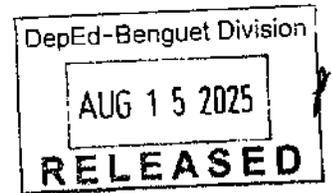




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Schools Division of Benguet



12 Aug 2025

**DIVISION MEMORANDUM**

No. 351, s 2025

**2025 SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES  
(SEDOE) GUIDELINES**

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

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, Regional Memorandum no. 248, s. 2025 or the Revised Policy Guidelines on Rewards and Recognition System of DepEd Cordillera Administrative Region, 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); this office issues this 2025 Service Excellence for DepEd Officials and Employees (SEDOE) Guidelines which aims to provide incentives and awards to its employees based on their performance, innovative ideas and exemplary behavior.

2. This guideline shall cover the mechanics and procedures in assessing, evaluating, rewarding, and recognizing awards given to all employees of Benguet Division Office, Districts, and Schools regardless of age, gender, and sexual orientation, religious affiliation, ability or disability, and ethnical or cultural background.

3. The **LOCALIZED BEST TEACHER AWARD shall undergo the (1) SCHOOL and (2) DISTRICT LEVEL SEARCH evaluation and assessment**; while folders of nominees for **DAYAW TI CORDILLERA AWARD AND OUTSTANDING EMPLOYEE AWARD shall undergo the (1) DISTRICT LEVEL SEARCH evaluation and assessment** by the District PRAISE Committee before submission to the Division PRAISE committee through the Records Section where final assessment and evaluation shall be conducted.



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4. District and Private School PRAISE committee must submit ALL AS ONE the following ORIGINAL DOCUMENTS to the records section with transmittal letter signed by the PSDS on or before the identified due dates.

5. Late submissions shall not be entertained. Non-compliance to the instruction given in the submission of the following documents and the absence of transmittal letter signed by the PSDS shall be grounds for disqualification of folders submitted.

6. Interested employees must only apply for one award category and award/s shall be given to employees who have met at least 80% of the criteria given per category.

7. Please be guided with the following schedule and additional information:

Activities	Timeline	Remarks
Issuance of Division Memo	August 2025	Division PRAISE committee
Conduct of School and District Level Search (Public and Private Schools)	August 25 – 29, 2025 <b>OUTSTANDING EMPLOYEE AWARD</b> <b>DAYAW TI CORDILLERA AWARD</b>	School and District PRAISE Committee must conduct thorough screening and evaluation of documents.
	September 1, 2025 to September 25, 2025 <b>BEST TEACHER AWARD (Localized Award)</b>	
Submission of entries / nominees with complete documents at the Division Records Section	September 01, 2025 <b>OUTSTANDING EMPLOYEE AWARD</b> <b>DAYAW TI CORDILLERA AWARD</b>	Submit an endorsement letter signed by the District PRAISE Committee. Attach summary of results with signature of District PRAISE committee chair and members
	October 03, 2025 <b>BEST TEACHER AWARD (Localized Award)</b>	
Shortlisting of Nominees	September 01 and 02, 2025 <b>OUTSTANDING EMPLOYEE AWARD</b> <b>DAYAW TI CORDILLERA AWARD</b>	Document assessment for completeness of attachments and appropriateness of documents by the Division PRAISE Secretariat
	October 03 and 06, 2025 <b>BEST TEACHER AWARD (Localized Award)</b>	
Screening and evaluation of the nomination write-up including required documents	September 03 to 04, 2025 <b>OUTSTANDING EMPLOYEE AWARD</b> <b>DAYAW TI CORDILLERA AWARD</b>	A Shortlisting process shall be conducted for each award category based on the documentary requirements and established criteria
	October 07 and 08, 2025 <b>BEST TEACHER AWARD (Localized Award)</b>	
Deliberation and finalization of results	September 05, 2025 <b>OUTSTANDING EMPLOYEE AWARD</b> <b>DAYAW TI CORDILLERA AWARD</b>	PRAISE Committee
	October 10, 2025	

	<b>BEST TEACHER AWARD</b> ( <i>Localized Award</i> )	
Submission of the list of awardees to the SDS for review and approval	September 05, 2025 <b>OUTSTANDING EMPLOYEE AWARD</b> <b>DAYAW TI CORDILLERA AWARD</b>	PRAISE Secretariat
	October 10, 2025 <b>BEST TEACHER AWARD</b> ( <i>Localized Award</i> )	
Provision of Technical Assistance to all Division Awardees	September 06 to 09, 2025 <b>OUTSTANDING EMPLOYEE AWARD</b> <b>DAYAW TI CORDILLERA AWARD</b>	PRAISE Committee
Submission of documents of Division entries / nominees to the Regional Office	September 12, 2025 <b>OUTSTANDING EMPLOYEE AWARD</b> <b>DAYAW TI CORDILLERA AWARD</b>	PRAISE Secretariat
SEDOE AWARDING CEREMONIES	November 27, 2025	Venue to be determined

8. The mechanics and criteria provided in the Policy Guidelines for SEDOE shall be used in the assessment and evaluation of the nominations for the search.

9. Winners of the Dayaw ti Cordillera Award and Outstanding Employee Award shall be nominated for the 2025 GAWAD Cordillera Award, whereas Best Teacher Award will only be in the Division Level SEDOE Awards.

10. All related issuances, rules and regulations, and provisions that are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

11. This memorandum shall take effect immediately and shall continue to be in force unless sooner repealed, amended, or rescinded.

