



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

May 02, 2025


DIVISION MEMORANDUM

No. 123, S. 2025

INSTITUTIONALIZATION OF OMAW (OUTSTANDING AND MERITORIOUS ACTS AT WORK) AWARDS – PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) OF SDO SORSOGON PROVINCE

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
Division Coordinators
SDO Unit/Section Heads
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Enclosed is the ***Policy Guidelines on the Institutionalization of the Division Program on Awards and Incentives for Service Excellence (PRAISE)*** pursuant to DepEd Order No. 9, s. 2002 and CSC Memorandum Circular No. 01, s. 2001.
2. The policy shall cover Division Awards for the following: Schools Division Office employees, School District Offices, schools and community learning centers (CLCs). Searches in categories shall be open to all employees regardless of age, gender or sexual orientation, religious affiliation, ability or disability, and ethnicity or cultural background.
3. The Division PRAISE aims to promote quality performance and commitment to public service among its employees and supports innovative and sustainable practices in education.
4. Immediate and wide dissemination of this Policy is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent







Department of Education

SCHOOLS DIVISION OF SORSOGON

Sorsogon Province



PRIME HRM



**PROGRAM TO INSTITUTIONALIZE MERITOCRACY
AND EXCELLENCE IN HUMAN RESOURCE
MANAGEMENT**



R & R

REWARDS AND RECOGNITION



Republic of the Philippines
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**OMAW (Outstanding and Meritorious Acts at Work) AWARDS -
SDO SORSOGON PROVINCE PROGRAM ON AWARDS AND
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**

Table of Contents

I.	Rationale	1
II.	Basic Policies	2
III.	Objectives	5
IV.	Scope.....	5
V.	Definition Of Terms.....	5
VI.	Types Of Awards	6
VII.	Award Restrictions.....	10
VIII.	Incentives.....	11
IX.	Forms of Awards and Incentives.....	12
X.	Rewards and Recognition Flowchart	13
XI.	The PRAISE Committee	15
XII.	Operating Procedures.....	18
XIII.	Monitoring and Evaluation	21
XIV.	Funding	21
XV.	Commitment.....	21
XVI.	Effectivity	21
ANNEXES		22
ANNEX A: <i>Mechanics and Criteria for the Identification and Selection of the Awardees for the Various Individual Award Categories</i>		22
ANNEX B: <i>Mechanics And Criteria For The Various Special Awards</i>		35

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SCHOOLS DIVISION OF SORSOGON

**SDO SORSOGON PROVINCE PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE)
OMAW (*Outstanding and Meritorious Acts at Work*) AWARDS**

I. RATIONALE

Pursuant to the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and aligned to DepEd Order No. 09, s. 2002, the Department of Education - Schools Division Office of Sorsogon Province adopts the herein policy guidelines to institutionalize the Program on Awards and Incentives for Service Excellence (PRAISE), **OMAW (*Outstanding and Meritorious Acts at Work*) Awards.**

The Schools Division Office of Sorsogon Province has been conducting rewards and recognition activities since the establishment of PRAISE through DepEd Order No. 09, s. 2002. These policy guidelines were made to institutionalize the implementation of PRAISE at the Schools Division Office level, schools district level and school level.

The system was designed adhering to the Equal Opportunity Principle (EOP) which encourage creativity, innovativeness, efficiency, integrity, and productivity in public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in operations and delivery of basic education services of the Schools Division Office (SDO) of Sorsogon Province, or for other extraordinary acts or services in the public interest regardless of age, sex, sexual orientation, gender identity or expression, marital status, physical features, impairment or disability, work-related injury, religious beliefs or ethnicity, political belief, affiliation or activity.

As an agency which adheres to Equal Opportunity Principle (EOP) in all areas that affect the development of its employees, an equitable approach has been adopted such as but not limited to:

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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

- providing appropriate and adequate rewards and recognition incentives to all with no bias and favoritism using standard criteria in each of the identified categories.
- ensuring that the nomination and deliberation for each category of awards is in accordance with the equal opportunity policy.
- providing 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.
- utilizing the results of employees' performance as reflected in the Individual Performance and Commitment Review Form (IPCRF) as an input to the Rewards and Recognition program; and
- giving emphasis on the timeliness of giving awards or recognition.

II. BASIC POLICIES

1. The Schools Division of Sorsogon Province shall establish its own employee suggestion and incentive awards system.
2. The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
3. The PRAISE shall abide by the Equal Opportunity Principle (EOP) which provides people with disabilities on the same terms and conditions, incentives or allowances as a qualified able-bodied person.
4. The PRAISE shall give emphasis on timelines of giving awards or recognition, aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit on-the-spot grant or recognition shall be institutionalized.
5. The PRAISE 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.

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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

6. The PRAISE shall be institutionalized through the creation of the PRAISE Committee.
7. The PRAISE Committee shall be composed preferably by the following:

Chairperson:	Assistant Schools Division Superintendent
Members:	Chief ES, Curriculum Implementation Division Chief ES, School Governance and Operations Division Representative, Education Program Supervisor Representative, Public Schools District Supervisor Administrative Officer V (General Services) Administrative Officer V (Budget) Accountant III Administrative Officer IV (HRMO) Representative, Education Program Specialist II Representative, Administrative Officer II Two (2) representatives from an accredited employee's union (one from first level and one from second level) who shall serve for a period of two years
Secretariat:	Senior Education Program Specialist – HRD Administrative Officer II

8. The PRAISE committee shall have the following functions and responsibilities:
 - a. establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
 - b. formulate, adopt and amend internal rules, policies and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.
 - c. determine the forms of awards and incentives to be granted.
 - d. monitor the implementation of approved suggestions and ideas through feedback and reports.
 - e. prepare plans, identify resources and propose budget for the system on an annual basis.

