	50%
5 months but less than 6 months	60%





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



6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

- 6.7 **Proportional Vacation Pay (PVP)** - in pursuance to Civil Service Commission Memorandum Circular (CSC MC) No. 41, s. 1998 as amended by CSC MC No. 9, s. 2012. In the computation of the PVP, vacation service credits may be used to offset absences of a teacher due to illness as prescribed under DepEd Order (DO) No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers, or to offset proportional deduction in vacation salary due to absence for personal reasons or late appointment under Rule 1 (11) of MC NO. 41, s. 1998.
- 6.8 **Teaching Supply Allowance (Cash Allowance)** - The Cash Allowance of PhP 5000.00 shall be granted to all permanent and provisional teachers, including Alternative Learning System (ALS) Mobile Teachers and District ALS Coordinators (DALSCs), in all public elementary, junior, and senior high schools, and community learning centers, who are in service' in DepEd for the current school year, and assigned with at least one teaching load. Teachers who are in service in DepEd as of the official first day of the school up to 30 calendar days after the start of the school year shall be entitled to the full amount of the Cash Allowance. Teachers whose assumption to duty is beyond 30 days after the official first day of school shall be entitled to the Cash Allowance on a pro-rata basis as provide in DBM-DepEd Joint Circular No.02 series 202.
- 6.9 **Anniversary Bonus** - All DepEd personnel who are employed on a full-time or regular, part-time basis or under permanent, temporary or casual status, and contractual





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



personnel whose employment is in the nature of a regular employee, and whose salaries/wages are being charged against the budgetary allocation for Personnel Services, and have rendered at least one year of service as of date of the milestone year, are eligible to receive the said bonus amounting to PhP 3,500.00. In 2018, all eligible DepEd personnel shall receive the anniversary bonus before the year ends. Milestone year is defined as the 15th anniversary of the government agency, and every fifth year thereafter.

As such, any employee may receive anniversary bonus only once every five years, regardless of transfers from one agency to another. Administrative Order No. 263 dated March 28, 1996, and the Department of Budget and Management's (DBM) National Budget Circular (NBC) No. 452 dated May 20, 1996, both authorizing the grant of anniversary bonus to officials and employees of government entities.

- 6.10 **Special Hardship Allowance** – refers to the allowance granted to qualified teachers under any of the following situations: (1) being assigned to a hardship post; (2) performing multi-grade teaching; (3) carrying out mobile teaching functions; or (4) performing functions of non-formal education (now Alternative Learning System) coordinators. The qualified teachers may either be resident or transient having regular or temporary' appointment.

Teachers assigned in hardship posts (cannot be reached by regular means of transportation through hiking or banca/motorcycle rides), mobile teachers and multi-grade teachers (15-25% of basic salary) In consonance with the intention of Section 19 of RA No. 4670 (Magna Carta for Public School Teachers), priority in the payment of Special Hardship Allowance shall be given to classroom teachers in elementary and secondary levels and to school heads/administrators exposed to hardship or extreme difficulty in a place of work as defined in Section 3.2 hereof.





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



The allowable SHA shall be computed as follows:

SHA = (Basic salary x rate per distance) x number of days present in a month over number of working days in a month; wherein rate per distance is shown hereunder:

Distance	Rate per distance (% of basic salary)
5-10 km	15%
11-20 km	20%
21 km & above	25%

**Distance in kilometers of the hardship post from the nearest point of available regular motorized land/water transport.*

For multi-grade teachers, the SHA shall be paid as follows:

Handling classes of 2 grades	15% of basic salary
Handling classes of 3 grades	20% of basic salary
Handling classes of 4 or more grader	25% of basic salary

Mobile Teachers and Non-Formal Education or ALS Coordinators:

Handling 1 learning level	15% of basic salary
Handling 2 different learning levels	20% of basic salary
Handling 3 or more learning levels	25% of basic salary

Wherein: the learning levels refer to:

- a. Basic Literacy
- b. Elementary Level
- c. Secondary Level
- d. Special Projects, i.e., income-generating projects; projects involving hearing impaired, informal education for parents or indigenous people.

