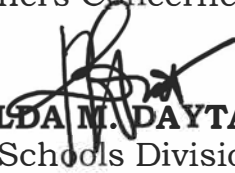


	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501	
<b>DIVISION MEMORANDUM <u>077</u>, s. 2020</b>		

**TO:** All SDO Division/Unit Heads  
 PSDSs  
 Public School Secondary and Elementary School Heads  
 All Others Concerned



**FROM:**   
**BENILDA M. DAYTACA, EdD, CESO VI**  
 Asst. Schools Division Supervisor  
 OIC - OSDS



**SUBJECT: Enhanced Personnel Recognition, Awards and Incentives  
 Process to Continuously Nurture Public Service Excellence**

**DATE:** April 4, 2020

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1. Nurturing Public Service Excellence while sustaining Integrity in operations and governance surely yields accomplishments and modifies advancement toward the realization of the Department of Education's vision and mission.
  2. Guided by the branding strategy IYAMAN, the schools division office hereby opens wider doors for nomination to rewards and recognition through PRAISE activities.
  3. In addition to the provisions of Division Memorandum 249, s. 2019, entitled Guidelines on Service Excellence for DepEd Officials and Employees (SEDOE), particularly on **Special Awards** (Par. IV, Aii) and **SEDOE Awards** (Par IV, Aiii), this is to provide more opportunities and further guidelines to all personnel to take the initiative and nominate fellow workers in the Schools Division of Benguet whether at the schools, districts, division office sections / units / divisions.
  4. The following additional categories requires nomination forms duly filled out by the immediate superior or a co-worker. Nominations should be supported by strong narratives of quantifiable, qualified and tangible evidences which are verifiable or can be validated in relation to any of these:
    - (a) DepEd mandates / special programs /projects;
    - (b) position's job descriptions;
    - (c) section / unit / school / division deliverables or Key Result Areas;
    - (d) learning outcomes measurable in the performance indicators of efficiency, access and quality
  5. These are the additional opportunities for Rewards and Recognition:
    - (a) Seasonal awards which come after the implementation of a program / project / activity.

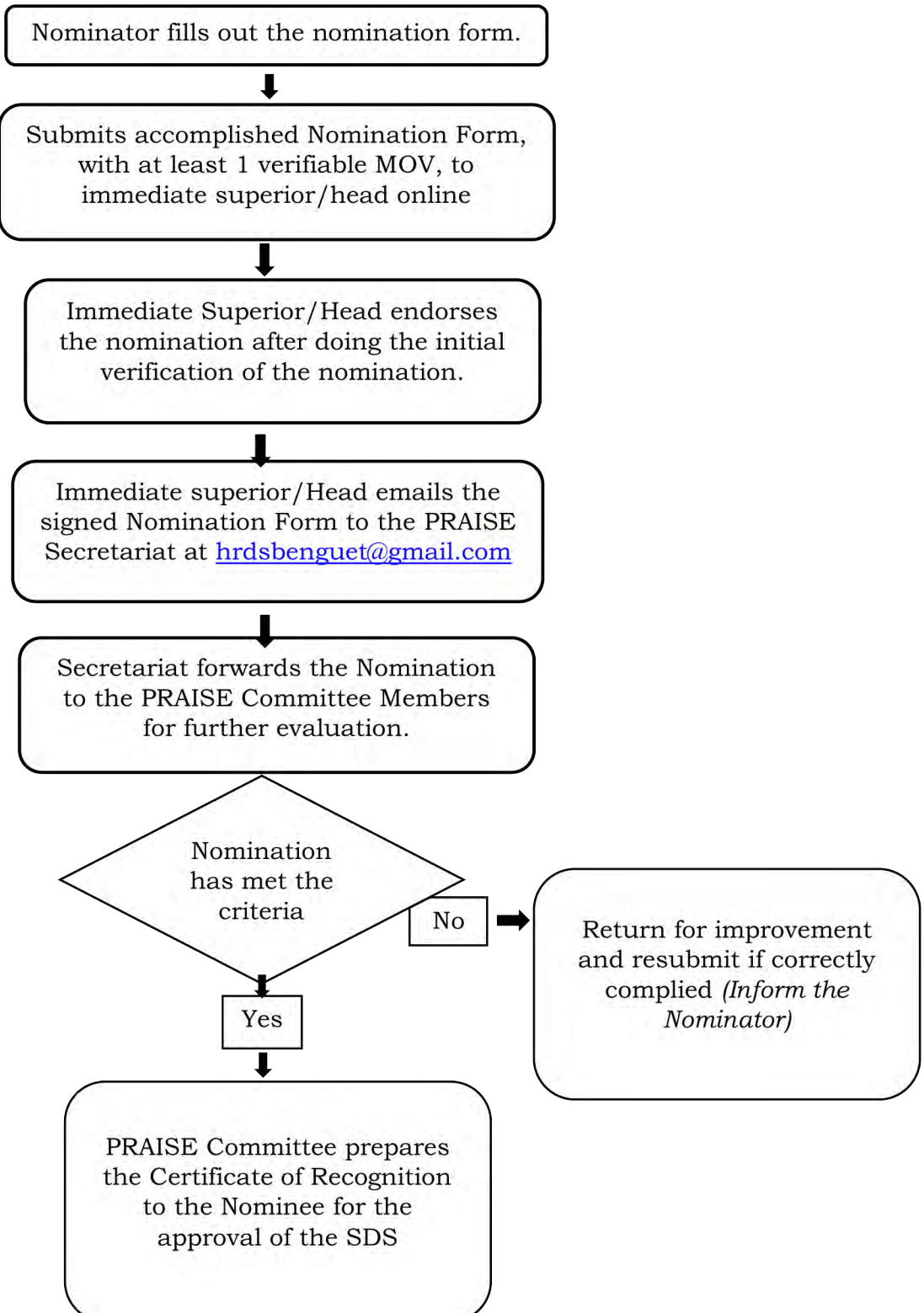
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- To be considered under this opportunity are outstanding performance; remarkable contributions; creativity, initiative and resourcefulness; outstanding accomplishments; recognition for a higher level task performed that is beyond the job description; and the like
- (b) Spot awards – verified or spotted upon monitoring, assessment and evaluation or site visit.
- This embraces distinguishable performance of tasks; initiative and creativity employed in the accomplishment of tasks; remarkable improvement demonstrated as a result of professional development; other initiatives undertaken to be able to grow and develop in service as manifested in the performance of one's job.
- (c) Heroic Deed – all other heroic acts while on duty or even if not on duty but has demonstrated heroic acts.
6. The Division PRAISE Committee is hereby engaged to take the lead in the dissemination, proper implementation, monitoring, assessment and evaluation of this process. The committee shall initiate the monitoring, validation and evaluation process on all nominations received to facilitate the issuance of certificates and other appropriate documents to acknowledge nominations.
  7. An electronic copy of the Nomination Form can be downloaded from the HRDS FB Account: [sgod-hrds.benguet](https://www.facebook.com/sgod-hrds.benguet) or can be requested from the Unit Heads and Public Schools District Supervisors.
  8. The process of nomination is presented in Annex A.
  9. Widest Dissemination of and strict compliance with this memorandum is desired.



