



Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

DepEd Division Office - Benguet  
 January 29, 2021  
**FEB 04 2021**  
**RELEASED**

**DIVISION MEMORANDUM**

NO. 36

TO: Office of the Schools Division Superintendent  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Public Elementary and Secondary School Heads  
 To all others concerned

**GUIDELINES ON THE CONDUCT OF 2021 DIVISION SPOT AWARDS**

1. Pursuant to DepEd Order No. 09, s. 2002 or the Establishment of Programs on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education; Civil Service Memorandum Circular 01, s. 2001 which states that, "Every department or agency shall establish its own Employee Suggestions and Awards System (ESIAs), and in support to the provisions of Division Memo No 183, s. 2020 Guidelines on Service Excellence for DepEd Officials and Employees (SEDOE) for the pursuit of Integrity to Yield Accomplishments, Modify Advancement and Nurture Excellent Service (IYAMAN) – Benguet Division; SDO Benguet issues this Guideline on the Conduct of 2021 Division Spot Awards
2. This guideline will cover only the spot awards for all employees in the Division and shall be open to all employees regardless of age, gender, and sexual orientation, religious affiliation, ability or disability, and ethnical or cultural background.
3. Schools/ cluster schools and districts shall conduct their own Spot Awards in their own level, in-order to ensure an active implementation of PRAISE programs. The submission of the PRAISE committee composition (Enclosure 1) shall be on or before February 5, 2021 to the HRD Section following School/ District Memorandum format.
4. Spot awards to be given to schools/cluster schools and district personnel shall only be base from the nominations submitted by the PSDS and Division Office employees (OSDS, SGOD, and CID), while spot awards for Division Office Employees may be nominated by a co-employee.
5. The spot awards indicated in Division Memo No. 183, s. 2021 (Enclosure 2) shall only be intended for Division Office Employees, while awards to be given to the schools or districts are in accordance to the justification and suggestions of nominators (PSDS and Division Office Employees) and in agreement with the Division PRAISE Committee.
6. The nominators and nominees must submit a duly accomplished SEDOE nomination form (enclosure 3), and an accomplishment report or any document that will support the award and will serve as means of verification following the schedule indicated in Enclosure 4.
7. The grounds for disqualification of nominations include the non-compliance with the deadline of submission of complete forms and documentary requirements, and any misrepresentation made in any of the documents submitted which may also be considered for disciplinary action pursuant to applicable CSC laws and rules.
8. The Division Virtual Spot Awards shall be viewed exclusively in the DepEd Tayo Benguet Facebook Page.
9. Immediate dissemination of and strict compliance to this Memorandum are directed.

PRAISE/xdk

**BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC - Office of the Schools Division Superintendent



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Enclosure 1. GUIDELINES ON THE CONDUCT OF 2021 DIVISION SPOT AWARDS

**PRAISE COMMITTEE COMPOSITION**

<b>SCHOOL / CLUSTER School PRAISE</b>	<b>DISTRICT PRAISE</b>
Chairman: School Head	Chairman: PSDS
Members: Head Teachers, Master Teachers, Department Heads  Only include Teacher 1 to 3 as members if the above positions are not in your school.	Members: TIC / School Heads

*Note: For schools included in a cluster school, one PRAISE committee will suffice per cluster.*



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**Enclosure 2. GUIDELINES ON THE CONDUCT OF 2021 DIVISION SPOT AWARDS**

**DIVISION OFFICE SPOT AWARDS**

**a. Model Employee of the Month**

This shall be awarded 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.

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees **ONLY**.

**b. Model Employee of the Year**

This shall be awarded to an employee who has consistently been awarded the Model Employee of the Month

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees **ONLY**.

**c. Most Organized Employee**

This shall be awarded to 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

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees **ONLY**.

**d. Exemplary Behavior Award**

This shall be awarded to an employee who displays any or all of eight norms of ethical behavior provided under RA No. 6713; political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy and simple living.

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees **ONLY**.

**e. Most Client Responsive**

This shall be awarded to 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.

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees **ONLY**.



**f. Performance Commitment Award**

This shall be awarded to an employee who has manifested excellent performance or has obtained a descriptive rating of outstanding for the past three (3) consecutive rating period in their IPCRF.

The Performance Management Committee Chairman shall verify and endorse this nomination for Division Office employee nominees **ONLY**.