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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

- f. develop, produce, distribute a system policy manual and orient the employees on the same.
 - g. document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.
 - h. submit an annual report on the awards and incentives system to the Civil Service Commission on or before the 30th day of January.
 - i. monitor and evaluate the system's implementation every year and make essential improvements to ensure sustainability to this agency; and
 - j. address issues and concerns relative to awards and incentives within fifteen (15) days from the date of submission.
9. The Schools Division Superintendent or authorized representative shall be responsible in overseeing the system's operation and the Human Resource Development Unit of School Governance and Operations Division shall serve as system secretariat.
10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may, however, employ an external and independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentive and awards.
11. The Schools Division Office of Sorsogon Province shall establish its own procedures and strategies. Membership in the PRAISE committee shall be considered part of the members' regular duties and functions.
12. The Schools Division Office of Sorsogon Province shall submit the Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission (CSC) Field Office.
13. Establishment of a CSC – Approved PRAISE shall be the basis of the grant of the Performance Based Bonus (PBB), and other awards and incentives. The annual PRAISE Report shall be submitted by the SDO Sorsogon Province to the CSC.
14. Issues/problems arising relative to awards and incentives shall be brought before the PRAISE Committee, which shall address the same within fifteen (15) days from the date of submission.

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SCHOOLS DIVISION OF SORSOGON

III. OBJECTIVES

General

To motivate, distinguish, and reward SDO employees/personnel for their exceptional work performance which contributes to achieving DepEd's vision and mission.

Specific

- a. To motivate all employees/personnel to be actively engaged in sharing their innovative ideas and exemplary efforts for the improvement of service delivery.
- b. To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving employees; and
- c. To recognize and reward accomplishments and innovations periodically or as the need arises.

IV. SCOPE

This policy shall apply to all SDO Sorsogon Province teaching and non-teaching employees in the following levels of governance: Public Elementary and Secondary Schools including Alternative Learning System, Schools District Office, and the Schools Division Office.

V. DEFINITION OF TERMS

For this policy, the following terms are operationally defined as follows:

- a. **Employee** refers to male or female worker with employee-employer relationship, who may have a permanent, contractual, provisional, or casual status, whose appointments undergo the Recruitment, Selection, Placement, and Induction process, and who offers service for the organization that contributes to the attainment of its vision and mission.
- b. **Mechanism** refers to the established process by which SDO Sorsogon Province implements its rewards and recognition program.



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

- c. **Teaching Personnel** refers to male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, special education teachers, teachers of the Arabic Language and Islamic Values Education (ALIVE), Alternative Learning System mobile teaches, and Teachers In-charge.
- d. **Non-teaching Personnel** refers to male or female employees of DepEd who do not serve as classroom teachers.
- e. **School Heads** refers to male or female principals, head teachers and teachers in- charge who manage and supervise schools.
- f. **System** refers to the agency's awards and incentives program for employees.

VI. TYPES OF AWARDS

A. National Awards

The Schools Division of Sorsogon Province shall participate in the search for deserving 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:

1. **Presidential or Lingkod Bayan Award** – conferred on 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.
2. **Outstanding Public Official/ Employee or Dangal ng Bayan Award** – granted to any public official or employee in 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.

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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

3. **Civil Service Commission or the PAGASA Award** – conferred on 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 government in many other ways.
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.

B. Awards for SDO Sorsogon Province Employees

1. Best Employee Award

i. Supervisor Category

This award is conferred to an Education Program Supervisor/ Public Schools District Supervisor who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

ii. Non-Teaching Category Level 1 (SG 1 to 9) & Level 2 (SG 10 to 23)

Employees under *Levels 1* and *2* who have consistently demonstrated organization, independence and innovation, and professionalism in the performance of expected tasks shall be given recognition. Working beyond the call of duty and above expectations deserves honor and recognition.

iii. Most Outstanding School Head

This award is conferred to a Principal, Head Teacher or Teacher In-charge who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

iv. Most Outstanding Teacher

This award is conferred to teaching personnel who consistently

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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

displayed exemplary instructional and professional competence in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

2. Best Functional Group

i. Division

The functional division that performed its functions dutifully, worked on research that shall benefit the organization, and established partnerships relative to the professional and personal development of employees and sustainable development of its clientele shall be qualified for rewards and recognition.

ii. Section/Unit

Any of the Sections or Units under the Office of the Schools Division Superintendent, Curriculum Implementation Division and School Governance and Operations Division that performed its functions dutifully, worked on research that shall benefit the organization, and established partnerships relative to the professional and personal development of employees and sustainable development of its clientele shall be qualified for rewards and recognition.

C. Special Awards

i. Client Satisfaction Award

Given the functional division/office commended by clients for their courtesy, promptness, efficiency and dedication to duty.

ii. Service Commitment Award

Employees who have been consistently diligent in attendance to required activities and whose attendance has positively contributed to the efficiency of the Organization shall be given merit.

iii. Perfect Attendance Award and Most Punctual Award

This award is given to employee(s) who have not incurred absences and were not tardy in coming at the office within the month, including the participation of the Flag Raising Ceremony.

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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

iv. **Employee of the Month with Exemplary Ethical Behavior**

Shall be awarded to an employee who displays any or all of eight norms of ethical behavior provided under Republic Act No. 6713.

v. **Good Housekeeping Award**

This award is given to the employee/s who consistently make his/her workstation organized and tidy.

vi. **Career Development Award**

This award is given to employees who graduated from his/her professional/graduate studies in a recognized institution including scholarships and short-term courses and passing the licensure exams or career exams.

vii. **Gawad Inobasyon**

Employees who introduced exemplary innovations in the workplace and helped in streamlining the process in achieving the mandate of the Office.

viii. **Gawad Natatanging Kahusayan**

Employees who consistently demonstrate exceptional skills, talent and dedication in performing in their field of work.

ix. **Gawad Natatanging Pinuno**

Shall be awarded to the Section/Unit Heads whose exemplary leadership, strategic decision-making and commitment to service excellence have made a significant impact to the organization.

x. **Gawad Paglilingkod**

Shall be awarded to employees whose selfless contributions and hard work have made a significant impact to the organization, embodying the true spirit of service.

xi. **Other Special Awards**

Given during special programs/projects/activities initiated by the SDO Sorsogon Province.