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

**ESTELA P. LEON – CARIÑO EdD, CESO III**  
Regional Director and  
Concurrent Officer In-Charge  
Office of the Schools Division Superintendent

//OSDS/PRAISE/STEjr.xdk

# **SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES (SEDOE) 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 adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as SEDOE.

The system shall be designed 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.

This policy shall likewise abide by Division's Equal Opportunity Principle (EOP) which states that the Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. Every employee is rewarded accordingly to his or her contribution to the attainment of the organization's goal and objectives or based on an individual's performance, capability, and potential. Rewards and recognition can also be used as a basis for earning points during the application, selection/assessment process.

## **II. OBJECTIVES**

### **A. General**

To encourage, recognize and reward individuals and groups for their suggestions, innovative ideas, inventions, discoveries, heroic deeds, exemplary behavior, and extraordinary acts of service in the public service, which contribute to the efficiency, economy, and improvement in DepEd Operations which lead to organizational productivity.

### **B. Specific**

1. To improve employee morale and motivation, which can result in higher job satisfaction and engagement levels.
2. To increase employee productivity and have them take ownership of their work, leading to higher levels of performance.
3. To reduce turnover - to help to retain employees, as they feel more connected to the organization and are less likely to seek employment elsewhere.
4. To enhance teamwork. This will foster a sense of teamwork and collaboration, which can lead to better communication and cooperation among colleagues.

5. To improve student outcomes: When employees are recognized for their efforts, they are more likely to be committed to their work, which can translate into better outcomes for students.

### **III. INTERPLAY OF REWARDS AND RECOGNITION TO THE HR SYSTEMS**

Schools Division of Benguet remains committed to continue itself to better serve its stakeholders, to strive even more in the pursuit of the highest standards of human resource management systems and to promote people excellence in the office for efficient and effective public service delivery.

Schools Division of Benguet also provides growth opportunities, builds effective developmental and training programs, scholarship exposures and promotion breaks for its employees. These will help them not only improve their skills, but become more proficient at their jobs.

Its current PRIME-HRM Level 2 status propels the interplay of the four aspects of HR management, namely: Recruitment, Selection, and Placement; Learning and Development; Performance Management; and Rewards and Recognition for the development of its human resource management competencies, systems, and practices toward HR excellence.

Further, Rewards and Recognition is one of the core HRM areas which ensure productivity in public service, hence realizing the target goals of the institution and contributing to the improvement of the three other core HRM areas and the operations of the agency as a whole.

Establishing links among the four core HRM areas is necessary to ensure that Schools Division of Benguet PRIME-HRM is fully functional and operational. Below articulates the interrelatedness of the R&R Core HRM area to each of the other systems of PRIME-HRM.-

#### **A. Recruitment, Selection, and Placement (RSP)**

The results of the SEDOE shall serve as the basis for selection and promotion under the Human Resource Merit Promotion and Selection Board (HRMPSB) and the documents from the HRMPSB can be used as references for personnel to vie for the different awards and recognitions.

#### **B. Learning and Development**

SEDOE is also directly linked to Learning & Development since the employees' participation in the different learning and development programs shall serve as a reference for giving rewards and recognition. Likewise, the evaluation results of the SEDOE serve as a basis for recommendation of personnel to participate in relevant learning and development activities including scholarships.



exemplary behavior based on agreed performance standards and norms of behavior.

- E. **Mechanism:** the established process by which DepEd-Benguet implements its rewards and recognition program.
- F. **Non-teaching Personnel Level 1** – This refers to male or female employees of DepEd-CAR who belong to **Salary Grade 1-9** who are involved in structured work in support of Office Operations or engaged in clerical trades, crafts, or custodial services which involve sub-professional work in a non-supervisory or supervisory capacity.
- G. **Non-teaching Personnel Level 2**- This refers to male and female employees of DepEd-CAR who belongs to **Salary Grade 10-24** who perform professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
- H. **Related-Teaching** – This refers to positions whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instructions, such as standard setting, policy and program formulation, research and sector monitoring and evaluation.
- I. **School Heads**- This refers to male or female principals, head teachers and teacher in-charge who manage and supervise schools.
- J. **Supervisory**– This refers to permanent teaching-related personnel who performs guidance and instructional supervision as well as mentoring and coaching, with at least three (3) years of continuous service with DepEd-CAR and who meet the criteria.
- K. **System:** the agency’s awards and incentives program for employees.
- L. **Teaching Personnel:** male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers, Alternative Learning System, mobile teachers, and Teachers In-charge.

## VI. COMPOSITION OF THE PRAISE COMMITTEE

### A. DIVISION PRAISE COMMITTEE

The Division PRAISE Committee shall be known as DepEd Benguet SEDOE Committee and shall be responsible in screening and recommending eligible candidates for regional and national awards. In addition to the committee members referred to in DepEd Order No. 9, s. 2002, entitled “Establishing the Program on Awards and Incentives for Service Excellence” (PRAISE) in the Department of Education are the following:



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## **OVER-ALL SEDOE COMMITTEE**

Chairperson	<b>SAMUEL T. EGSAEN JR EdD, CESO V</b> Assistant Schools Division Superintendent
Vice Chairperson	<b>LUCIO B. ALAWAS</b> Chief Education Supervisor of School Governance and Operations Division
Members	<b>ALADIN M. DOBINTO</b> Chief Education Supervisor – CID <b>JOVEN B. AGTANI</b> EPS II -SMM&E <b>CORAZON C. QUIPOT</b> SEPS – SMM&E <b>XYLENE GRAIL D. KINOMIS</b> HRDS SEPS <b>MAHAL RIFANI</b> AO V Admin <b>FLORINDA PAGOY</b> Division Accountant III <b>MEL WESLEY ALINGBAS</b> AO IV <b>FLORABEL E. BUCLAY</b> AO IV
Secretariat	<b>ARNEL BILLY LIM</b> <b>CHARMAINE NONOG</b> <b>WYNN DARRYL S. LAOP</b>

## **ROLES AND FUNCTIONS OF THE COMMITTEE**

The Division PRAISE Committee shall screen and recommend eligible candidates for regional and national awards.