*Note: These awards may also be adopted by the schools and districts during the conduct of the school and/or district spot awards.*



	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6576; (074) 422-7501		Document Code: SDO-BENG- QF-SGOD-HRD-009 Revision: 01 Effectivity date: 09-10-2019
	<b>SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES (SEDOE) NOMINATION FORM</b>		Name of Office: SGOD-HRD

Control Number: \_\_\_\_\_

<b>Name of Nominee:</b> _____ <i>(attach list of nominees if necessary)</i>		<b>Date:</b> _____
_____ <b>Position</b>	_____ <b>School / Unit</b>	_____ <b>District/ Office</b>
_____ <b>Name of Nominator</b>	_____ <b>Position</b>	_____ <b>Signature</b>

Type of Nomination:  Special Awards  Spot Awards  
*(Check one please)*  Division Awards for School  Division Outstanding Employee

<b>SPECIAL AWARDS</b> <i>(Check one please)</i>	<b>SPOT AWARDS</b> (DO Personnel ONLY, Check one)	<b>SPOT AWARDS</b> (Field Personnel ONLY – School / District)	<b>DIVISION OUTSTANDING EMPLOYEE</b> <i>(Check one please)</i>
<input type="checkbox"/> Dangal ng Bayan	<input type="checkbox"/> Model Employee of the Month	Please Specify _____ _____	<input type="checkbox"/> Supervisor Category (EPS)
<input type="checkbox"/> Service Commitment	<input type="checkbox"/> Model Employee of the Year		<input type="checkbox"/> Pinnacle Award (PSDS)
<input type="checkbox"/> Professional Advancement Award	<input type="checkbox"/> Most Organized Employee		<input type="checkbox"/> Non-Teaching Level 1
<input type="checkbox"/> Ingenuity Award	<input type="checkbox"/> Exemplary Behavior Award		<input type="checkbox"/> Non-Teaching Level 2A
<input type="checkbox"/> Good Samaritan Award	<input type="checkbox"/> Most Client Responsive		<input type="checkbox"/> Non-Teaching Level 2B
	<input type="checkbox"/> Others pls. specify: _____		

**DIVISION AWARDS FOR SCHOOLS (Refer to SEDOE Guidelines for specific Awards)**

<input type="checkbox"/> Outstanding School Awards	Identify the specific award: _____
<input type="checkbox"/> Outstanding School Head Awards	Identify the specific award: _____
<input type="checkbox"/> Outstanding Teacher Awards	Identify the specific award: _____

**Justification for the nomination:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Verified ALL MOV ATTACHED and Endorsed by:**

\_\_\_\_\_  
 Signature Over Printed Name  
 Member, SEDOE Committee  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature Over Printed Name  
 Member, SEDOE Committee  
 Date: \_\_\_\_\_

**APPROVED:** **SAMUEL T. EGSAEN JR. EDD**  
 PSDS, OIC-ASDS  
 Chairman, SEDOE Committee  
 Date: \_\_\_\_\_



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**Department of Education**  
**Schools Division Office of Benguet**

Enclosure 4. GUIDELINES ON THE CONDUCT OF 2021 DIVISION SPOT AWARDS

**SCHEDULE OF 2021 DIVISION OFFICE SPOT AWARDS**

Activities	Date of submission of Accomplished Nomination forms and MOVs	Schedule of Spot Award Virtual Presentation
February Division Spot Award	January 21, 2021	February 5, 2021
March Division Spot Award	February 29, 2021	March 5, 2021
April Division Spot Award	March 31, 2021	April 8, 2021
May Division Spot Award	April 30, 2021	May 7, 2021
June Division Spot Award	May 31, 2021	June 4, 2021
July Division Spot Award	June 25, 2021	July 2, 2021
August Division Spot Award	July 30, 2021	August 6, 2021
September Division Spot Award	August 27, 2021	September 3, 2021
October Division Spot Award	September 24, 2021	October 1, 2021
November Division Spot Award	October 29, 2021	November 5, 2021
December Division Spot Award	November 26, 2021	December 3, 2021

CHAIRMAN: CORAZON C. QUIPOT  
EPS II – HRDS  
Co-Chairman: GREG GARCIA  
SGOD  
Members: Genevieve Yog-a  
OSDS  
Janine Alice A. Langato  
CID



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