6.11 Step Increment - one (1) Step Increment shall be granted to officials and employees for three (3) years of continuous satisfactory service in the position as provided in the Civil





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



Service Commission and Department of Budget and Management Joint Circular No. 1, s. 1990, March 29, 1990, Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 1991, July 5, 1991, Civil Service Commission and Department of Budget and Management Joint Circular No. 1-2003, April 11, 2003

- 6.12 **Collective Negotiation Agreement (CNA)** - is an incentive granted to the Non-Teaching Personnel of the Schools Division of Digos City who are members of the DepEd National Employees Union with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost and in attaining more efficient and viable operations through cost-cutting measures and systems improvement; subject to availability of funds.

VII. FORMS OF AWARDS AND INCENTIVES

7. The awards and incentives under the PRAISE System of Schools Division of Digos City shall be as follows:
- 7.1 Compensatory Time-Off - granted to an employee, regardless of salary, who has worked beyond his/her regular office hours without overtime pay, based on CSC-DBM Joint Circular No. 2-A, s. 2005 and CSC-DBM Joint Circular No. 2, s. 2004 relative to Non-Monetary Remuneration for Overtime Services Rendered.
 - 7.2 Plaque of Recognition – this will be awarded to all the winners on all competitive Awards.
 - 7.3 Salu-salo Together - meal/snacks hosted by the Schools Division Superintendent/ Assistant Schools Division Superintendent/ Chiefs of Functional Division for employee/s who have made significant contributions.
 - 7.4 Personal Growth Opportunities - incentives which may be in





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



the form of attendance in conferences on official business and other learning opportunities.

- 7.5 Other incentives - incentives in kind which may be in the form of cellular phones, communication allowance, recognition posted on Schools Division Office of Digos City website and Social Media Platform (DepEd Tayo Digos City Face Book Page), DigoseNews, the official newsletter to employees of the Schools Division Office of Digos City who perform significant contribution to the Office and shall be appropriate for the position held.

VIII. FUNDING

8. Source of Funds – Subject to pertinent provisions in this Manual and CSC circulars, rules and regulations, the following conditions shall strictly be observed in the determination of the Division PRAISE incentives and sources of funds, to wit:

- 8.1 The amount of the PRAISE incentives shall be determined by the PRAISE Committee duly approved by the Schools Division Superintendent upon the recommendation of the Division Personnel Development Committee (PDC) Chairperson, as reflected in the Activity Proposal.
- 8.2 Schools Division Office of Digos City shall allocate at least 5% of their Human Resource and Development funds for the PRAISE activities and incorporate the same in its annual Work and Financial Plan with corresponding budget requirement duly uploaded in the Project Management Information System (PMIS).

IX. EFFECTIVITY

This **POLICY MANUAL ON REWARDS AND RECOGNITION SYSTEM OF THE SCHOOLS DIVISION OFFICE OF DIGOS CITY** shall become effective after final evaluation by the Civil Service Commission. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take





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



effect immediately.

X. COMMITMENT

I hereby commit to implement and abide by the provisions of this **REWARDS AND RECOGNITION SYSTEM OF THE SCHOOLS DIVISION OFFICE OF DIGOS CITY** which shall be the basis for the grant of awards and incentives stated herein.

CRISTY C. EPE

Schools Division Superintendent

Date: 4-26-2022





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



ANNEXES

- A. Screening and Evaluation Process Flow
- B. Nomination Form
- C. Guidelines of Division B.A.N.G.A.
- D. Consolidated Rating Sheet of Division B.A.N.G.A.
- E. Evaluation Criteria for Division-Based Personnel Year-End Awards



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



ANNEX A

Screening and Evaluation Process Flow



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No:(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



SCREENING AND EVALUATION PROCESS FLOW

Rewards and Recognition is a system where people are acknowledged for their performance in intrinsic or extrinsic ways. Recognition & Reward is present in a work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

The Division PRAISE Committee shall conduct through evaluation and search for each category.