The following functions and responsibilities of the Committee are specified in DepEd Order No. 09 s. 2002 to wit:

- A. Establish a system of incentives and awards to recognize and motivate employees or their performance and conduct;
- B. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism in recognizing the awardees;
- C. Determine the form of awards and incentives to be granted;
- D. Monitor implementation of approved suggestions and ideas through feedbacks and reports;

- E. Prepare plan, identify resources and prepares budget for the system on an annual basis;
- F. Develops and distributes a system policy manual and orients all the employees;
- G. Document best practices, innovative ideas and success stories which serves as a promotional material to sustain interest and enthusiasm;
- H. Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- I. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its sustainability to the agency; and
- J. Address issues relative to awards and incentives within fifteen (15) days from the date of submission-

*The PRAISE Secretariat shall attend all the PRAISE Committee meetings to coordinate, collaborate and perform the following tasks:*

- A. Document all proceedings of PRAISE Committee meetings.
- B. Take part in the implementation of the PRAISE programs and activities from the start of the nomination process, evaluation of the nominees' documents, validation, interview, awarding, and monitoring and evaluation of the activities within the bounds of equal opportunity principle.
- C. Gather feedback from concerned stakeholders, winners and non-winners with regard to the implemented PRAISE programs and activities.
- D. Remind or update the Committee, through its Chair on Division, Regional, and National activities relevant to Rewards and Recognition.
- E. Prepare accomplishment report after every Rewards and Recognition activity conducted.

## **B. DISTRICT PRAISE COMMITTEE**

The District PRAISE committee shall compose of the following:

Chairman: PSDS / PSDI  
 Co-chairman: School Principal  
 Members: School Principal (3)  
                   Head Teacher (2)  
                   Non-teaching (2)  
 Secretariat: Non-teaching (2)

## **ROLES AND FUNCTIONS OF THE COMMITTEE**

The District PRAISE Committee shall screen and recommend eligible candidates for Division Awards.

The following functions and responsibilities of the Committee are:

- A. Establish a system of incentives and awards to recognize and motivate employees or their performance and conduct;
- B. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism in recognizing the awardees;
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- E. Prepare accomplishment report after every Rewards and Recognition activity conducted.

### **C. SCHOOL PRAISE COMMITTEE**

The School PRAISE committee shall compose of the following:

- |              |  |
|--------------|--|
| Chairman:    | School Head  |
| Co-chairman: | Assistant Principal / Head Teacher / Master Teacher            |
| Members:     | Master Teacher (1 or more)<br>Teacher (I /II /III) – 1 or more |

Non-teaching (1 or more)  
Secretariat: Non-teaching (1 or more)

## **ROLES AND FUNCTIONS OF THE COMMITTEE**

The School PRAISE Committee shall screen and recommend eligible candidates for Division Awards.

The following functions and responsibilities of the Committee are:

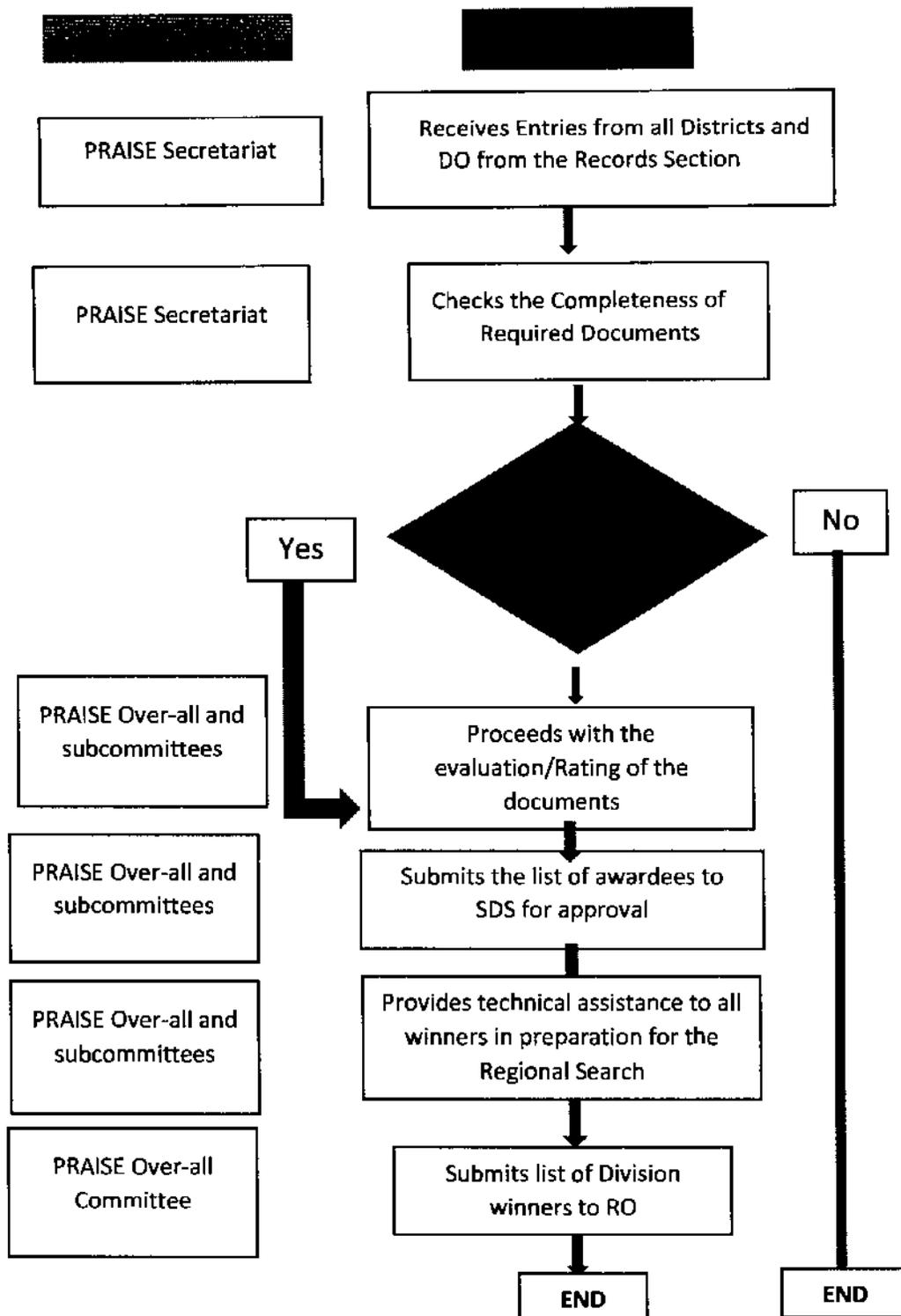
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- I. Address issues relative to awards and incentives within fifteen (15) days from the date of submission-

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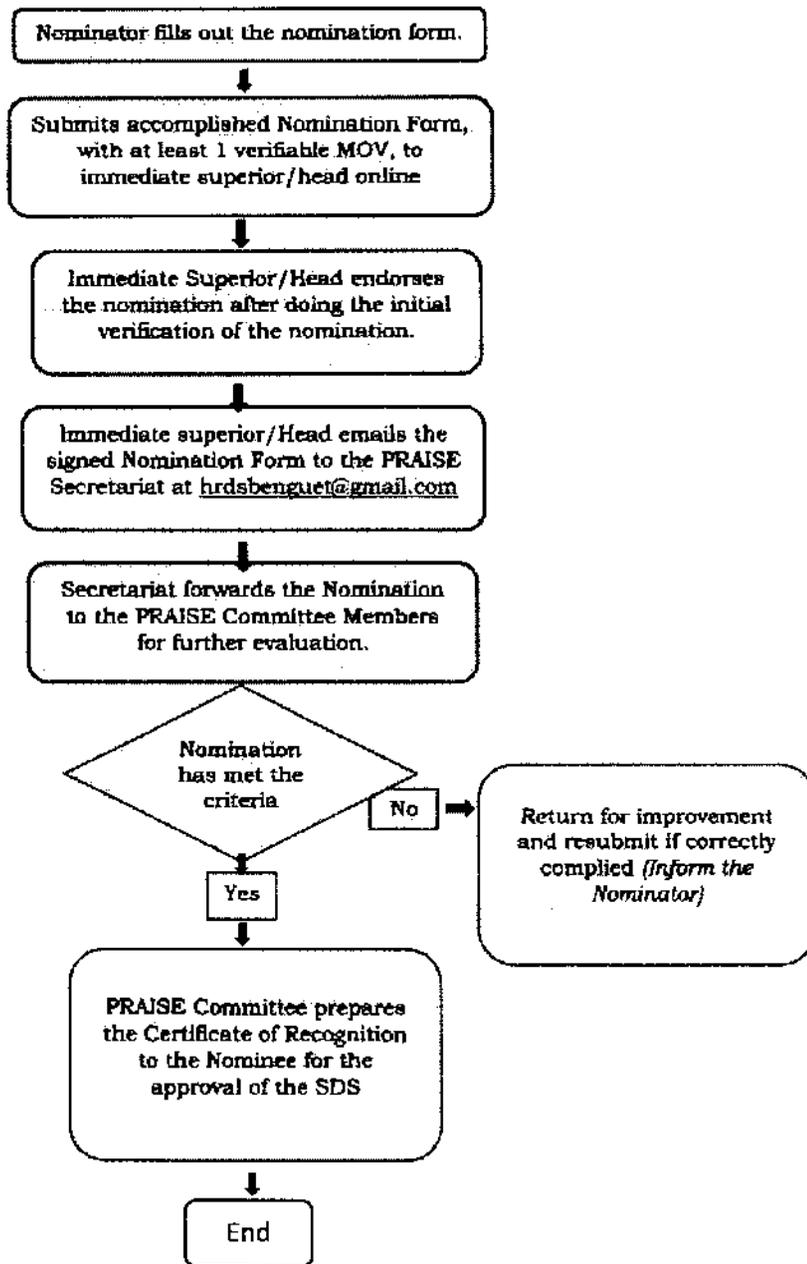
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- D. Remind or update the Committee, through its Chair on Division, Regional, and National activities relevant to Rewards and Recognition.
- E. Prepare accomplishment report after every Rewards and Recognition activity conducted.

