



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

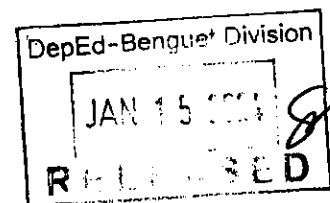
11 Jan. 2024

DIVISION MEMORANDUM

No. 13, SR024

GANTIMPALA AGAD AWARD GUIDELINES
(Division Office Spot Awards)

TO: Office of the Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
Public and Private School Heads
All Others Concerned



1. The Gantimpala Agad Award is tagged as the Division Office monthly Spot Award to recognize employees who go above and beyond their job descriptions and demonstrate exemplary work.
2. This guideline shall cover the mechanics and procedures in identifying, nominating, rewarding, and recognizing Division Office employees regardless of age, gender, and sexual orientation, religious affiliation, ability or disability, and ethnical or cultural background.
3. Schools and Districts are enjoined to organize and put in place their own rewards and recognition guidelines following all required paper trails for recognition of program and proper documentation.
4. For immediate dissemination and guidance.


SALLY L. BANAKEN - ULLALIM CESO V
Schools Division Superintendent

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QUALIFICATIONS OF A GANTIMPALA AGAD AWARDEE IN THE DIVISION OFFICE

1. Must be a **teaching related or non-teaching employee assigned or detailed in the Division Office** regardless of age, gender, and sexual orientation; religious affiliation; educational background; number of years in the service; ability or disability, and ethnical or cultural background;
2. Must be nominated by a peer, co-worker, client (internal or external stakeholder), or immediate supervisor;
3. Must not have any ongoing administrative case; and
4. Must consistently exhibit exemplary or extraordinary behavior worthy of appreciation or high estimation.

PROCESS IN NOMINATING A POTENTIAL GANTIMPAL AGAD AWARDEE



1. Nominators must fill out the nomination form with complete details. The justification must be clear and concise – this will be the basis for the certificate citation. The justification must be exemplary; extraordinary; and observations of unusual, uncommon, or infrequent but consistent initiative or action of the nominee that is clearly defined and evident;
2. Nomination forms must be submitted at least a week before the awarding schedule. Please be guided with the following schedule for the submission of nominations:

Due dates in the submission of nominations	Dates of nomination evaluation
February 05, 2024	February 07, 2024
March 01, 2024	March 05, 2024
April 05, 2024	April 10, 2024
May 03, 2024	May 07, 2024
June 03, 2024	June 05, 2024
July 01, 2024	July 03, 2024
August 1, 2024	August 06, 2024
September 02, 2024	September 03, 2024
October 01, 2024	October 04, 2024
November 04, 2024	November 06, 2024
December 02, 2024	December 04, 2024

3. Nomination forms submitted after the indicated due dates will be considered on the next evaluation and awarding schedule; and
4. All filled-out nomination forms must be submitted to the PRAISE Committee thru the Human Resource Development Section.

AWARDING CEREMONY

1. Gantimpala Agad Awarding will be on the second Flag Raising Ceremony (FRC) of every month;
2. All awardees will be given a certificate of recognition signed by the PRAISE Chairman and the Schools Division Superintendent; and
3. Nominators will be recognized as well on a scheduled date agreed upon by the PRAISE committee.

	<i>Republic of the Philippines</i> Department of Education Cordillera Administrative Region SCHOOLS DIVISION of BENGUET		Document Code: SDO-BENG- QF-SGOD-HRD-010 Revision: 02 Effectivity date: January 08, 2021
	SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES (SEDOE) NOMINATION FORM		Name of Office: SGOD-HRD

GANTIMPALA AGAD AWARD NOMINATION FORM

Name of Nominee	Date
Position of Nominee	Office / Section / Unit of Nominee

Justification of Nomination:

(please be specific, clear, and concise on why the nominee is deserving of the award. This will be the main gist of the certificate citation)

Name of Nominator	Position	Signature
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Verified and Recommended for Approval by:

 Signature Over Printed Name
 Member, SEDOE Committee
 Dare: _____

 Signature Over Printed Name
 Member, SEDOE Committee
 Dare: _____

APPROVED: CARMEL F. MERIS
 Assistant Schools Division Superintendent