



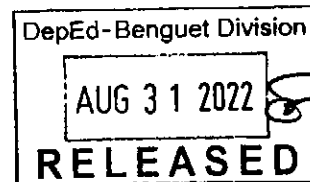
Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

August 25, 2022

**DIVISION MEMORANDUM**

No. 266, s2022

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



SUBJECT: **2022 GUIDELINES FOR THE SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES (SEDOE) FOR THE PURSUIT OF INTEGRITY TO YIELD ACCOMPLISHMENTS, MODIFY ADVANCEMENT AND NURTURE EXCELLENT SERVICE (IYAMAN)**

1. Pursuant to DepEd Order No. 9 s. 2002, or the Establishment of Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education and in adherence to Civil Service Memorandum Circular 01 s. 2001 which states that, "Every department or agency shall establish its own Employee Suggestions and Incentive Awards System (ESIAS), and in reference to Regional Memorandum no. 367, s. 2022 re 2022 GAWAD Cordillera Guidelines for Schools Division Offices; DepEd-Benguet issues these Guidelines on Service Excellence for DepEd Officials and Employees (SEDOe) which aims to provide incentives and awards to its employees based on their performance, innovative ideas and exemplary behavior.
2. This guideline shall cover Awards for all employees of Benguet Division Office, Districts, and Schools regardless of age, gender, and sexual orientation, religious affiliation, ability or disability, and ethnical or cultural background.
3. All schools and district offices are expected to conduct their own search or screening lead by the School and District PRAISE Committee. Winners in the school level search shall be the entries for the District level search, district winners shall be the entries for the division search, while division awardees will automatically represent the Division in the Regional GAWAD Search.
4. Private Schools spearheaded by the Benguet Private Schools -CAR officials may conduct a separate search and may localize other awards applicable to the schools and employees before the final submission to the Division PRAISE committee.
5. District and Private School PRAISE committee must submit ALL AS ONE the following ORIGINAL DOCUMENTS to the records section with transmittal letter signed by the PSDS on or before the due date:



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**IYAMAN**  
Integrity Yields Accomplishments Modifies Advancement Nurture Excellence





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- a. Original District level list of nominees in all categories (Public Schools) signed by the District PRAISE Committee;
- b. Original Private Schools list of winners / awardees signed by the Benguet Private Schools – CAR or identified Private Schools’ PRAISE committee; and
- c. One copy of nominee / awardee’s folder.

6. Please be guided with the following schedule:

<b>Activities</b>	<b>Schedule</b>
Conduct of District Level Search (Public and Private Schools)	September 2022
Submission of entries / nominees with complete documents at the Division Records Section  Note: the Records Section will only receive entries/folders from the districts and private schools ONE TIME only and not on a staggered mode	October 10, 2022
Document assessment for completeness of attachments and appropriateness of documents – c/o Division PRAISE Committee secretariat	October 11 – 12, 2022
Final Evaluation and Rating of documents by subcommittees in-charge	October 13 – 14, 2022
Finalization of Results by the subcommittee chairs	October 17, 2022
Submission of the list of awardees to the SDS by the over-all PRAISE committee Chair	October 18, 2022
Provision of Technical Assistance to all Division Outstanding / Best awardees by subcommittees on document packaging in preparation for the Regional Level Search	October 19 – 21, 2022
Submission of complete, organized, and well packaged Division Outstanding / Best awardees’ documents following instructions given by the subcommittees during the conduct of TA	October 24 – 26, 2022
Submission of documents of Division entries / nominees to the Regional Office by the Division PRAISE Committee secretariat as endorsed by the SDS	Last week of October

7. First Place Winners of the 2021 GAWAD Cordillera in all categories are no longer eligible to join the SEDOE search for three (3) consecutive years to pave way for other contenders vie for the most coveted awards.

8. Immediate and widest dissemination of this memorandum is required.

  
**GLORIA B. BUYA-AO**  
 Schools Division Superintendent

//sgod/hrds/xdk



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