
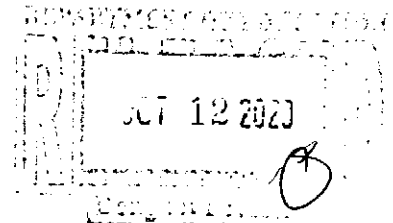
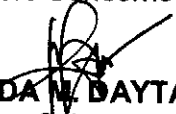
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422-7501	
	DIVISION MEMORANDUM NO. <u>203</u> S. 2020	

October 9, 2020

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



FROM: 
BENILDA N. DAYTACA EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC - Office of the Schools Division Superintendent

SUBJECT: REITERATION OF SPOT AWARDS GUIDELINES AND MEMBERS OF THE TECHNICAL WORKING GROUP

1. In line with Division Memorandum no. 183, s. 2020 RE: Guidelines on Service Excellence for DepEd Officials and Employees (SEDOE) for the pursuit of Integrity to Yield Accomplishments, Modify Advancement and Nurture Excellent Service (IYAMAN) – Benguet Division, this office reiterates the following guidelines for a prompt and quality delivery of monthly SPOT awards.
 - a. It shall be referred as Staff Appreciation and Recognition;
 - b. It shall be given to any permanent or job order employee/s to recognize special contributions, as they occur, for a certain project or task;
 - c. It shall be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition;
 - d. It shall be nominated by any co-employee/s using the nomination form attached and be guided with the following:
 - d. 1. Nominations shall be validated / verified by the SEDOE committee;
 - d. 2. Title or type of specific award to be given to the nominee must be indicated clearly in the form;
 - d. 3. Nomination forms shall be accepted on or before the set date for the Spot award:

Schedule of Nomination Form and MOVs submission to the HRDS	Schedule of Spot Award
On or before November 2, 2020	November 6, 2020
On or before November 30, 2020	December 4, 2020

- d.4. Attach Mode of Verification of nominee's accomplishment/s for SEDOE committee validation purposes.

- d.5. Nomination forms submitted after the set due dates will still be accepted, but will be included in the next schedule of Spot awards.
- d.6. Nominations shall be verified and endorsed by the following SEDOE Members Signatories:

RIZALYN A. GUZNIAN, EDD	Curriculum Implementation related awards
LUCIO B. ALAWAS	School Governance and Operations related awards
FLORINDA PAGOY	Finance Related Awards
MARICEL CODIMDIM	Personnel Related Awards / Other OSDS related awards

- 2. In addition to the identified composition of the PRAISE committee, the following personnel are included as members of the Technical Working Group. They are to assist in the technical and creative planning and development of Spot Award Videos specifically for live streaming and other related tasks that may serve the same purpose.

GREG GARCIA	School Governance and Operations Division
ANFE CALAPEN	La Trinidad National High School
STEPHEN BULALIN	School Governance and Operations Division

- 3. Immediate dissemination of this memorandum is highly recommended.

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