

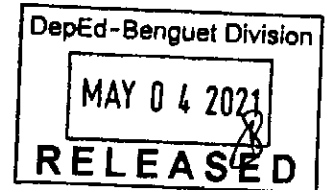


Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

May 4, 2021

**DIVISION MEMORANDUM**

No. 150 S. 2021



TO: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**SUBJECT: DIVISION IYAMAN SPOT AWARD GUIDELINES**

1. In the exigency of service to the public, specifically on Rewards and Recognition of employees in the Schools Division of Benguet and to its external stakeholders, this office reiterates the Iyaman Spot Award Guidelines that has been reviewed and finalized by the Division PRASIE committee.
2. This guideline will specifically abide by the following objectives:
  - a. to establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year;
  - b. to identify outstanding accomplishments, best practices of employees on a continuing basis;
  - c. to recognize and reward accomplishments and innovations periodically or as the need arises; and
  - d. to provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.
3. The awards indicated in this guideline are nominated and issued by Division Office to its personnel and field employees. Schools and Districts must create their own or may adopt this guideline as applicable, therefore requiring District and School PRAISE committees to have an established Rewards and Recognition Program in their own level of governance.
4. This repeals all issuances, rules and regulations, and provisions which are inconsistent with this policy. These provisions shall be rescinded or modified accordingly.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

*GLORIA B. BUYA-AO*  
Schools Division Superintendent

//sgod/frds/xdk



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**IYAMAN**  
Integrity Fields Accomplishments Modifies Advancement Nurtures Excellence





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

---

**DIVISION IYAMAN SPOT AWARD GUIDELINES**

**I. RATIONALE**

In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and pursuant to DepEd Order No. 9, s. 2002, DepEd-Benguet has designed this award to encourage creativity, innovativeness, efficiency, integrity, and productivity in public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions. Superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in DepEd operations, or for other extraordinary acts or services in the public interest.

Employee recognition is a well-timed acknowledgement to a person or team which praises their effort or behaviour. Whether they have performed outstandingly or helped to achieve one of the organization's goals, they will have clearly gone above and beyond normal expectations. Employee reward and recognition has been proven to improve organisational values, enhance team efforts, increase customer satisfaction and motivate certain behaviours amongst members of staff.

The Division IYAMAN Spot Awards is 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.

**II. SCOPE**

This shall apply to all employees in the Schools Division of Benguet nominated by Division Office Personnel, reviewed by the PRAISE committee, and recommended for approval to the Schools Division Superintendent.

**III. DEFINITION OF TERMS**

The following definition has been adopted from CSC MC no. 1, s. 2001.

- **AWARD** – recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.





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

- **CONTRIBUTION** – any input which can be in the form of an idea or performance.
- **DISCOVERY** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- **IDEA TYPE CONTRIBUTION** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.
- **INCENTIVE** – monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- **INVENTION** – the creation of something previously non-existent which will benefit the Schools Division of Benguet.
- **SYSTEM** - the awards and incentives program for employees.

#### **IV. POLICY STATEMENT**

1. The Division/ District/ School shall establish its own employee suggestions and incentive awards system.
2. The system shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or service in the public interest.
3. The Division/ District/ School PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
4. The Division/ District/ School PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant recognition shall be institutionalized.
5. The Division/ District/ School PRAISE shall provide both monetary and / or non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions,



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**ITANAN**  
Integrity Belts Accomplishments Modifies Advancement Futures Excellence





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

inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

- a. At least 5% of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's annual Work and Financial Plan and budget.
- b. The Division/ District/ School PRAISE shall be institutionalized through the creation of a PRAISE Committee in all agencies of the government.
- c. The PRAISE committee shall preferably have the following composition:

**DIVISION**

- Assistant Schools Division Superintendent shall act as chairperson;
- Head of the financial unit or equivalent;
- Head of planning unit or equivalent;
- Highest ranking employee in-charge of Human Resource Management or the career service employee directly responsible for personnel management; and
- Two (2) representatives from the career rank and file employee who will serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

**DISTRICT**

- Public Schools District Supervisor shall act as Chairperson;
- One Representative from the Finance unit – preferably a Book Keeper in the district;
- One member of the District PSB team
- Two School Heads – one in the Elementary and one in the Secondary
- One or two Non-teaching, preferably AO as Secretariat.

**SCHOOL**

Note: cluster schools shall create one PRAISE committee

- School Head shall act as Chairperson
- One TIC / Master Teacher as member
- One Head Teacher as member
- One Book Keeper as member (IUs)
- One AO as member
- Teacher 1 to 3 as secretariat





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

6. In the Division Level, the head of agency or authorized representative shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat. While, in schools and districts, the Chair shall carry on this responsibility.
7. The Division/ District/ School PRAISE committee shall ensure that productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels
8. The Division/ District/ School PRAISE committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may, however, employ and external or independent body to assist the PRAISE committee to judiciously and objectively implement the system of incentives and awards.
9. The Division/ District/ School PRAISE committee shall establish its own internal procedures and strategies, Membership in the Committee shall be considered part of the members' regular duties and functions.
10. The Division shall submit the Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Regional Office. The Civil Service Commission Regional or Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.
11. Establishment of a CSC – approved PRAISE shall be the basis of the grant of the Productivity Incentive Bonus (PIB), other awards and incentives.
12. The Division PRAISE Report shall be submitted by the agency to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for the nomination to the SCS sponsored national awards.
13. The District and School PRAISE Annual Report shall be submitted by the Division PRAISE committee on or before the thirtieth day of January.
14. Awardees must meet at least 75% of the total percentage required per category to be given the award.
15. Issues relative to awards and incentives shall be brought before the PRAISE committee which shall address the same within fifteen (15) days from the date of submission.