**DIVISION MEMORANDUM** 077, s. 2020

***Annex A: Process of Online Nomination***



	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501	
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***Annex B: Excerpt from DM 249, s. 2019 on Special Awards and SEDOE Spot Awards***

**IV.A.ii. Special Awards**

1. ***Dangal ng Bayan*** (Individuals or Groups awarded or recognized by other institutions or agencies). The Division Office shall give recognition to employees, sections, units, or divisions that have received recognition from other Agencies or Offices for meritorious performance or exemplary behavior.
2. ***Service Commitment***. Employees who have been consistently diligent in attendance to required activities and whose attendance have positively contributed to the efficiency of the Organization shall be given merit.
3. ***Professional Advancement Award***. Permanent employees who have completed a Masters or Doctorate degree without using government time or money while in active service at the Schools Division Office shall receive this award.
4. ***Ingenuity Award***. This shall be awarded to employees who have initiated an exemplary practice or project that significantly improved a work process or system and has significantly increased the operational efficiency of the unit or section the employee belongs to.
5. ***Good Samaritan Award***. This shall be given to a group of employees, not necessarily belonging to the same unit or functional division, who have organized themselves to work for an exemplary purpose in the name of excellent service to all clientele.

**IV.A.iii. Service Excellence for DepEd Officials and Employees (SEDOE) Awards/ SPOT Awards:**

These are awards that shall be referred to as Staff Appreciation and Recognition and shall be given to any permanent or job order employee/s to recognize special contributions, as they occur, for certain project or task.

**SEDOE Spot Awards** shall be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition.

**Process:**

- SEDOE awardees shall be nominated by any co-employee/s
- Nomination forms shall be submitted to the SEDOE Committee through the HRDS
- Nominations shall be accepted throughout the calendar year
- SEDOE Committee shall validate evidence of accomplishment/s of the nominee



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**DIVISION MEMORANDUM 077, s. 2020**

Award Types:

**1. Model Employee of the Month** (*Temporarily Suspended until ECQ is lifted*)

This shall be given to an employee for not incurring any tardiness or (unofficial) absence and for being on time in attending activities of the Division Office for the month.

**2. Model Employee of the Year** (*Temporarily Suspended until ECQ is lifted*)

This shall be conferred to an employee who has consistently been awarded the Model Employee of the Month

**3. Most Organized Employee**

An employee who is found to be orderly in his or her files, logical in the presentation of his or her outputs, and establishes a system of accomplishing given tasks.

**4. Exemplary Behavior Award**

This shall be awarded to an employee who displays any or all of eight norms of ethical behavior provided under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy and simple living.

**5. Most Client Responsive**

An employee who has been commended by a client in the feedback form or who has been nominated by co-employees for being respectful, approachable, flexible, and perceptive to clients shall be awarded this merit.

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