I. PRE-SCREENING AND EVALUATION (Acceptance of Nominations)

Immediate superior and/or other DepEd personnel submits and endorses nominations to the Division PRAISE. Division PRAISE secretariat notifies the PRAISE Chairperson on the submitted nominations. The committee members shall set a meeting to review nominations. The committee shall ensure total adherence to EEOP.

II. SCREENING AND EVALUATION OF DOCUMENTS

PRAISE Committee shall screen and evaluate the documents submitted after the Evaluation team using the criteria and scoring templates.

III. SHORT-LISTING OF SEMI-FINALISTS

Based on documentary evaluation, The Division PRAISE Committee shall select semi-finalist among the nominees, who will be subjected for On-Site Validation. The Division PRAISE Secretariat shall prepare the minutes of the proceeding of the activity.

IV. ON-SITE VALIDATION OF SEMI-FINALISTS ACCOMPLISHMENTS

To validate semi-finalists claims of achievements and accomplishments, PRAISE shall conduct an on-site validation. In case face to face interview is not viable, online interview shall be conducted instead. The Division PRAISE Secretariat shall prepare the minutes of the proceeding of the activity. On-site validation is applicable only when accomplishment is part of the criteria.

V. FINAL SCREENING AND RANKING OF SEMI-FINALISTS

The Division PRAISE shall have a meeting for the final screening of semi-finalists. PRAISE shall rank semi-finalists. PRAISE Secretariat shall prepare the minutes of the meeting.





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



VI. SELECTION AND APPROVAL OF AWARDEES

The Division PRAISE Committee shall deliberate the result of the selection process including the result of the on-site validation. The committee shall prepare the list of awardees who will be recommended for approval by the SDS, through a resolution. The approved resolution will be the basis for the Division PRAISE Committee to prepare the Final List and prepare the Memorandum for the awarding ceremony

VII. ANNOUNCEMENT OF AWARDEES

The Division PRAISE shall post and issue a memorandum to the field which shall announce the schedule of the awarding ceremony. The names of the winners shall be announced during the awarding ceremony.

VIII. CONFERMENT OF AWARDS

The Division PRAISE Committee, through its Secretariate shall prepare the Program for the conferment awards, and other logistic preparations, such as the Plaques, Certificate, Tokens (if any).

Prepared by:

 20 APR 2022
DANICA L. ACEDILLA
Administrative Officer II
Division PRAISE Secretariate

Reviewed:

 - 20 APR 2022
BASILIO P. MANA-AY JR.
Assistant Schools Division Superintendent
Chairperson, Division PRAISE Committee

Approved:

 21 APR 2022
CRISTY C. EPE
Schools Division Superintendent





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



SCREENING AND EVALUATION PROCESS FLOW

Steps	Activity	Brief Description	Person Responsible	Form to Use	Timeline
1	Pre-screening and Evaluation (Acceptance of Nominations)	Immediate superior submits and/or other DepEd Personnel endorses nominations to the Division PRAISE. Division PRAISE secretariat notifies the PRAISE Chairperson on the submitted nominations. PRAISE committee members shall set meeting to review nominations and shall ensure total adherence to EEOP.	Immediate Supervisor & Other Division Personnel Division PRAISE Secretariat Division PRAISE	Nomination Form	5
2	Screening and Evaluation of Documents	PRAISE shall screen and evaluate the documents submitted after the Evaluation team has discussed the criteria.	Division PRAISE	Screening Evaluation Tool (Criteria)	10
3	Short-listing of Semi-finalists	Based on documentary evaluation, PRAISE shall select semi-finalist among the nominees. PRAISE Secretariat shall prepare the minutes of the meeting.	Division PRAISE Division PRAISE Secretariat	NONE	2
4	On-site Validation of Semi-finalists accomplishments <i>NOTE: On-site validation is</i>	To validate semi-finalists claims of achievements and accomplishments, PRAISE shall conduct an on-site	Division PRAISE	Validation Tool	10