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

**V. TYPES OF IYAMAN SPOT AWARDS**

Division, Districts, and Schools shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

1. **Best Employee of the Month-** Granted to an individual or individuals who excelled among peers in a functional group, position or profession.

<b>Award</b>	<b>CATEGORIES</b>	<b>Criteria</b>	<b>Percentage</b>	<b>Total</b>
<b>Best Employee of the Month Award</b>  (Best Chief of the month, Best Administrative Officer of the Month etc)	Non-teaching	Conduct of activities that are beyond the roles and responsibilities, designation, and KRAs of the employee	50%	100%
		Involvement to programs, projects and activities in the Division, Region, National, and / or International level that has given recognition and pride to the Schools Division Office of Benguet	30%	
		Compliance to recommendations, requests and mandates by the Schools Division Office of Benguet	20%	
<b>Best Employee of the Month Award</b>  (Best Teacher of the Month; Best Master Teacher of the Month)	Teaching	Conduct of activities that are beyond the roles and responsibilities, designation, and KRAs of the employee	50%	100%
		Initiated to programs, projects and activities in the Division, Region, National, and / or International level that has given recognition and pride to the Schools Division of Benguet	30%	
		Compliance to recommendations, requests and mandates by the Schools Division Office of Benguet	20%	
<b>Best Employee of the Month Award</b>	Teaching related	Conduct of activities that are beyond the roles and responsibilities, designation, and KRAs of the employee	50%	100%





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

(Best School Head of the Month; Best Head Teacher of the Month)		Initiated to programs, projects and activities in the Division, Region, National, and / or International level that has given recognition and pride to the Schools Division of Benguet	30%	
		Compliance to recommendations, requests and mandates by the Schools Division Office of Benguet	20%	

2. **Best Employee of the Year** - Given to an employee or group of employees who have gained the most number of Best Employee of the Month Award for the given calendar year.
3. **Gantimpala Agad Award** – Given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

SCHEDULE OF AWARDING: this award shall be given monthly.

4. **Exemplary Behavior Award** – Based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will be automatically nominated by the agency PRAISE committee to the Dangal ng Bayan Award.

SCHEDULE OF AWARDING: This award shall be given semi-annually (June and December)

5. **Best Organizational Unit Award** - granted to the top organizational unit which may be a section, division, or office on the basis of meeting the organization's performance targets and other pre-determined criteria.

*Best Office:* Office of the Schools Division Superintendent, Curriculum Implementation Division, Schools Governance and Operations Division

*Best Unit / Section:* Finance Unit, Personnel Section, Cash Section etc.

SCHEDULE OF AWARDING: this award shall be given Quarterly in the Division Level

Award	Category	Criteria	Percentage	Total	Additional Awardees
Best Section / Unit Award	Section / Unit	Compliance to PMIS, DAIP and SEF PPAs following schedules and budget allotment	50 %	100%	Unit / section  Employees under the unit





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

		Full implementation or conduct of PPAs indicated in the PMIS, DAIP, SEF, and Action Plans (TA, and section. Unit plans) covered as roles and responsibilities of the section / unit	50%		/ section awarded
Best Office / Division	Office / Division	Compliance to PMIS, DAIP and SEF PPAs following schedules indicated and budget allotment	50 %	100%	Office / Division  Chief / ASDS with direct supervision of the Division / Office
		Full implementation or conduct of PPAs indicated in the PMIS, DAIP, SEF, and consolidated accomplishments (TA, and section. Unit plans) covering completion or contributory to OPCRF KRAs	50%		
Best School	School	Budget Utilization Rate	50%	100%	School
		Strict compliance to mandates released by the Division Office on or before the indicated due date/s	50%		School Head
Best District	District	100% Budget Utilization Rate of public schools within the district	50%	100%	District  PSDS
		100% compliance to mandates released by the Division Office on or before the indicated due date/s of public schools within the District	50%		

Schools and Districts may determine their own awards for this.

- 6. Cost Economy Measure Award** – granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of manhours and cost or otherwise benefit the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.







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

---

7. **Most Organized Employee** Given to employees that followed the following 5-S indicated below:
  - a. Seiri (proper arrangement) Separate out all that is unneeded and eliminate it
  - b. Seiton (orderliness) Separate out all that is unneeded and eliminate it
  - c. Seiso (cleanup) Separate out all that is unneeded and eliminate it
  - d. Seiketsu (standardize) Make cleaning and checking routine
  - e. Shitsuke (personal discipline) Commit to the previous 4 steps and improve on them
8. **Performance Commitment Award** Given to an employee with a rating equivalent to OUTSTANDING for the current or latest rating period. This award is only given per governance level.
9. **Performance Commitment Hall of Fame Award** Given to an employee with a rating equivalent to OUTSTANDING for three consecutive rating periods. This award is only given per governance level.
10. Such other awards which the Districts and Schools may decide to give.

#### VI. INCENTIVES (TYPES and FORMS)

This only covers the incentives given for Iyaman spot awards granted in each government levels.

1. **Career and Self-Development Incentive** – granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the Annual SEDOE awarding Ceremony.
2. **Compensatory Time-Off** – granted to an employee who has worked beyond his regular hours on a project without overtime pay.
3. **“salu-salo” Together** – meal hosted by superiors or supervisors for employees who have made significant contributions.
4. **Personal Growth Opportunities** – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel, packages and other learning opportunities.
5. **Flexiplace** – work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output / result



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**IYAMAN**  
Integrity | Beliefs | Accomplishments | Profiles | Advancement | Nurture Excellence

