



DIVISION MEMORANDUM

No. 097, s. 2015

TO: District PRAISE Committee

FROM: **FEDERICO P. MARTIN, Ed.D.**
OIC-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.

District: _____

Date: _____

NOMINATION FORM

for

OUTSTANDING EMPLOYEE AWARD

Non-teaching/ Teaching/ Teaching-Related/Group
(please underline)

Nominee: _____
(Individual/Group)

Cellphone Number: _____
(Individual/Head of the Group)

Position (Individual): _____

School/Unit/Section: _____

Nominated by:

District PRAISE Committee

Member

Member

Member

Co-Chairperson

Chairperson

POTENTIAL ASSESSMENT

Ratee: _____ Present Position of Ratee: _____

Rater: _____ (Immediate Supervisor / Subordinate / Peer - Please underline)

Instructions:

As the immediate supervisor/ subordinate/peer of the candidate, you are to rate him/her on certain factors concerning human relations, leadership and personal attributes which would indicate his/her potential of an individual to perform not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

	Level	Point Score
Excellent	- a standard of performance which could not be improved by any circumstance or condition	5
Good	- a standard of performance above the average and meets all the normal requirements of the positions	4
Average	- a standard of performance that meets the normal requirements of the position ...	3
Fair	- a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable ..	2
Poor	- a standard of performance regarded as unacceptable for the position	1

Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point scores.

I. HUMAN RELATIONS

- 1. Ability to adopt/adjust to the organization
 - 1.1 Is he able to adjust to the variety of personalities, rank and informal groups present in the organization? _____
 - 1.2 Does he internalize work changes with ease and vigor? _____
- 2. Ability to relate to superiors
 - 2.1 How well does he respond to your request, demands and expectations? _____
 - 2.2 Does he apprise you of the significant problems in his work, their causes and appropriate steps to be taken to correct them? _____
 - 2.3 In the face of differences in behaviour between him and you, can he maintain individual point of view? _____
- 3. Ability to interfere with Peers
 - 3.1 Does he have the respect and acceptance of his peers? _____
 - 3.2 Does he try to help his peers in clarifying points they are trying to resolve? _____
- 4. Ability to deal with the Clientele/Public
 - 4.1 Is he always cordial and respectful in dealing with transacting public? _____
 - 4.2 Does he show enthusiasm in providing the clients/public the necessary advice and assistance they sought for? _____

II. LEADERSHIP

- 1. Is he able to encourage his peers and subordinates to contribute and participate in problem solving and decision making? _____
- 2. Can he influence your thinking attitude and behaviour and that of his peers? _____
- 3. When assigned with ad hoc external groups, does he led the members to do willingly the assigned tasks/projects? _____
- 4. When assigned to be a leader/chairman of the working group, does he assume responsibility for the work of the other members? _____

III. PERSONAL QUALIFICATIONS AND ATTRIBUTES

- 1. Ingenuity and innovativeness
 - 1.1 Is he intellectually critical of existing standards, systems and policies? _____
 - 1.2 Does he take initiative to organize or develop programs, systems and procedures and standards that will benefit the organization? _____
- 2. Stress Tolerance
 - 2.1 Does he have a high degree of tolerance for tension resulting from increasing volume of work , organization change, environmental conflict, etc? _____
 - 2.2 Is he able to control and handle his anger and negative emotions? _____
 - 2.3 Does he accept criticisms objectively whether from his subordinates, peers or superiors? _____
- 3. Decisiveness
 - 3.1 When you seek help from him in solving problems, does he submit considered analysis of alternatives and recommend suggestions for solutions? _____
 - 3.2 When his need to make a decision is immediate, is he able to act quickly and make the best decision possible? _____

TOTAL POINTS SCORE _____