
	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		Document Code: SDO-BENG-QF-SGOD-HRD-001 Revision: 00 Effectivity date: 09-03-2018
	Division Memorandum No. <u>219</u> s. 2019		Name of Office: SGOD-HRD



**GUIDELINES ON SERVICE EXCELLENCE FOR DEPED OFFICIALS AND
 EMPLOYEES (SEDOE)
 (DepEd Benguet's PRAISE)**

DATE: August 27, 2019


TO: All Division Office Personnel
 Public Schools District Supervisors
 All Private School Administrators and Principals
 All others concerned



1. Pursuant to DepEd Order 9, s. 2002 or Establishing the Program on Awards and Incentives for Service and Excellence (PRAISE) in the Department of Education, the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01. s. 2001 and Regional Memorandum No. 232, s. 2019, DepEd Division of Benguet issues the guidelines for the Division Search for Best Offices and Employees.
2. This policy shall cover Division Awards for all employees and units of the Schools Division Office and Schools. Searches in all categories shall be open to all employees regardless of age, gender, and sexual orientation, religious affiliation, ability or disability, and ethnical or cultural background.
3. SEDOE aims to promote quality performance and commitment to public service among its employees and support innovative and sustainable practices in education.
4. All schools and district offices are expected to conduct their own search or screening. Winners in the school level search must be the entries for the District level search, while the district winners will be the entries for the division search. Winners in the Division Search will automatically represent the Division for the Regional Search (*see guidelines for categories with School, District and Regional Counterparts*).
5. Submission of entries/nominees for the 2019 Division Search will commence on September 16 and shall end on September 20, 2019. Only one entry per category, shall be submitted by the District Office to the PRAISE Committee, through the Records Section. Entries with incomplete Modes of Verification and have not met all criteria (*refer to the appendices*) will not be considered for the screening. All submissions must be done through the DO Records Section.
6. Private School Administrators or Principals may submit only one entry, in the categories where they are eligible to join, directly to the PRAISE Committee, through the DO Records Section.

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7. The awarding ceremonies will be held on the first week of December 2019. A separate Division Memorandum will soon be distributed to this effect.
8. Immediate and wide dissemination of this policy is desired.


MARIE CAROLYN B. VERANO, CESO VI
SCHOOLS DIVISION SUPERINTENDENT

GUIDELINES ON SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES (SEDOE)

(DedEd – Benguet’s PRAISE)

I. RATIONALE

In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01. s. 2001, and pursuant to DepEd Order No. 9, s. 2002, DepEd Division of Benguet adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as Service Excellence for DepEd Officials and Employees (SEDOE).

The system is designed to emphasize the importance of acknowledging and rewarding deserving DepEd Benguet Employees, individually or in groups, for their contributions to the organization’s efficiency, economy, and operations, as well as for their other extraordinary acts or services for public interest.

Awarding ceremonies shall come in two occasions: a monthly awarding for GANTIMPALA AWARD or on-the-spot awards which may be given on the last Monday of every month during the Flag Raising Ceremony. The Division Awarding Ceremony shall be the main awarding event for all awards conferred to the Schools and the Schools Division Office Employees. This shall be conducted every first week of December.

II. OBJECTIVES

1. General

This program aims to motivate and reward distinguished men and women employees for their exceptional work performance which contribute to achieving the DepEd’s vision and mission.

2. Specific

- a. To motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts for the improvement of service delivery;
- b. To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving men and women employees; and
- c. To recognize and reward accomplishments and innovations of deserving employees of Deped Benguet periodically or as the need arises.

III. SCOPE

This Policy shall apply to all DepEd Benguet Teaching, Teaching - related and Non-teaching employees in the following levels of governance: Public Elementary and Secondary Schools including the Alternative Learning System, and the Schools Division Office. The system is extended to the Teaching and Teaching-related employees of Private Elementary and Secondary Schools.

IV. DEFINITION OF TERMS

- A. Awards Mechanism:** the established process by which DepEd-Benguet implements its rewards and recognition program.
- B. Awards System:** the agency's awards and incentives program for employees.
- C. Employee:** male or female worker, regardless of ethnicity, religion, political affiliation,

person with disability and holding an employee-employer relationship with DepEd - Benguet, who may have a permanent, contractual, provisional, or casual status and who offers service for the organization that contributes to the attainment of its vision and mission. The appointment of such must have underwent the Recruitment, Selection, Placement, and Induction process.

D. Non-Teaching Personnel: male or female employees of DepEd Benguet who do not serve as classroom teachers.

E. Teaching – Related Personnel: male or female employees of DepEd Benguet who do not serve as classroom teachers but provide support to the teaching force. This includes the Head Teachers, School Principals, District Supervisors, and Education Program Supervisors, SEPS, and the like.