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Steps	Activity	Brief Description	Person Responsible	Form to Use	Timeline
	<i>applicable only when accomplishment is part of the criteria.</i>	validation. In case face to face interview is not viable, online interview shall be conducted instead. PRAISE Secretariat shall prepare the minutes of the meeting.	Division PRAISE Secretariat		
5	Final Screening and Ranking of Semi-finalists	PRAISE shall have a meeting for the final screening of semi-finalists. PRAISE shall rank semi-finalists. The Division PRAISE Secretariat shall prepare the minutes of the meeting.	Division PRAISE Division PRAISE Secretariat	Consolidated Ranking Sheet	5
6	Selection and Approval of Awardees	The Division PRAISE shall select the nominees to be awarded and make a list of awardees with evaluation results subject for SDS approval through a PRAISE resolution. SDS shall approve the evaluation result and list of awardees.	Division PRAISE & Division PRAISE Secretariat	NONE	2
7	Announcement of Awardees	The Division PRAISE shall post and issue a memorandum to the field which shall announce the schedule of the awarding ceremony. The names of the winners shall be announced during	Division PRAISE	NONE	1



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No:(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Steps	Activity	Brief Description	Person Responsible	Form to Use	Timeline
		the awarding ceremony.			
8	Conferment of Awards	SDS and the R & R committees shall grant the rewards and awards to deserving employees.	SDS, Division PRAISE and Rewards and Recognition Committee	NONE	1
END OF PROCESS					

Prepared by:

 20 APR 2022
DANICA L. ACEDILLA
Administrative Officer II
Division PRAISE Secretariate

Reviewed:

 20 APR 2022
BASILIO P. MANA-AY JR.
Assistant Schools Division Superintendent
Chairperson, Division PRAISE Committee

Approved:

 21 APR 2022
CRISTY C. EPE
Schools Division Superintendent





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



SCREENING AND EVALUATION PROCESS FLOW
(Diagram Format)



END OF PROCESS



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



ANNEX B

Nomination Form



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No:(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



SEARCH FOR DIVISION B.A.N.G.A.

NOMINATION FORM

Name of Nominee

Position of Nominee

Category

Reasons for Nomination (at least 60-80 words)

Full Name of Nominator : _____
Designation : _____
Signature of Nominator : _____
Date : _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



ANNEX C

Guidelines of Division B.A.N.G.A.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



ANNEX D

Consolidated Rating Sheet of Division B.A.N.G.A.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No:(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



SEARCH FOR DIVISION B.A.N.G.A

CONSOLIDATED RATING SHEET

CATEGORY: _____

Name of Awardees	Gender	Position	Total Score	Rank

Prepared by:

Division PRAISE Secretariat

Division PRAISE Committee

_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member
_____ Chairperson	



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



ANNEX D

Division-Based Personnel Year-End Awards
Rating Sheet (Criteria) and Consolidated Rating Sheet



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Division-Based Personnel Year-End Awards

Most Outstanding Employee Award

Rating Scale:

- 4- Evidence of exceptional performance and quality are clearly indicated
- 3- Evidence of strong performance and quality are clearly indicated
- 2- Evidence of reasonable performance and quality are clearly indicated
- 1- Evidence of minimal performance and quality are clearly indicated
- 0- No Evidence of performance and quality are clearly indicated

Nominee: _____ **Functional Division:** _____

Criteria	Rating
Focuses and works diligently to help complete critical work, activities, and projects.	
Demonstrates extensive knowledge and competence in a wide array of work-related tasks.	
Communicates effectively and timely.	
Completes tasks with little description, direction, or supervision	
Exhibits a high degree of professionalism	
Performs duties above and beyond what is normally expected	
Creates a quality product (accuracy, content, appearance)	
Demonstrates initiative	
Uses knowledge and expertise to quickly solve problems.	
Prioritizes a large workload in an effective and efficient manner	
Performs work that brings attention and distinction to the unit/section/division	
Acts as a mentor for others by providing advice, guidance, feedback, and encouragement	