D. School Awards

I. Leadership in Education and Administrative Development (LEAD)

The LEAD award shall be bestowed on elementary and secondary schools that

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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

exhibit exemplary and outstanding performance in terms of leadership and governance; partnerships and linkages; and the implementation of special programs and projects of the division.

II. Advancing Commitment to Excellence (ACE) in School-based Management

The ACE award shall be given to schools demonstrating validated evidence of high performance along the areas of Leadership and Governance, Curriculum and Learning, Accountability and Continuous Improvement, and Management of Resources. High performance in these areas shall have positively impacted teaching and learning leading towards general school performance improvement.

III. Leading Initiatives for Growth, Harmony and Teamwork (LIGHT)

The LIGHT award shall be awarded to all public elementary and secondary schools with outstanding implementation of the Brigada Eskwela Program through the demonstration of practices that have sustained school improvements in partnership with various stakeholders.

IV. Sustaining Environment Excellence and Development (SEED)

The SEED award shall be awarded to all public elementary and secondary schools with outstanding implementation of Gulayan sa Paaralan Program through demonstration of innovative gulayan practices that leads to the improvement of learners' nutritional status.

VII. AWARD RESTRICTIONS

The following awards conferred to personnel who shall separate from the Office, are not included in the search referred to this guideline:

1. Transfer

Employees who transfer to other DepEd Offices due to promotion shall be given awards of recognition to symbolize gratitude for the meritorious service they have extended to the previous Office they have worked in.

2. Resignation

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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Employees who have opted to resign from the Department shall be given awards of recognition as symbols of gratitude for the meritorious service they have extended.

3. Retirement

Employees who have reached service maturity due to age or years of service shall be given an award of recognition in gratitude for the meritorious and dedicated service committed to the Department of Education.

Aside from the awards given to employees who shall separate from the Office, they shall likewise be given a "Thank You" program, tokens of appreciation, and the incentives provided for by the law.

VIII. INCENTIVES

In fulfillment of DepEd Order No. 9, s. 2002, the Schools Division Office of SORSOGON Province shall continuously search, screen, and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service as such the following incentives shall be regularly awarded subject to the Commission on Audit (COA) usual accounting and auditing rules and regulations:

1. Loyalty Incentive

The recipient shall be entitled to a cash award under existing policies. Succeeding awards shall be given every five (5) years thereafter. In addition to the cash award, a loyalty pin or medallion shall be given as follows:

- a.1 Ten (10) and Fifteen (15) years –Bronze Service Pin
- a.2 Twenty (20) and Twenty-five (25) years – Silver Service Pin
- a.3 Thirty (30), Thirty-five (35), Forty (40) years – Gold Service Pin & Plaque

2. Length of Service Incentive

Given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following Joint CSC-DBM Circular No. 1, s. 1990.

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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

3. Performance Based Bonus (PBB)

Is a top-up bonus in an amount equivalent to a percentage of the employees' monthly basic salary to be granted to SDO Sorsogon Province employees' monthly basic salary to be granted to government personnel in accordance with their contribution to the accomplishment of the department's overall targets and commitments.

4. Productivity Incentive

Given to all employees who have performed at least satisfactorily for the year covered in accordance with the DepEd's CSC-approved PES. This incentive shall follow relevant existing guidelines.

5. World Teachers' Day Incentive

The incentive given to public school teachers as a way of reward for their hard work and dedication to the teaching profession.

6. Career and Self-Development Incentive

Granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the DepEd's anniversary celebration.

7. Other Incentives

Which the agency's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

IX. FORMS OF AWARDS AND INCENTIVES

1. Personal Growth Opportunities

Incentives which may be in the form of attendance in conferences on official business, membership in professional organization, books, journals, tapes, travel packages and other learning opportunities.

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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

2. Trophies, Plaques and Certificates

3. Monetary Award

4. Local and Foreign Scholarship Nominations

An employee who has rendered at least five (5) years of continuous service to the Office and has obtained at least a Very Satisfactory performance rating for the last two (2) rating periods shall be eligible for nomination to a scholarship.

5. Permit to go on Study Leave

An employee who has rendered at least seven (7) years of continuous service and has obtained at least a Very Satisfactory performance rating for the last two (2) rating periods shall, subject to existing guidelines, be eligible to go on study leave for a period of six (6) months to one (1) year to complete a thesis or dissertation, or to review for the bar examination.

