



DIVISION MEMORANDUM

No 029, s. 2015

TO: District PRAISE Committee
FROM: ^{for} **FEDERICO P. MARTIN, Ed.D.**
OIC-Schools Division Superintendent


RIZALYN A. GUZNIAN
Public Schools District Supervisor
OIC-Asst. Schools Division Superintendent

SUBJECT: **Division Level Search for Outstanding Employee**

Date: March 9, 2015

1. Relative to the Program on Awards and Incentives for Service Excellence (PRAISE), the School Division Office will conduct the Division level Search for Outstanding Employee for SY 2014-2015.
2. It has been reiterated during division field staff meetings that PRAISE shall be institutionalized in all schools and districts and incorporated in the SIP/ AIP. It has been further clarified that search shall be done in the school level before conducting the district level.
3. The deadline for submission of entries to the division level search will be on March 13. Attachments include:
 - a. Nomination form filled out and signed by all members of the District PRAISE Committee;
 - b. CS Form 212 or PDS with passport size (1 ½" x 2") photo of the nominee with name tag taken in the last six months;
 - c. Copy of the minutes of deliberation on the nomination by the District PRAISE Committee;
 - d. Copy of the latest Statement of Assets, Liabilities and Net worth (SALN) of the nominee;
 - e. Performance Rating of at least Very Satisfactory (Two latest rating periods);
 - f. Assessment of Exemplary Conduct and Ethical Behavior – RA 6713 (By the PRAISE Committee);
 - g. Potential Assessment by the Immediate Supervisor ;
 - h. Potential Assessment by the Subordinates and/or Peers.
4. Means of verification for each criterion in the performance ratings shall be attached including MOVs for letters f,g, h.
5. Interview will be on March 16 at the Schools Division Office Conference Hall.
6. Wide dissemination of this memorandum is desired.