**VII. FLOW CHART**

**A. REWARDS AND RECOGNITION FLOWCHART for SDO and SCHOOL AWARDS**



**B. FLOW CHART FOR SUBMISSION OF NOMINATION (GANTIMPALA AGAD AWARD) in the DIVISION OFFICE**



## VIII. AWARD CATEGORIES

### A. LOCALIZED AWARDS in the Districts and Division Office

#### 1. Best District for Administrative Category

This award is conferred to the deserving district with exceptional participation and strong commitment to the mandates, processes, programs, and activities of the Division Administrative Office which will eventually lead their schools towards the MATATAG goal.

#### 2. Best District for Curriculum Implementation Category

This award is conferred to the deserving district with exceptional participation and strong commitment in essentially developing, implementing, assessing and modifying the curriculum which will eventually lead their schools towards the MATATAG goal.

#### 3. Best District for School Governance and Operations Category

This award is conferred to the deserving district with exceptional participation and strong commitment in ensuring that all schools are geared towards the MATATAG goal as emanating from all mandated school operations and governance programs, projects, and activities sustainability reports.

#### 4. Best District for Budget or Finance Management Category

This award is conferred to the deserving district with the highest number of schools that are evidently practicing exceptional participation and strong commitment in directing, controlling, planning, and strategically organizing financial projects or accounts gearing towards the MATATAG goal.

#### 5. Best Implementing District of the YEAR

This award is conferred to the deserving district that has captured majority or all the following awards: Best District Budget or Finance Management Category, School Governance and Operations Category, Curriculum Implementation Category, and Administrative Category.

#### 6. Best Teacher Award

This award is conferred to teachers who have demonstrated the following:

- a. exemplify active learning and curiosity, demonstrate broad thinking, follow ethical principles, and engage with students and peers in a respectful manner;
- b. Integrate research, scholarship, artistic work and /or professional activities with teaching; Align learning outcomes, teaching activities and assessment; and Develop respectful and inclusive learning environments that support student learning;
- c. Communicate and uphold clear academic expectations and standards; and Perform fair and relevant assessment for and of student learning;
- d. Solicit and reflect on feedback from students, peers and others; and Engage in lifelong learning and continuous enhancement of teaching practice.

- Best Kindergarten Teacher
- Best Multigrade Teacher
- Best Elementary Teacher
- Best Araling Panlipunan Teacher (Secondary)
- Best Mathematics Teacher (Secondary)
- Best Science Teacher (Secondary)
- Best EsP Teacher (Secondary)
- Best TLE / TVL Teacher (Secondary)
- Best Filipino Teacher (Secondary)
- Best MAPEH Teacher (Secondary)
- Best English Teacher (Secondary)
- Best Research Teacher (Secondary)

**B. Awards in Participation to the GAWAD Cordillera Awards**

**1. Schools Division Search for OUTSTANDING EMPLOYEE AWARD**

**Categories:**

- Education Program Supervisor or Public Schools District Supervisor
- School Head Category Public Elementary School
- School Head Category Public Secondary School
- School Head Category Private Elementary School
- School Head Category Private Secondary School
- Teaching Category Public Elementary School (T1-T3)
- Teaching Category Public Secondary Teacher (T1-T3)
- Teaching Category Private Elementary School Teacher
- Teaching Category Private Secondary School Teacher
- Teaching Category Public Secondary Master Teacher
- Teaching Category Public Elementary Master Teacher
- Non-Teaching Category Level 1
- Non-Teaching Category Level 2
- Group Category (Division Office, Public Schools, Private Schools - composed of 2 and maximum of 5 from any unit or schools)
- Other Related Teaching Category

Supervising Education Program Specialist
Senior Education Program Specialist
Senior Science Research Specialist
Vocational Instruction Supervisor III
Vocational Instruction Supervisor II
Education Program Specialist II
Guidance Coordinator III
Science Research Specialist II
Science Research Technician IV
Vocational Instruction Supervisor I
Guidance Coordinator II
School Farming Coordinator III

Guidance Counselor III
School Farming Coordinator I
Science Research Technician III
Teacher Credentials Evaluator I
Crafts Education Demonstrator II
Education Program Specialist I
Guidance Counselor II
Guidance Counselor I
Science Research Technician II
Teaching-Aids Specialist
Crafts Education Demonstrator I
Education Research Assistant II
School Farm Demonstrator

## 2. Schools Division Search for Dayaw ti Cordillera Award

There shall be NO categories for Dayaw ti Cordillera Award. The SDO PRAISE committee are responsible to evaluate and shortlist potential nominees for this Award. ONLY ONE nominee from the Division will be forwarded to the RO Praise Committee.

### C. Other Awards in the Division Office

Conferred by the office and other government agencies, DepEd accredited/ recognized private institutions for outstanding contributions of an idea or performance that directly benefited the government.

1. **Loyalty Award** - this shall be granted to an employee who has served continuously and very satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award of P1,000.00 per year during the first ten (10) years. Succeeding awards shall be given five (5) years thereafter. In addition to the cash award, the awardee shall receive a loyalty memorabilia/souvenir such as a lapel emblem/loyalty pin as follows (CSC MC No. 6, s. 2002 disseminated through DO No. 55, s. 2003);
2. **Service Award** - conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.
3. **Gantimpala Agad Award** - Given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty. This award shall be given during the Flag Rites

#### 4. Exemplary Performance Award

This shall be given to employees who have performed beyond and above their normal duties by achieving, Outstanding, or Satisfactory Rating during the previous year Rating period which contributed to the attainment of the goals of the Division Office.

