



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet  
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**DIVISION MEMORANDUM NO. 213 S. 2020**

October 5, 2020

**TO:** Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

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

**SUBJECT: REITERATION ON THE MANDATORY SUBMISSION OF NOMINEES' FOLDERS FOR THE SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES (SEDOE) IN ALL CATEGORIES IN THE FOURTEEN DISTRICTS AND THE CREATION OF DISTRICT LEVEL PRAISE COMMITTEE**

1. In reference to 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, the SEDOE-PRAISE committee convened and finalized the evaluation, validation, and rating of submitted documents in the different categories applied for on October 5, 2020.
2. The following issues and concerns were raised based from the committee's observation on the compliance of all districts to DM no. 183, 2020.
  - a. All districts were not able to complete their entries in all categories indicated in the memorandum released;
  - b. 1 out of the 14 districts have no single entry in any of the categories;
  - c. Several nominees packaged their folders in a manner not suitable for the application;
  - d. All submitted photocopied documents attached in the nominees' folders have not been certified to be true and correct; and
  - e. Not all folders complied with the required MOVs.
3. Following the observed issues/ concerns, it is therefore recommended that all Public Schools District Supervisors must comply with the following in order to improve the Division's implementation of SEDOE for the pursuit of IYAMAN, and to judiciously recognize qualified and deserving schools and employees:
  - a. Organization of a district level PRAISE committee composing of the following:

Chairman	:	PSDS
Members	:	3 School Heads (Public School) 1 Representative from the Private School
  - b. The committee shall assume the following duties and responsibilities:
    - a. Monitors efficient implementation of guidelines for DepEd-Benguet's Rewards and Recognition System.
    - b. Prepares minutes of meetings undertaken by the Committee.

- c. Prepares accomplishment report after every activity conducted relative to Rewards and Recognition;
  - d. Orients the schools and issue a district memorandum purposely for the compliance to and information dissemination for the rewards and recognition in the district; and
  - e. Screen and recommend eligible candidates for the Division SEDOE Awards with observance to absence of conflict of interest. This is not limited to the yearly SEDOE awards, but at the same time to include the MONTHLY conduct of the SPOT Awards following all guidelines.
4. Submit the list of District PRAISE committee with the District Memorandum attached to the Division PRAISE committee through the HRD Section on or before the end of October 2020.
  5. Immediate dissemination and strict compliance to this Memorandum is desired.

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