Selection Committee

Member

Member

Member

Chairperson



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No:(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Division-Based Personnel Year-End Awards

Most Efficient Employee Award

Rating Scale:

- 4- Evidence of exceptional performance and quality are clearly indicated
- 3- Evidence of strong performance and quality are clearly indicated
- 2- Evidence of reasonable performance and quality are clearly indicated
- 1- Evidence of minimal performance and quality are clearly indicated
- 0- No Evidence of performance and quality are clearly indicated

Nominee: _____ **Functional Division:** _____

Criteria	Rating
Focuses and works diligently to help complete critical work, activities, and projects.	
Demonstrates extensive knowledge and competence in a wide array of work-related tasks.	
Communicates effectively and timely.	
Completes tasks with little description, direction, or supervision.	
Exhibits a high degree of professionalism.	
Performs duties above and beyond what is normally expected.	
Creates a quality product (accuracy, content, appearance).	
Demonstrates initiative.	
Uses knowledge and expertise to quickly solve problems.	
Prioritizes a large workload in an effective and efficient manner.	
Takes the initiative to improve individual skills and knowledge	
Remains calm and assured in stressful situations.	
Accepts and acts upon constructive criticism.	

Selection Committee

Member

Member

Member

Chairperson



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No:(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Division-Based Personnel Year-End Awards

Best in Innovation Award

Rating Scale:

- 4- Evidence of exceptional performance and quality are clearly indicated
- 3- Evidence of strong performance and quality are clearly indicated
- 2- Evidence of reasonable performance and quality are clearly indicated
- 1- Evidence of minimal performance and quality are clearly indicated
- 0- No Evidence of performance and quality are clearly indicated

Nominee: _____ **Functional Division:** _____

Criteria	Rating
Suggests and/or develops new work methods that increase productivity, save time, and money.	
Reorganizes work to increase effectiveness.	
Eliminates unnecessary steps or actions for delivering services.	
Works with groups outside the unit/division to promote the welfare of the clients.	
Develops processes or programs that are successfully imitated/used by other unit/division.	
Identifies and addresses work problems and helps to resolve them.	
Performs work that brings attention and distinction to the unit/section/division.	
Demonstrates extensive knowledge and competence in a wide array of work-related tasks.	
Performs duties above and beyond what is normally expected.	
Creates a quality product (accuracy, content, appearance).	
Demonstrates initiative.	
Uses knowledge and expertise to quickly solve problems	

Selection Committee

Member

Member

Chairperson

Member



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No:(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Division-Based Personnel Year-End Awards

Most Improved Employee Award

Rating Scale:

- 4- Evidence of exceptional performance and quality are clearly indicated
- 3- Evidence of strong performance and quality are clearly indicated
- 2- Evidence of reasonable performance and quality are clearly indicated
- 1- Evidence of minimal performance and quality are clearly indicated
- 0- No Evidence of performance and quality are clearly indicated

Nominee: _____ **Functional Division:** _____

Criteria	Rating
Focuses and works diligently to help complete critical work, activities, and projects.	
Demonstrates extensive knowledge and competence in a wide array of work-related tasks.	
Communicates effectively and timely.	
Completes tasks with little description, direction, or supervision.	
Exhibits a high degree of professionalism.	
Performs duties above and beyond what is normally expected.	
Creates a quality product (accuracy, content, appearance).	
Demonstrates initiative.	
Uses knowledge and expertise to quickly solve problems.	
Prioritizes a large workload in an effective and efficient manner.	
Takes the initiative to improve individual skills and knowledge.	
Remains calm and assured in stressful situations.	
Accepts and acts upon constructive criticism.	

Selection Committee

Member

Member

Member

Chairperson



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No:(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Division-Based Personnel Year-End Awards

CONSOLIDATED RATING SHEET

Category: _____
Functional Division: _____

Name of Awardees	Gender	Position	Total Score	Rank

Prepared by:

Division PRAISE Secretariat

DIVISION PRAISE COMMITTEE

_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member

Chairperson



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375