## **IX. QUALIFICATION REQUIREMENTS OF NOMINEES**

### **A. BASIC QUALIFICATIONS**

1. Have rendered at least three (3) years of continuous GOVERNMENT / PRIVATE services as of deadline of submission.
2. Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semesters or three (3) annual rating periods prior to the nomination

### **B. REQUIRED NOMINATION DOCUMENTS**

The following are the required documentary requirements to be submitted:

1. Completely filled- out Nomination Form (Please see attached)
2. Nominee's updated CSC Form 212 or Personal Data Sheet with passport size (4.5 cm x 3.5 cm) photo with tag taken within the last six months prior to the nomination.
3. Endorsement from the Chief/unit Heads/ Schools Division Superintendent.
4. A certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending administrative or criminal case/s, there should be no adverse judgement / ruling on the administrative or criminal case at the time of nomination
5. A certification of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required. Detailed information on dismissed / decided case/s of the nominee, if any.
6. Copy of the signed OPCR/IPCR for the past three year rating periods with at least a Very Satisfactory (VS) performance rating prior to the nomination.
7. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 prior to the nomination (FOR ALL NOMINEES OR WHICH EVER IS APPLICABLE). (When it will be found that there was an unliquidated CA during the validation, the nominee shall be disqualified.)
8. Copy of the Statement of Liabilities and Net worth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.
9. Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO/ School Head)
10. 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 nomination folder.

### **C. WRITE-UP ACCOMPLISHMENTS**

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

- a. Use specific terms such as “assisted”, “contributed” or “facilitated”;
  - b. State outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and in bulleted form;
  - c. Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefitted and/or transactions facilitated; and
  - d. The nomination write-up of Chiefs should present individual accomplishments or behavioral norms NOT the accomplishment of the entire office.
2. The following information must be adequately provided:
- a. 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;
  - b. Impact of the exceptional/extraordinary contribution to the public interest, security and patrimony;
  - c. Impact of the outstanding contribution to more than one school or office
  - d. 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.
3. Limitation on Nomination:
- a. 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.
  - b. 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.
  - c. Nominee/s shall be nominated in one award category only.

## **X. CRITERIA FOR EVALUATION**

Deserving employees shall be nominated to either of the following awards per category:

### **A. OUTSTANDING EMPLOYEE AWARD (Individual and Group Categories – Public and Private)**

- a. **Innovativeness of the project, outstanding performance or contribution** – The degree of uniqueness and originality of outstanding performance or contribution/s.
- b. **Sustainability and replicability** – Th extend to which the idea, suggestion, innovation or invention is being used and its results; the number of persons

- benefited; the paradigm shift it has caused and the amount of money saved.
- c. **Effectiveness** – The extent to which the innovation / idea has effectively and efficiently addressed a pressing need / improved service delivery.
  - d. **Demonstrated teamwork, cooperation, camaraderie, and cohesiveness (for group nominations)** members motivate and support each other or the degree to which group members positively influence each other.
  - e. **Awards** – these are major awards / citations received by the employee / district/ school. The highest award or recognition received by the employee / district / school that gave the greatest impact in the organization shall be credited.
  - f. **Performance Rating** – the degree of consistency of the nominee in delivering excellent service as manifested in his/her performance rating for the last three (3) rating periods).

## B. Dayaw ti Cordillera Award

1. **Quality and Consistency of Behavioral Performance** The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. **Impact of Behavioral Performance** The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. **Risk or Temptation Inherent in the Work** The degree of risk and temptation substantially present in the work.
4. **Obscurity of the Position** The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. **Years of Service** The cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.
6. **Performance Rating** – the degree of consistency of the nominee in delivering excellent service as manifested in his / her performance rating for the last three (3) rating periods.
7. **Other similar circumstances or considerations in favor of the nominee,** as may be determined by the members of the Committee on Awards for Dangkal ng Bayan (**plus factor**)

## XI. PROCEDURE FOR SCREENING AND EVALUATION

The PRAISE Committee shall evaluate nominations based on the required nomination documents (1-10) and the criteria for evaluation.

The PRAISE Secretariat shall screen all nomination with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on the Policy Guidelines and submit the list of qualified nominees to the Committee for evaluation.

The PRAISE shall evaluate the documents based on the Criteria for Evaluation of the

Policy Guidelines. It shall validate the accomplishments of the nominees under a flexible validation (blended/limited face to face) and endorse the results to the office of the Schools Division Superintendent for final deliberation and approval.

## **XII. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS**

- A.** Non-compliance with the guidelines on the submission of complete documentary requirements (no office endorsement, observance of deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, and other required documents) shall render the nominee ineligible for the Search.
- B.** Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable laws and rules.
- C.** Group members with lacking documentary requirements shall be automatically removed from the team and shall be considered ineligible to/disqualified from the Search.
- D.** Nominee, whether individual or member of a group, who was conferred the award in the same or different category within the last three years prior to the nomination period shall be disqualified from the Search

## **XIII. INCENTIVES**

In fulfillment of DepEd Order No. 9, s. 2002, the DepEd-CAR shall continuously search, screen, and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service as such, the following incentives shall be regularly awarded:

### **A. Loyalty Incentive**

Granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years in service. The recipient shall be entitled to a cash award of not less than Php 500.00 but not more than Php 1000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem/loyalty pin shall be given:

10 and 15 years	- Bronze Service Pin
20 and 25 years	- Silver Service Ring
30, 35 and 40 years	- Gold Service Medallion

### **B. Length of Service Incentive**

Given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following Joint CSC – DBM Circular No. 1, s. 1990.