6. Other Incentives

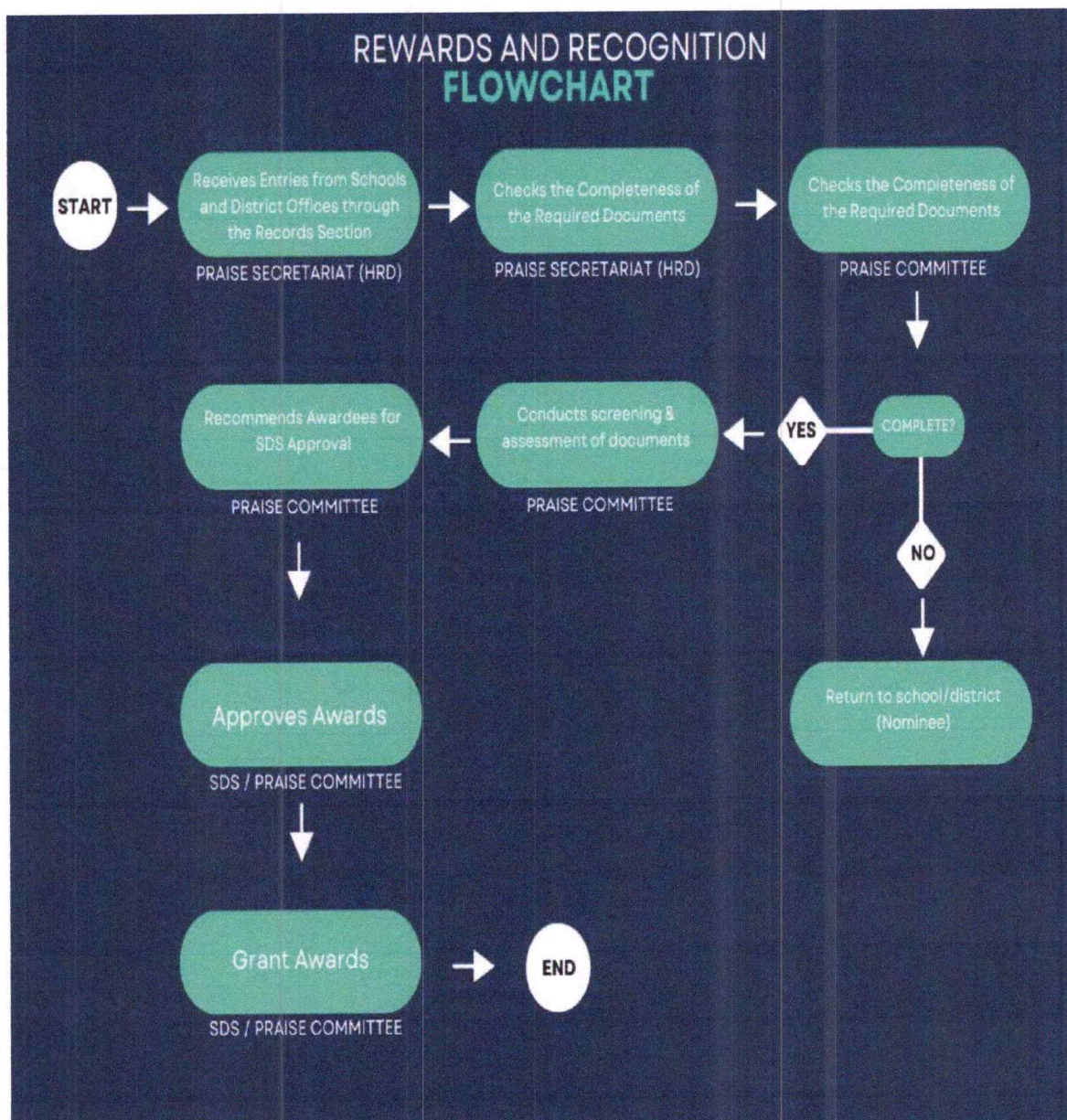
Incentives in-kind, which may be in the form of merchandise, gadgets, computer packages, wall of fame recognition, features in SDO publications and other forms of acknowledgment.

X. REWARDS AND RECOGNITION FLOWCHART

For smooth conduct of the rewards and recognition process, this flow chart shall be followed:



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SCHOOLS DIVISION OF SORSOGON



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XI. THE PRAISE COMMITTEE

The Schools Division of SORSOGON Province PRAISE Committee shall be composed of:

Division Level

Chairperson: **Cheryll V. Bermudo**

Assistant Schools Division Superintendent

Members:

Gina Q. Tarog

Chief ES, CID

John Rey J. Perez

Chief ES, SGOD

Alvin T. Rosare

Education Program Supervisor

Isaias A. Bermas

Public Schools Dist. Supervisor

Jomar E. Enguerra

Administrative Officer V (Admin)

Valentina E. Hugo

Administrative Officer V (Budget)

Paul Andy D. Deblois, CPA

Accountant III

Atty. Allana Erica D. Cortes

Admin. Officer IV (HRMO)

Nicanor P. Bailon

*Education Program Specialist
ALS*

**Lance Eduard A.
Renovalles**

Administrative Officer II

NAPSSHPHIL President

NEU President Representative

Secretariat:

Bernadette Bedis

*Senior Education Program Specialist –
HRD*

Ma. Patricia Martires

Administrative Officer II

Eillen Bachiller

Administrative Officer II

PRIME-HRM Rewards & Recognition | 15



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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

District Level

Chairman: PSDS

Members: President, Teachers Association

District PTA Representative Central Principal (Elementary)

Principal (Secondary)

School Level

Chairman: School Head

Members: President, Faculty Association PTA/ SGC Representative
(2) Master Teacher/Head Teacher/Teacher III

Roles and Functions of the PRAISE Committee:

The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive system of the Schools Division Office of SORSOGON Province. As such, the committee shall meet periodically and perform the following tasks to wit:

- a. establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
- b. formulate, adopt and amend internal rules, policies and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.
- c. determine the forms of awards and incentives to be granted.
- d. monitor the implementation of approved suggestions and ideas through feedback and reports.
- e. prepare plans, identify resources and propose budget for the system on an annual basis.
- f. develop, produce, distribute a system policy manual and orient the employees on the same.

***PRIME-HRM Rewards & Recognition* | 16**



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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

- g. document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.
- h. submit an annual report on the awards and incentives system to the Civil Service Commission on or before the 13th day of January.
- i. monitor and evaluate the system's implementation every year and make essential improvements to ensure sustainability to this agency; and
- j. address issues relative to awards and incentives within fifteen (15) days from the date of submission.

