Republic of the Philippines
Department of Education
Schools Division of Benguet

DepEd-Benguet Division
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January 29, 2021

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
All Others Concerned

GUIDELINE FOR THE 2021 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

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), 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. In addition to the provisions of Division Memo No 77, s. 2020 entitled "Enhanced Personnel Recognition, Awards and Incentives Process to Continuously Nurture Public Service Excellence" and Division Memo No. 249 s. 2019 entitled "Guidelines on Service Excellence for DepEd Officials and Employees (SEDOE)" DepEd Benguet PRAISE, these guidelines shall cover Division Awards for all employees and units of the Schools Division Office and Schools. Searches in all categories shall be open to all employees 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 their PRAISE Committee. Winners in the school level search shall be the entries for the District level search, while the district winners shall be the entries for the division search. Division Search awardees will automatically represent the Division for the Regional Search.

4. Submission of entries/nominees for the 2021 Division Search is as follows:

Activities	Schedule
Submission of entries / nominees with complete documents at the Division Records Section	September 1, 2021
Document assessment for completeness of attachments and appropriateness of documents – c/o Division PRAISE Committee secretariat	September 2 and 3, 2021
Final Evaluation and Rating of documents by subcommittees in-charge	September 6-9, 2021
Finalization of Results by the subcommittee chairs	September 10, 2021
Submission of the list of awardees to the SDS by the over-all PRAISE committee Chair	September 13, 2021
Provision of Technical Assistance to all Division Outstanding / Best awardees by subcommittees on document packaging in preparation for the Regional Level Search	September 15 to 17, 2021
Submission of complete, organized, and well packaged Division Outstanding / Best awardees' documents following instructions given by the subcommittees during the conduct of TA	September 30, 2021
Submission of documents of Division entries / nominees to the Regional Office by the Division PRAISE Committee secretariat as endorsed by the SDS	To be determined (based from RO memo on due date)

6. Private School Administrators or Principals may submit only one entry, in the categories where they are eligible to join, directly to the PRAISE Committee, through the DO Records Section.

7. Each Division Functional Units/Sections and District Offices shall submit one (1) entry each on the following categories (please refer to the attachment for the criteria). Criteria is subject to change following Regional Memorandum released after issuance of this memorandum.

A. DIVISION AWARD
1. **Outstanding Employee** a. Supervisor Category (Supervisor for EPS and Pinnacle for PSDS) b. Non-Teaching Category (one entry per functional section/unit) i. Level 1 (SG 1-9) ii- Level 2.a (SG 10-16)

iii. Level 2.b (SG 18- 23 except EPSs and PSDSs)
2. Special Awards a. Dangal ng Bayan b. Service Commitment c. Professional Advancement Award d. Ingenuity Award e. Good Samaritan Award
B. DIVISION AWARDS FOR SCHOOLS
1. Outstanding School Awards (one entry per district in each category) a. Public Schools i. Elementary ii. Junior HS only iii. Junior HS with Senior HS iv. Multi-grade school b. Private Schools i. elementary ii. Secondary
2. Outstanding School Head Awards (one entry per district in each category) a. Public Schools i. Elementary ii. Secondary b. Private Schools i. elementary ii. Secondary
3. Outstanding Teacher Awards (one entry per district in each category) a. Public Schools i. Elementary ii. Junior HS and Senior HS iii. ALS Implementer iv. Multigrade b. Private Schools i. Elementary ii. Secondary
4. Other Awards a. Best School Based Management Implementer b. SBM Level 3 in the year (current year) c. Best Practices Implementer i. Promising Best Practice ii. Validating Best Practice iii. Exemplary Best Practice d. Financial Management (IUs) e. "Brigada Eskwela" School Implementers f. Researcher of the Year Award

g. Best Teacher i. Elementary (K to 6) ii. Secondary (G7 – G12)

8. The general guidelines to be followed in the conduct of rewards and recognition in the Division are as follows:

a. Nominee for various awards shall be winners in the District Level search;
b. Nominees must be endorsed by the PSDS;
c. Each District shall only nominate one (1) for every category;
d. Sub-committees organized by the Division PRAISE Committee shall evaluate the submitted documents on the identified schedule;
e. After the document evaluation, face to face interview shall follow which shall be done at the Division office or virtually, and to be administered by the respective subcommittee chairpersons and members on the date indicated;
f. An unannounced on-site validation shall be conducted if necessary as determined by the PRAISE committee and Subcommittee;
g. PRAISE committee and Sub-Committee members shall convene to finalize the results; and
h. All qualified nominees shall become finalists with one winner per category.

9. The awarding ceremony will be announced soon through a separate Division Memorandum.

10. This issuance repeals Division Memorandum no. 186, 2. 2021 and other issuances, rules and regulations, and provisions which are inconsistent with this guideline. These provisions shall be rescinded or modified accordingly.

11. For more information and queries, please email us at hrdsbenguet@gmail.com.

12. Immediate and wide dissemination of this policy is desired.

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OIC - Office of the Schools Division Superintendent

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