### **C. Productivity Incentive**

Given to all employees who have performed at least very satisfactorily for the year covered in accordance with the DepEd's CSC-approved Performance Evaluation System. The incentive shall follow relevant existing guidelines.

#### **D. Career and Self-Development Incentive**

Granted in recognition of an individual who has satisfactorily completed a program or short course within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals in a fitting DepEd ceremony.

#### **E. Special Incentive**

This shall be given to employees who have performed beyond and above their normal duties by achieving, Outstanding, or Satisfactory Rating during the previous year Rating period which contributed to the attainment of the goals of the Division Office.

#### **F. Compensatory Overtime Credits**

This shall be granted to an employee who has worked beyond his or her regular office hours on a project without overtime pay as provided in a memo or order.

#### **G. Alternative Work Arrangement (AWA)**

This shall be allowed to qualified employee/s who demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

#### **H. "Sahu-salo" Together**

This shall be hosted by superiors or supervisors for employees who have made significant contributions and manifested meritorious performance without cost from the office.

#### **I. Personal Growth Opportunities**

This shall be granted to deserving and qualified employee which may be in the form of attendance to conferences on official business, membership in professional organizations, and other learning opportunities.

#### **J. Plaques, Certificates**

#### **K. Monetary Award**

#### **L. Travel Packages**

#### **M. Local and Foreign Scholarship Nominations**

Deserving and qualified employee shall be nominated to a scholarship provided he or she has served the office for at least five (5) years and has a very satisfactory rating for the last two (2) rating periods preceding the nomination.

#### **N. Permit to go on Study Leave**

Deserving and qualified employee shall be permitted to go on study leave for 6 months to one year to complete a thesis or dissertation or three (3) months to review for board or bar examination, after seven (7) years of service and after incurring a very satisfactory performance for last two (rating periods).

**O. Non-monetary Incentives**

This refers to incentives in kind which may be in the form of merchandise, computers, mobile phones, recognition posted on the “Wall of Fame”, feature in DepEd publications, and others.

**P. Other Incentives**

This shall also be given to deserving employee which the agency’s PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition accorded by stakeholders for a particular achievement.

## SEDOE INCENTIVES

Category	Number of Outstanding Awardees Expected	Cash Incentives per Outstanding Awardee	TOTAL Incentive per Category
Best District Administrative Category	1	5,000.00	5,000.00
Best District Curriculum Implementation	1	5,000.00	5,000.00
Best District School Governance and Operations	1	5,000.00	5,000.00
Best District Budget or Finance Management	1	5,000.00	5,000.00
Best Implementing District of 2025	1	10,000.00	10,000.00
<b>OUTSTANDING EMPLOYEE AWARD - INDIVIDUAL</b>			
EPS / PSDS	1	3,000.00	3,000.00
Public Elementary School Head	1	3,000.00	3,000.00
Public Secondary School Head	1	3,000.00	3,000.00
Private Elementary School Head	1	3,000.00	3,000.00
Private Secondary School Head	1	3,000.00	3,000.00
Public Elementary Teacher	1	3,000.00	3,000.00
Public Secondary Teacher	1	3,000.00	3,000.00
Private Elementary Teacher	1	3,000.00	3,000.00
Private Secondary Teacher	1	3,000.00	3,000.00
Master Teacher Elementary	1	3,000.00	3,000.00
Master Teacher Secondary	1	3,000.00	3,000.00
Non-Teaching Category 1 (Salary grades 1-9)	1	3,000.00	3,000.00
Non-Teaching Category 2 (Salary Grade 1-21) – Nurse / Administrative Officer	1	3,000.00	3,000.00
Other Related Teaching Category (EPS 2, SEPS, Librarian etc)	1	3,000.00	3,000.00
<b>Dayaw ti Cordillera Awardee</b>			
	1	5,000.00	5,000.00
<b>OUTSTANDING EMPLOYEE AWARD GROUP</b>			
DO Unit / Section	1	5,000.00	5,000.00
District Wide	1	5,000.00	5,000.00
Public Schools	1	5,000.00	5,000.00
Private Schools	1	5,000.00	5,000.00
<b>LOCALIZED AWARDS</b>			
Best Kindergarten Teacher	1	2,000.00	2,000.00
Best Multigrade Teacher	1	2,000.00	2,000.00
Best Elementary Teacher	1	2,000.00	2,000.00
Best Araling Panlipunan Teacher (Secondary)	1	2,000.00	2,000.00
Best Mathematics Teacher (Secondary)	1	2,000.00	2,000.00

Best Science Teacher (Secondary)	1	2,000.00	2,000.00
Best EsP Teacher (Secondary)	1	2,000.00	2,000.00
Best TLE / TVL Teacher (Secondary)	1	2,000.00	2,000.00
Best Filipino Teacher (Secondary)	1	2,000.00	2,000.00
Best MAPEH Teacher (Secondary)	1	2,000.00	2,000.00
Best English Teacher (Secondary)	1	2,000.00	2,000.00
Best Research Teacher (Secondary)	1	2,000.00	2,000.00
<b>OVERALL TOTAL</b>		<b>121,000.00</b>	<b>121,000.00</b>

### **XIII. MONITORING AND EVALUATION**

Monitoring and evaluation of Rewards and Recognition activities shall be done by the PRAISE Committee, in partnership with the Monitoring and Evaluation Section, and the Office of the Schools Division Superintendent.

