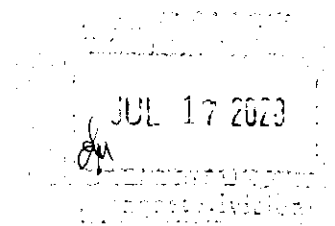



	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501	
<b>DIVISION MEMORANDUM NO. <u>139</u> s. 2020</b>		

**Date:** July 16, 2020

**To:** SDO Division Heads  
 Public Schools District Supervisors  
 All Public Elementary and Secondary School Heads  
 All Others Concerned



**From:**   
**BENILDA M. DAYTACA, EdD, CESO VI**  
 Asst. Schools Division Superintendent  
 OIC – OSDS

**Subject:** Addendum to DM. 078, s. 2020 (Expanding the Scope of SDO R&R System)

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1. To provide better and more opportunities for all DepEd Benguet employees' initiatives to be recognized, this memorandum is hereby issued to further expand the scope of DM 078, s. 2020 on SDO Benguet's Rewards and Recognition System.
  2. The following initiatives of SDO and School-based Personnel are eligible for awards:
    - a. engagement of teachers on the preparation of LRs;
    - b. coaching/ mentoring of co-teachers on ICT;
    - c. creativity and resourcefulness on the development of IEC materials and implementation of advocacy;
    - d. self-initiative of teachers and other personnel to upskill themselves and be able to be effective and efficient in this new normal set-up (*see Annex A for more details*).
  3. SDO Heads, PSDSs and School Heads, and other personnel are highly encouraged to acknowledge the initiatives of their teachers, personnel, and colleagues.
  4. Strict compliance and wide dissemination of this memorandum is desired.

**Annex A: Level of Awards as to Type of L & D Initiative**

Award Level	L&D/Upskilling Activity	Nature	Documents to be submitted
School Level	<p align="center">At least 3 Webinars (Realtime or recorded)</p> <p><i>*Note: Webinars normally last for 1 hour to 1.5 hours for one topic.</i></p>	<p>The webinars attended must be related to the personnel's KRA or teacher's field of specialization, with 6-8 accumulated hours.</p>	<ul style="list-style-type: none"> <li>• 2 screenshots as proof of attendance to the webinar.</li> <li>• Proof of registration to the webinar with time duration.</li> <li>• 1 Re-entry plan covering all 3 webinars attended.</li> </ul>
District Level	<p>A. 5 and above Webinars</p> <p align="center"><i>Or</i></p> <p>b. 1 Online training/ seminar</p> <p><i>Note: Online training/ seminars are longer in duration and are delivered in series at scheduled dates and time. This usually comes with certificate of completion.</i></p>	<p>The webinars attended are related to the personnel's KRA or teacher's field of specialization, with at least 10 accumulated hours.</p> <p>Training/ seminar attended must be related to the personnel's KRA or teacher's field of specialization with a total of at least 10 hours</p>	<ul style="list-style-type: none"> <li>• School Head's endorsement and attestation that he/she has checked the necessary supporting documents (<i>same as above</i>)</li> <li>• 1 Re-entry plan covering all the webinars attended (<i>signed by the School Head</i>)</li> <li>• Certificate of Completion from training provider</li> <li>• Proof of attendance per session with number of hours</li> </ul>
Division Level	Online Courses such as MOOCs	Refer to DM 079, 2020	