Additional Roles and Functions of the PRAISE Committee:

To ensure the effectiveness of the implementation of the Program on Awards and Incentives for Service Excellence (PRAISE), the committee shall perform the following additional roles and functions, to wit:

- a. incorporate equal opportunity principles in the PRAISE Rewards and Recognition System from formulation, nominations, screening and deliberations, and awarding which shall consider any nominee/candidate equal and fair.
- b. ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions.
- c. ensure to improve the program continuously and that equal opportunity principles are observed in the System; and
- d. The PRAISE secretariat shall attend the PRAISE committee meetings to coordinate, collaborate and perform the following tasks: note down minutes of meeting and resolutions; take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

PRIME-HRM Rewards & Recognition | 17



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Region V
SCHOOLS DIVISION OF SORSOGON

To implement the system effectively, the PRAISE Committee are expected to possess a positive attitude, be capable of implementing the submitted ideas, open-minded, decisive, have a high tolerance for stress or pressure, and actively participate in all committee meetings.

The Schools Division Superintendent shall be responsible in overseeing the operations of the PRAISE Committee.

XII. OPERATING PROCEDURES

1. Identification and Announcement of Awards/Incentives

- a. Before the start of the year, the Schools Division Office of SORSOGON Province PRAISE Committee shall identify and announce the different agency-level and national-level awards and incentives available for the current year. The major awards and incentives to be given should correlate with the SDO Sorsogon Province priority plans and programs for the year.
- b. Information/ details of the awards and incentives lined for the year shall be disseminated to all schools/district/unit/sections/divisions adhering to the guidelines to the existing policies of the EOP by the PRAISE Committee through the SGOD – Human Resource Development Unit.
- c. The SGOD – HRD shall facilitate the approval of necessary funds for both monetary and non-monetary awards and incentives.

2. Nominations

- a. The nomination is open to all regardless of age, sex, sexual orientation, gender identity or expression, marital status, physical features, impairment or disability, work-related injury, religious beliefs or ethnicity, political belief, affiliation or activity, thus adhering to the EOP.
- b. All nominees for various awards and incentives shall be selected and indorsed by their respective school heads/public schools district supervisors/unit heads/division chiefs and indorsed to SDO Sorsogon



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Province PRAISE Committee.

- a. For national awards, a letter of indorsement/nomination shall be submitted by the SDO Sorsogon Province PRAISE Committee with supporting documents to the Civil Service Commission or to other government agencies, private institutions or NGOs.

3. Screening of Nominees and Selection of Winners

- a. All nominees shall be screened and evaluated by the PRAISE Committee based on the criteria set under the various guidelines for each award/incentive.
- b. A background investigation shall be conducted by the PRAISE Committee to validate the accomplishments of the nominees.
- c. The SGOD-HRD shall facilitate the conduct of the screening process and finalization of list of awardees before the scheduled date of awarding.

4. Awarding

- a. The SGOD-HRD shall facilitate the holding/conduct of timely and appropriate awarding ceremonies.
- b. The SGOD-HRD shall facilitate/coordinate the preparation/purchase and distribution of awards to the respective awardees/winners and facilitate payment/remittance of incentives.

5. Accreditation Guidelines on the Rewards and Recognition Activities Initiated by DepEd and Non-DepEd Award-Giving Bodies

- a. All proponents of the initiated rewards and recognition at the school, district and division level shall submit the following documents for quality assurance of the Division PRAISE Committee:
 - Approved proposal signed by the Schools Division Superintendent
 - Search guidelines, mechanics and criteria
 - Timeline of activities
 - Budgetary requirements
 - Adheres to the Equal Opportunity Principle



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

- b. For rewards and recognition among DepEd Personnel/ Schools/ Sections/ Units/ Functional Divisions initiated by other agencies and organizations, the following documents are needed:
 - Letter addressed to the Schools Division Superintendent
 - Brief background of the organization (private)
 - Search guidelines, mechanics and criteria
 - Timeline of activities
- c. Only nominees officially endorsed by the Division PRAISE Committee and approved by the Schools Division Superintendent can participate in the said search.
- d. Only rewards and recognition duly accredited by the Division PRAISE Committee shall be given points during the assessment for promotion.

6. Other Considerations in the Application of Equal Opportunity Principle

- a. Equal opportunities shall be given to all nominees and those belonging to specialized groups. The PRAISE Committee shall ensure that they should not be left behind because of their limitations and restrictions.
- b. The PRAISE Committee shall note if there are nominees who are included in the specialized groups (i.e. solo parent, indigenous people, PWD or pregnant women, etc.) so that their needs will be properly addressed.
- c. The venue for selection/interview should be in a location where facilities for people with special needs are available.
- d. Food provisions should consider the participant's religion or health conditions.
- e. The PRAISE secretariat shall always attend to the needs of the specialized groups during the activity.

7. Reporting

The SDO Sorsogon Province PRAISE Committee thru the SGOD-HRD shall prepare and submit an Annual PRAISE Report to the Civil Service Commission on or before the thirtieth (30th) day of January.



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

XIII. MONITORING AND EVALUATION

Monitoring and evaluation of Rewards and Recognition activities shall be done online and in partnership with SGOD School Management Monitoring and Evaluation Unit and the Information, Communication and Technology Unit under the Office of the Schools Division Superintendent.

XIV. FUNDING

The Schools Division Office of Sorsogon Province shall allocate at least 5% of HRD funds for the PRAISE and incorporate the same in its annual Work and Financial Plan.


XV. COMMITMENT

The PRAISE Committee hereby commits to implement and adhere to the provisions of the SDO Sorsogon Province PRAISE policy, which shall be the basis for the grant of awards and incentives including the Performance Based Bonus (PBB).

The annual PRAISE report shall be submitted to the CSC Regional Office concerned on or before the 30th day of January to enable our employees/personnel to qualify for nominations to the CSC sponsored national awards.

XVI. EFFECTIVITY

This policy guidelines on SDO Sorsogon Province PRAISE policy shall take effect upon the receipt and acknowledgment of the Civil Service Commission (CSC). Any subsequent amendments thereto shall likewise be submitted to CSC for evaluation and shall take effect immediately.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

PRIME-HRM Rewards & Recognition | 21



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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

ANNEXES

ANNEX A: MECHANICS AND CRITERIA FOR THE IDENTIFICATION AND SELECTION OF THE AWARDEES FOR THE VARIOUS INDIVIDUAL AWARD CATEGORIES

The following mechanics and criteria which will guide the PRAISE Committee in the identification and selection of the awardees for the various individual awards categories shall be updated and amended as often as necessary based on their applicability to emerging contexts.