F. Teaching Personnel: male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers, teachers of the Arabic Language and Islamic Values Education (ALIVE), Alternative Learning System mobile teachers and Teachers - in-charge.

V. COMPOSITION OF THE PRAISE COMMITTEE

The Division PRAISE Committee shall be known as SEDOE (Service Excellence for DepEd Officials and Employees) Committee and shall be responsible in screening and recommending eligible candidates for division, regional and national awards. In addition, the committee members as referred to in SDO Memorandum no. 229, s. 2018 are the following:

Chairperson: PSDS/OIC-ASDS (*Nestor L. Bolayo*)

Members:

Human Resource Management Officer (*Susan CJ Dawang*)

Accountant (*Florinda C. Pagoy*)

BPSTEA President (*Marcelino S. Baldo*)

Chief Education Supervisor, CID (*Dr. Rizalyn A. Guznian*)

Chief Education Supervisor, SGOD (*Lucio B. Alawas*)

Secretariat:

SEPS, HRDS (*Jocelyn L. Alimondo*)

EPS II. HRDS (*Corazon C. Quipot*)

VI. ROLES AND FUNCTIONS OF THE COMMITTEE

The functions and responsibilities of the PRAISE Committee, as adopted from RM 232, s. 2019 are as follows:

1. Drafts the criteria for each award category, presents these to the Committee, and finalizes criteria after documentation of inputs from committee members.
2. Makes a survey from employees as to additional awards that may be included in the award categories.
3. Reports result of survey to committee for it to decide and finalize additional award

- categories.
4. Earmarks at least 5% budget for Rewards and Recognition from the HRTD fund and includes this in the HRDS Work and Financial Plan.
 5. Monitors efficient implementation of guidelines for DepEd-CAR's Rewards and Recognition System.
 6. Reminds or updates the Committee, through its Chair on Division, Regional and National activities relevant to Rewards and Recognition.
 7. Prepares minutes of meetings undertaken by the Committee.
 8. Prepares accomplishment report after every activity conducted relative to Rewards and Recognition.

VII. AWARD RESTRICTIONS

The following awards conferred to personnel who shall separate from the Office, are not included in the search referred to in this guideline:

A. Transfer

Employees who transfer to other DepEd Offices due to promotion shall be given awards of recognition to symbolize gratitude for the meritorious service they have extended to the previous Office they have worked in.

B. Retirement

Employees who have reached service maturity due to age or years of service shall be given an award of recognition in gratitude for the meritorious and dedicated service committed to the Department of Education, Benguet Division.

Aside from the awards given to employees who shall separate from the Office, they shall likewise be given a "Salamat-Mabuhay" program, tokens or appreciation, and the incentives provided for by law.

VIII. AWARD CATEGORIES

A. AWARDS FOR THE DIVISION OFFICE EMPLOYEES

i. Section/Unit

Any of the Sections or Units under the Division Office that performed its functions dutifully, worked on a research and/or innovation that shall benefit the organization, and established partnerships relative to the professional and personal development of employees and sustainable development of its clientele shall be qualified for rewards and recognition.

For this purpose, the following shall be considered as Units or Sections: School Health and Nutrition (SHN) and Education Facilities (EF); and Learning Resource Management under the Curriculum Implementation Division.

ii. Special Awards

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.

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.

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.

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.

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.

iii. Service Excellence for DepEd Officials and Employees (SEDOE) 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 awards shall be given monthly within the Calendar Year and 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 PRAISE Committee through the HRDS
- Nominations shall be accepted throughout the calendar year
- PRAISE Committee shall validate evidence of accomplishment/s of the nominee

Award Types:

1. Model Employee of the Month

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

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.

B. AWARDS FOR SCHOOLS and SCHOOL EMPLOYEES

1. School District Office Pinnacle Award

This award shall be given to any of the fourteen (14) School Districts that generally and consistently demonstrate exemplary performance in the following: implementation of DepEd programs, projects, and activities; updated preparation and submission of required reports; efficient utilization of school funds under the district; and well- established partnerships.

2. Best Performing Supervisors

This award shall be conferred to an Education Program Supervisor, Public Schools District Supervisor, or a Coordinating Principal who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

3. Best Performing Non-Teaching Personnel

Employees under Levels 1 and 2 who have consistently demonstrated organization, independence, innovation, and professionalism in the performance of expected tasks shall be given recognition. Working beyond the call of duty and above expectations deserve honor and recognition.

Level 1

Level 2

4. Best Performing School

To be accorded this distinction, the public elementary, secondary or integrated school shall have received the highest SBM level recognition: provided substantial and validated evidences of efficient financial management, personnel development programs, learning environment improvement, effective inclusion programs implementation, and partnership establishment. Strategic planning shall likewise be applied through the presence of an updated and accepted School Improvement Plan and Annual Implementation Plan. For private elementary and secondary schools, evidences of excellent overall performance, efficient learners' development programs for all types of learners, efficient financial management and personnel management, well-established linkages, and sustained recognitions received are included in the criteria to qualify for recognition.

