



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

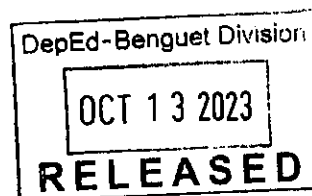
13 Oct. 2023

DIVISION MEMORANDUM

No. 378, s 2023

URGENT CALL FOR 2022 AND 2023 AWARD-WINNING EMPLOYEES AND SCHOOLS AS NOMINEES IN THE 2023 SEDOE SEARCH

TO: Public Schools District Supervisors and In-Charge
Public Elementary and Secondary School Heads
All Others Concerned



1. Relative to Division Memorandum no. 338, s. 2023 or the 2023 Service Excellence for DepEd Officials and Employees (SEDOE) Guidelines; this office enjoins all 2022 and 2023 award-winning employees and schools to actively participate in the 2023 SEDOE search.
2. The **2023 Civil Service Commission HAP nominees** (Division Memo no. 57, s. 2023) and the **First-place awardees** of the following rewards and recognition activities are expected to email their write-up (Enclosure 1) to xylene.kinomis@deped.gov.ph on or before 12:00 noon on October 23, 2023 :
 - a. **2022 and 2023 Shayaw Niyal** for OUTSTANDING EMPLOYEE (Individual)
 - b. **2022 and 2023 SDO Benguet in FOCUS (Best Practices)** for OUTSTANDING AWARD (Group)
 - c. **2023 Most Learning Focused** for OUTSTANDING AWARD (Group)
 - d. **2022 and 2023 Division Awardees from other searches** (refer to indicators of OUTSTANDING AWARD and DAYAW TI CORDILLERA AWARD for the most applicable category)
 - e. **2022 and 2023 Regional Awardees** (refer to indicators of OUTSTANDING AWARD and DAYAW TI CORDILLERA AWARD for the most applicable category)
 - f. **2022 and 2023 National Awardees** (refer to indicators of OUTSTANDING AWARD and DAYAW TI CORDILLERA AWARD for the most applicable category)
3. The Division PRAISE Committee sees potential from the award-winning employees and schools as it is strongly evident in their exemplary contributions which has undergone thorough review and validation by the rewards and recognition committees from different offices and governance levels.

4. This call does not connote disqualification, defeat, and bias to the received district SEDOE nominations last October 10, 2023; but rather the chance to showcase more i-Benguet exemplary performances and end up with the best among the best Division entries or nominees to the 2023 GAWAD Cordillera Awards.

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

SALLY L. BANAKEN - ULLALIM CESO V
Schools Division Superintendent

For the SDS



RIZALYN A. GUZMAN EdD

Chief Education Supervisor

OIC - Office of the Schools Division Superintendent

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Enclosure 1.

WRITE UP TEMPLATE

Name of Nominee: _____ Division: _____

Position of Nominee: _____ No. of years in the position _____

Length of Service in Government: _____

I.	Executive Summary: (Presents a summary of major accomplishments, and a brief description of how the nominee exemplifies the four CORE values of the Department of Education)
II	Significant Accomplishment/a within the Last Three Years: (Bullets and describes the Project/s /Work/s Accomplished/ Strategy/ies/Activity/ ies done in terms of its/their nature and purpose within three years.)
III	Impact of Accomplishments (Discusses the impact of major accomplishments which are original/unique/creative/novel and extent of use (frequency, timeframe), results (gain, improvement), and a number of persons benefitted (learners, parents, and other stakeholders), scope and replicability and level of attainment per identified performance indicator.)
IV	other Information (Lists major awards/citations received/membership in organization)

CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee

Nominator

Write-up of Accomplishments

Please note that copies of annual reports, recommendations from institutions/personalities, news clippings, and certificates of training, seminars, and recognition should not be included in the folder.

The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in the order of significance, complete with descriptions, justifications and should adhere to the following pointers:

1. Use specific terms such as “assisted”, “contributed” or “facilitated”;
2. State outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and in bulleted form;
3. Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefitted and/or transactions facilitated; and
4. The nomination write-up of Chiefs should present individual accomplishments or behavioral norms **NOT** the accomplishment of the entire office.

The following information must be adequately provided:

1. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of the nominee’s regular duties or mandates, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated;
 2. Impact of the exceptional/extraordinary contribution to the public interest, security and patrimony;
 3. Impact of the outstanding contribution to more than one school or office
- A.** For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

B. Limitation on Nomination:

1. The nomination write-up should only be for a **maximum of 10 pages** (A4- sized bond paper, arial, #12 font, single space in between paragraphs) to

- include the summary of accomplishments, impact, and other information.
2. Awardees or those who have been previously conferred with **any** of the awards can still be nominated to the same or to a different award category **after five (5) years** from the conferment of his/her award, provided that the nominations is based on a new set of accomplishments and/or exemplary norms/behavior manifested.
 3. Nominee/s shall be nominated in one award category only.