1. BEST EMPLOYEE AWARD

a. Supervisory Category, Non-Teaching Category Level 1 and Level 2 Category

The PRAISE Committee shall:

- identify the following personnel with the highest numerical Outstanding Rating for the specified fiscal year across the School Division to constitute the finalists for each sub-category:
 - Non-Teaching Category Level 1
 - three (3) School-Based Non-teaching Personnel (Level 1)
 - Three (3) SDO-Based Non-teaching Personnel (Level 1)
 - Non-teaching Category Level 2
 - Three (3) School Based Non-Teaching Personnel (Level 2)
 - Three (3) SDO-Based Non-teaching Personnel (Level 2)
 - Supervisory Category
 - Six (6) related teaching personnel
- schedule a 15-minute interview with each of the finalists.
- administer a written assessment to all finalists.
- evaluate the innovations submitted by the finalists; and
- select one (1) Finalist for each category with the highest accumulated score, who shall be declared as the winner.

Interview

- All Finalists shall undergo a panel interview.
- The interview shall assess the Finalists' ability to present ideas, demonstrate sound judgment, and exhibit strong interpersonal skills,
- The Interview rating shall constitute 15% of the finalists' total score.

Written Assessment



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

- All Finalists shall write an essay on a topic to be disclosed during the day of the assessment. The essay shall constitute 5% of the finalists' total score and shall be evaluated by the PRAISE committee or a designated panel.

Innovation

- The Finalists shall submit a write-up detailing the innovations they have implemented
- The Innovation rating shall constitute 30% of the Finalists' total score.
- The PRAISE Committee shall evaluate the finalists' innovations based on the following criteria:

Evaluation Criteria for Innovation							
Significance	15%	Components	5	4	3	2	1
		Number of Beneficiaries Reached	60 and above	50-59	40-49	30-39	29 and below
		Number of Related Problems Solved	3 problems	2 problems	1 problem		
		Variety of Beneficiaries Reached	3 types	2 types	1 type		
		Level of Implementation	SDO	Cluster	School	Department/ Grade	Classroom
	*all claims in the manuscript must be supported by MOVs and other objectively verifiable results						
Quality	15%	For Product-Oriented Innovation					
			5	3	1	0	
		Proof of quality assurance	SDO-Level QA	Cluster-Level QA	School Level QA	No MOV	
		Appropriateness of the product to the address the problem	c/o subject matter experts				



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

Overall Rank

*The PRAISE Committee shall determine the ranks of the Finalists using the following Score Sheet:

Name of Finalist	Performance Rating		Innovation		Written Assessment		Interview		Score	Rank
	Rating	Equivalent (Rating/5)*50	Score	Equivalent Score*0.05	Score	Equivalent (Score/HPS)*30	Score	Equivalent (Score/HPS)*15		
NT A										
NT B										
NT C										
NT D										
NT E										
NT F										

b. School Head Sub-Category

Eligibility:

ALL school heads who received an *Outstanding* for the specified School Year shall be eligible for nomination for the award in the applicable school head sub-category.

Mechanics:

The PRAISE Committee shall:

- identify one (1) School Head with the highest numerical *Outstanding* rating for the specified school year from each district.
- conduct a background investigation on each finalist by

PRIME-HRM Rewards & Recognition | 24



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Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

interviewing randomly picked teachers (5-10), learners (5-10), and community stakeholders like parents, Brgy. officials, benefactors (5-10);

- schedule a 15-minute interview with each of the finalists;
- administer a written assessment to all finalists;
- evaluate the innovation/s of the finalists; and
- select one (1) finalist for each sub-category with the highest accumulated score, who shall be declared as the winner.

Background Investigation

- The PRAISE Committee shall conduct the Background Investigation in the school unannounced.
- Finalist shall be asked to sign a waiver on his/her willingness to undergo background investigation.
- Upon arrival in the school, the PRAISE Committee shall randomly pick 5-10 teachers to interview. If there are parents, learners, and other stakeholders present in the school at the time of arrival, the PRAISE Committee may request them for an interview, otherwise, the PRAISE Committee has to go to the community to interview 5-10 learners, and 5-10 other community stakeholders.
- The Background Investigation shall constitute **30%** of the

Finalists' total score.

- The PRAISE Committee shall prepare the following BI Score Sheet for each Finalist.

Name of Finalist:											
Interviewee	Indicator										Score
	1	2	3	4	5	6	7	8	9	10	
Teacher A											
Teacher B											
Teacher C											
Teacher D											
Teacher E											
Learner A											
Learner B											
Learner C											
Learner D											

PRIME-HRM Rewards & Recognition | 25



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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Learner E												
Stakeholder A												
Stakeholder B												
Stakeholder C												
Stakeholder D												
Stakeholder E												

Interview

- All Finalists shall undergo a panel interview.
- The interview shall assess the Finalists' ability to present ideas, demonstrate sound judgment, and exhibit strong interpersonal skills,
- The Interview rating shall constitute 5% of the finalists' total score.

Performance Validation Assessment

- All Finalists shall undergo a performance validation assessment which can be in the form of competitive assessments or in- basket exercises.
- The performance validation assessment result shall constitute **10%** of the Finalists' total score.
- The performance validation assessment may last from 2-4 hours.
- The responses/actions of the Finalists to the performance validation assessment shall be evaluated and rated by an external panel of experts.