Sub-categories include:

Public

- Elementary
- Junior High School only
- JHS with Senior High School (Integrated)
- Multi-grade

Private

- Elementary
- Secondary

5. Best Performing School Head

A performing School Head from both public and private elementary and secondary schools who have distinctive qualities that should set him or her apart from other School Heads.

The criteria shall be guided by selected domains and indicators provided in the National Competency-Based Standards for School Heads.

Sub-categories include:

Public

- Elementary
- Secondary

Private

- Elementary
- Secondary

6. Best Performing Teacher Award

This is open to all teachers regardless of position or designation, from both public and private schools in the elementary and secondary levels. Likewise included in this category are the implementers of Alternative Learning System program and Multi-grade Education.

To be conferred this merit, teachers shall exemplify outstanding character, work habit, teaching performance, and accomplishment for the last two years. Evidences of exceptionalism shall have been translated in learners' outstanding performance.

Sub-categories shall include:

Public

- Elementary
- Junior and Senior High School
- Alternative Learning System Implementer
- Multi-grade

Private

- Elementary
- Secondary

C. OTHER AWARDS

These awards are lodged in the other functional units or sections of the Division Office and are a regular awarding activity based on their specific Key Result Areas:

1. Best Program Implementer

This award shall be bestowed on elementary and secondary schools demonstrating validated evidences of high performance along the areas of Leadership and Governance, Curriculum and Learning, Accountability and Continuous Improvement, and Management of Resources. High performance in these areas shall have positively impacted teaching and learning leading towards general school performance improvement. Refer to Regional Memorandum No. 157, s.2017 for the criteria and MOVs.

SBM Level 2 - The schools shall have met all requirements for level 2 to be awarded this recognition. Evidences shall have been validated by the Division Office.

SBM Level 3 - The schools shall have met all requirements for level 3 to be conferred this award. Evidences shall have been validated by the Division Office.

2. Best Program Implementer

Schools that have evidently succeeded in School-Based Management through the implementation of Best Practices in all levels deserve this award.

Practices are categorized into three:

Promising Best Practice - that which has been implemented for a year and has observable effects on a certain performance.

Validating Best Practice - that which has been implemented for two consecutive years and is verifying the observed effects during the first year of implementation.

Exemplary Best Practice - that which has been implemented for three years or more and has confirmed its effects on improving performance.

3. Financial Management (IUs)

4. Best "Brigada Eskwela" School Implementer

This shall be awarded to all public elementary and secondary schools that have outstanding implementation of the Brigada Eskwela Program (BE) through the demonstration of practices that have sustained school improvements in partnership with the community.

5. Best DRRM School Implementer

This shall be awarded to a public elementary and secondary schools that have excellent and functional DRRM Program.

IX. INCENTIVES

In fulfillment of DepEd Order No. 9, s. 2002, DepEd-Benguet shall continuously search, screen, and recognize deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following incentives shall be regularly awarded:

- A. **Management Incentive Award**- granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years.
- B. **Career and Self-Development Incentive** - granted in recognition of an individual who has satisfactorily completed a program or short course within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals in a fitting DepEd ceremony.
- C. **Other Incentives** - which the agency's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

X. FORMS OF AWARDS AND INCENTIVES

Awardees for the identified categories shall be receiving any of the following, as applied:

- A. Trophies, Plaques, Certificates
- B. Monetary Award
- C. Permit to go on study leave
- D. Non-monetary Incentives

XI. MONITORING AND EVALUATION

Monitoring and evaluation of Rewards and Recognition activities shall be done by the PRAISE Committee, in partnership with the Monitoring and Evaluation Section, and the Office of the Schools Division Superintendent.

XII. FUNDING

The Division Office, through the Human Resource Development Section, shall allocate at least 5% of the HRDS and Human Resource Training and Development funds for the awards system and incorporate the same in its annual Work and Financial Plan and Budget.

XIII. EFFECTIVITY

This policy shall take effect immediately upon approval. The Schools District Offices and schools shall adhere to and shall develop specific rules and procedures to implement this policy relative to their context.

XIV. REFERENCES:

DepEd Order No. 9, series 2002. Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education.

Regional Memorandum No. 337, s. 2017. Adoption of the Criteria for the Assessment of Best Practices.

Regional Memorandum No. 232, s. 2019. Guidelines on Service with Honor and Integrity - Awards and Incentives for Employees of the Department of Education - Cordillera Administrative Region (SHINE-DEPEDCAR).

PREPARED BY:

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REVIEWED AND APPROVED BY THE PRAISE COMMITTEE:


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