Innovation

- The Finalists shall submit a write-up on the innovations they have implemented.
- The Innovation rating shall constitute **15%** of the Finalists' total score
- The PRAISE Committee shall evaluate the Finalists' innovation based on the following criteria:

PRIME-HRM Rewards & Recognition | 26



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Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

Evaluation Criteria for Innovation							
Significance	Components	5	4	3	2	1	
	Number of Beneficiaries Reached	60 and above	50-59	40-49	30-39	29 and below	
	Number of Related Problems Solved	3 problems	2 problems	1 problem			
	Variety of Beneficiaries Reached	3 types	2 types	1 type			
	Level of Implementation	SDO	Cluster	School	Department / Grade	Classroom	
	*All claims in the manuscript must be supported by MOVs and other objectively verifiable results						
Quality	For Product-Oriented Innovation						
		5	3	1	0		
	Proof of quality assurance	SDO-Level QA	Cluster-Level QA	School Level QA	No MOV		
	Appropriateness of the product to address the problem	c/o subject matter experts					



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Durability and Reusability	Reusability is evident (e.g., use of above-standard paper, laminated, tarpaulin, etc.)	Product/s can be reused for a limited period	Products made use of poor-quality materials		
<i>*The QA Tool used must be signed by appropriate authorities e.g., LR EPS & CID Chief for SDO Level, Cluster Head for Cluster Level</i>					
<i>*The Panel of Evaluators must seek the assistance of the subject matter expert in evaluating the appropriateness of the product to address the problem</i>					
For Process-Oriented Output					
	5	3	1		
Detail	Provides such clear and specific details as: steps, persons responsible, documentary requirements, processing time,	Lacks details enumerated to get 5 points	Lacks major details		



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Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

		illustrations, or flow charts				
		Logical and Systematic (i.e. well-defined relationships of the steps and tasks; established prerequisites) and easy to follow and replicate	Logical or systematic but may be difficult to follow and replicate	Vague and may lead to confusion		
	Flow					



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

		Promotion of Productivity	Provides substantial proof of significant improvement of productivity in terms of timeliness and wastage reduction (baseline endline) vs.	Provides limited proof of significant improvement of productivity in terms of timeliness and wastage reduction (baseline endline) vs.	No evidence of improved productivity		
Practicality		<i>*To be based on the score on the Number of Related Problems Solved under Significance</i>	Formula: Score on the Number of Related Problems Solved / 5 x 15				
Optimality		For Product-Oriented Innovation <i>*To be based on the score on the Number of Beneficiaries</i>	Formula: Score on the Number of Beneficiaries Reached / 5 x 10				



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

	Reached under Significance	
	For Process-Oriented Innovation	
	*To be based on the score on the Promotion of Productivity under Quality	Formula: Score on the Promotion of Productivity/ 5 x 10
	For Product-Oriented Innovation	
	*To be based on the score on the appropriateness of the product to address the problem	Formula: Score on the Appropriateness of the product to address the problem/ 5 x 10
Usability	For Process-Oriented Innovation	
	*To be based on the sum of the scores on Detail and Flow under Quality	Formula: Sum of the scores on Detail and Flow / 10 x 10



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

Relevance	<i>*To be based on the total score on Significance</i>	<i>Formula: Total score on Significance/20 x 10</i>
------------------	--------------------------------------------------------	-----------------------------------------------------

Overall Rank

The PRAISE Committee shall determine the ranks of the Finalists using the following Score Sheet:

Name of Finalist	Performance Rating		Background Investigation		Innovation		Performance Validation		Interview		Score	Rank
	Rating	Equivalent (Rating/5)*40	Score	Equivalent (Score/HPs)*30	Score	Equivalent Score*0.15	Score	Equivalent (Score/HPs)*10	Score	Equivalent (Score/HPs)*5		
SH A												
SH B												
SH C												



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

c. Teaching Sub-Category

Eligibility:

The Search for Outstanding Teacher is open to all regular permanent elementary and secondary teachers of both public and private schools and Alternative Learning System teachers with at least 5 years of teaching experience. This office promotes equal opportunity to all DepEd Sorsogon Province teachers to participate in the awards and recognition activities regardless of age, gender, race, civil status, ethnicity, political and religious affiliations and physical attributes.

Mechanics:

- The school-level elimination shall be conducted through the school PRAISE to have their representative to the district level elimination which will be chaired by their respective Public Schools District Supervisors.
- Each district will have their top 5 but will only submit one (1) nominee using the attached nomination form together with the transmittal of documents addressed to the Assistant Schools Division Superintendent. The 23 semi-finalists will undergo division elimination to get the top 10 finalist who will then have the final interview with the external panel of judges for Top 3. The school and district nominees will receive Certificate of Appreciation.

Criteria

The criteria for evaluation of documents will be as follows:

<i>Educational Innovation</i>	- 35%
<i>Effectiveness and Learners' Impact</i>	- 35%
<i>Personal and Professional integrity</i>	- 15%
<i>Contributions to Community</i>	- 15%
Total	100%

Criteria	Percentage
1. Educational Innovation	35%
•Project Proposal	
•Results and Documentation	
•Terminal Report	
•Other related documents	

PRIME-HRM Rewards & Recognition | 33



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Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

a.) Creativity involved in its design and use	15%
b.) Relevance and responsiveness to prevailing needs, challenges and circumstance of learners/school/ peers	10%
c.) Resourcefulness and adaptability in developing materials for teaching and learning	10%
2. Effectiveness and Learners Impact •Assessment data •Project proposal •Results and documentation •Terminal report •Other related documents.	35%
a.) Proof of learning among learners	15%
b.) Excellence in implementation and attainment of the goods of innovative practives	10%
c.) Potential for sustainability, replicability, scalability of innovations, mobilizations, utilizations and management of resources	5%
d.) Learners' empowerment	5%
3. Personal and Professional Integrity •Certification •Other documents	15%
a.) As a law-abiding responsible citizen	5%
b.) Possesses professional ethics	5%
c.) Have initiative and teacher agency	5%
4. Contribution to Community •Documents on community involvement and its impact and other related activities •Proposal •MOA •Certificates •Documentation	15%
a.) Effect behavior changes in their community	5%
b.) Make an impact on their communities	5%
c.) Are recognized by peers/external community	5%
TOTAL	100%

PRIME-HRM Rewards & Recognition | 34



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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

ANNEX B: MECHANICS AND CRITERIA FOR THE VARIOUS SPECIAL AWARDS

AWARD	DESCRIPTION	FREQUENCY OF GIVING THE AWARD	REWARDS TO BE GIVEN	SELECTION GUIDELINES
CLIENT SATISFACTION AWARD	This award is given to the division/office that obtained the highest rating in the client satisfaction survey.	Monthly	<ul style="list-style-type: none">▪ Certificate of Recognition▪ Words of Appreciation▪ Picture of the Awardees posted on the Wall of Fame▪ One-on-One Time with the Superintendent▪ Physical Rewards	<ol style="list-style-type: none">1. The Admin Section shall refer to the official suggestion box of the division office and consolidate the results of the Client Satisfaction Survey per division/office.2. The Admin Section will identify the highest division/office that obtained the highest rating in the Client Satisfaction Survey.



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

				3. Division/Office will be awarded during the Flag Raising Ceremony every first Monday of the following month.
PERFECT ATTENDANCE AWARD AND MOST PUNCTUAL AWARD	This award is given to employees who have not incurred absences and were not tardy in coming at the office within the month, including participating of the Flag Raising Ceremony. An employee who has incurred an absence except when the employee is on official business, official time, or forced leave shall be disqualified.	Monthly	<ul style="list-style-type: none">▪ Certificate of Recognition▪ Words of Appreciation▪ Picture of the Awardees posted on the Wall of Fame▪ One-on-One Time with the Immediate Supervisor / Superintendent▪ Physical Rewards	1. The Division Section Heads shall refer to the official logbook in the preparation of the list of employees who have not incurred absences and were not tardy within the month to be forwarded to the Division PRAISE Committee. 2. The Division PRAISE Committee shall validate the submitted list and prepare the certificate of recognition.



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

	Punctuality and attendance to flag raising ceremony shall serve as tie-breaking factors.			3. Employees will be awarded during the Flag Raising Ceremony every first Monday of the following month.
EMPLOYEE OF THE MONTH WITH EXEMPLARY ETHICAL BEHAVIOR AWARD	<p>If after the punctuality and attendance to flag raising ceremony are already factored in and if there is still a tie, all shall be awarded.</p> <p>This award is given to employees who perform tasks far beyond their job descriptions and consistently demonstrate positive work behavior.</p>	Monthly	<ul style="list-style-type: none"> ▪ Certificate of Recognition ▪ Words of Appreciation ▪ Picture of the Awardees posted on the Wall of Fame (for 4 straight months of being an awardee) 	<p>1. At the end of each month, each Section Head/ Division Chief will identify and recommend employees under his/her section/division based on the merit of his/her performance for the month evaluated based on the given criteria.</p>



Republic of the Philippines

Department of Education

Region V

SCHOOLS DIVISION OF SORSOGON

			<ul style="list-style-type: none">One-on-One Time with the Immediate Supervisor / SuperintendentPhysical Reward	<p>2. The Division PRAISE Committee shall conduct a validation of the recommendations in a manner that will determine objective and practical.</p> <p>3. An employee can be awarded multiple times based on the merit of his/her performance and work behavior.</p> <p>4. Employees of the month will be awarded during the Flag Raising Ceremony.</p>
<p>The following are the criteria for this award:</p> <p>20% - Attendance</p> <p>20% - Punctuality (Morning & Afternoon) at least 5 minutes before the official time</p>				



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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

	20% - Adherence to the wearing of DepEd/ Office Uniform 40% - Submission or Accomplishment of Reports/ Outputs 1-point deduction from 40 HPS for every late or erroneous output or report Computation: Attendance: % of attendance X 20 Punctuality: % of reporting before the official time X 20 Uniform: % of wearing complete uniform X 20		
GOOD HOUSEKEEPING AWARD	This award is given to the employee or employees who consistently make his/her workstation organized and tidy.	Monthly	<ul style="list-style-type: none">▪ Certificate of Recognition▪ Words of Appreciation▪ Picture of the Awardees posted on the Wall of Fame▪ One-on-One Time with the Immediate Supervisor / Superintendent▪ Physical Rewards
			<ol style="list-style-type: none">1. Each Section Head/ Division Chief will identify and recommend employee(s) under his/her section/division for this award using the 5S <i>Checklist</i>.2. The Section Heads/ Division Chiefs together with the Division PRAISE Committee will conduct an on-the-spot ocular visit to the



Republic of the Philippines

Department of Education

Region V

SCHOOLS DIVISION OF SORSOGON

				individual workstation of the nominees. Then, they will decide conscientiously who will be awarded. 3. An employee can be rewarded multiple times as long as he/she consistently performs. 4. This award will be given during the Flag Raising Ceremony.
CAREER DEVELOPMENT AWARD	This award is given to employees who graduated from his/her professional/ graduate studies in a recognized institution including scholarships and short-term courses, and passing the licensure exams or career exams	Whole Year	<ul style="list-style-type: none">▪ Certificate of Recognition▪ Words of Appreciation▪ Picture of the Awardees posted on the Wall of Fame▪ One-on-One Time with the Immediate Supervisor / Superintendent	1. The Division PRAISE Committee will identify and verify employees who just recently finished his/her graduate/professional studies, scholarships, or short-term courses, or those who just passed the licensure or career exams.



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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

			Physical rewards	An employee will be awarded per unit earned (at least 9 units) or degree/course graduated, scholarship, licensure or career exams. 3. The employees shall submit certification of units or MOVs and shall be awarded anytime within the year. 2. The award will be given to the employee/s during the Flag Raising Ceremony.

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