### **XIV. FUNDING**

The Division Office, through the Human Resource Development Section, shall allocate at least 5% of the Division MOOE for the awards system and incorporate the same in its annual Work and Financial Plan and Budget.

### **XV. EFFECTIVITY**

This policy shall take effect immediately upon approval. The Schools District Offices and schools shall adhere to and shall develop specific rules and procedures to implement this policy relative to their context.

### **XVI. REFERENCES**

DepEd Order No. 9, series 2002. Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education.

DepEd order No. 78, s. 2007 – Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education

DepEd Order no. 36, s. 2016 – Policy Guidelines on Awards and Recognition for the K-12 Basic Education Program

CSC MC no. 2001 – Program on Awards and Incentives for Service Excellence (PRAISE)



### WRITE UP TEMPLATE

Name of Nominee: \_\_\_\_\_ Division: \_\_\_\_\_

Position of Nominee: \_\_\_\_\_ No. of years in the position \_\_\_\_\_

Length of Service in Government: \_\_\_\_\_

I. <b>Executive Summary:</b> (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. <b>Significant Accomplishment/a within the Last Three Years:</b> (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. <b>Impact of Accomplishments</b> (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. <b>Other Information</b> (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**

\_\_\_\_\_  
**PRAISE Committee Chairperson**

\_\_\_\_\_  
**SDS**



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Telephone Number: (074) 422-5570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet



**2023 GAWAD CORDILLERA  
Outstanding Employee Award (Individual Category)- Public and Private**

**RUBRIC FOR ASSESSMENT**

**NOMINEE'S NAME:**

**CATEGORY**

**STAGE 1: EVALUATION OF DOCUMENTS**

<b>A. PERFORMANCE (10 points)</b>		<b>OPCRF/IPCRF RATING</b>			<b>Points Earned</b>	
The degree of consistency of the nominee manifesting a strong desire for outstanding performance in the last three (3) rating periods.		Year 1	Year 2	Year 3		
<b>B. Awards (10 pts)</b> These are major awards/citations received by the employee/school/SDO. (The highest award or recognition received by the employee/school/SDO that gave the greatest impact in the organization shall be credited)	Level					
	School		1			
	Congressional/District		2			
	Division		4			
	Regional		6			
	National		8			
	International		10			
<b>C. ACCOMPLISHMENTS (80 points) - refer to the write up</b>						
<b>Criteria</b>		<b>Indicators</b>				<b>Points Earned</b>
		<b>Not Evident</b>	<b>Some What Evident</b>	<b>Evident</b>	<b>Highly Evident</b>	
<b>1. Innovativeness of the project, outstanding performance or contribution/s (12 points)</b>						
• intends to address a clearly defined problem/s with high degree of significance on organizational efficiency and effectiveness		0	2	4	6	

• features creative, original/novel/unique and exemplary initiative that can be used as benchmark to improve practice	0	2	4	6	
<b>2. Sustainability and Replicability (23 points)</b>					
• the project/initiative/accomplishment is institutionalized and is currently used to improve systems/processes	0	3	6	8	
• the project/initiative/accomplishment is adopted/replicated by other schools/SDOs/offices	0	5	10	15	
<b>3. Effectiveness (45 points)</b>					
• the project/initiative/accomplishment was tested for usability and relevance	0	5	10	15	
• the project/initiative/accomplishment yields significant gains/results and/or improvement of performance of the organization	0	5	10	15	
• significant gains/results and/or improvement of performance has been consistent based on historical data	0	5	10	15	

<b>SUMMARY RESULTS OF EVALUATION OF DOCUMENTS</b>	
Criteria	Points
I. PERFORMANCE (10 points)	
II. AWARDS (10 points)	
III. ACCOMPLISHMENTS (80 points)	
Total points	

\_\_\_\_\_  
**Evaluator**

(Signature over printed name)

\_\_\_\_\_  
**Evaluator**

(Signature over printed name)

\_\_\_\_\_  
**Evaluator**

(Signature over printed name)

**STAGE 2: INTERVIEW AND VALIDATION OF ACCOMPLISHMENTS PRESENTED IN THE WRITE-UP**

**A. Interview (15 Points)**

<b>Criteria</b>	<p align="center"><b>Indicators</b> Scoring System:  <i>10 points (All 4 indicators are evident.)</i>  <i>8 points (Three indicators are evident.)</i>  <i>6 points (Two indicators are evident.)</i>  <i>4 points (Only one indicator is evident.)</i>  <i>0 (None of the indicators are evident.)</i></p>	<b>Check if the indicator is evident.</b>	<b>Points Earned</b>
<p><b>1. Nominee's Integrity in the presented accomplishments (10 pts)</b></p>	<ul style="list-style-type: none"> <li>• Responses are consistent vis-à-vis write-up</li> <li>• Answers are factual, concrete, and specific</li> <li>• Information for all claims is verifiable</li> <li>• Demonstrates and sustains ideas about his/her initiatives, innovations, and other significant contributions</li> </ul>		
<p><b>2. General Attitude (2 pts)</b></p>	<p align="center"><b>Indicators</b> Scoring System:  <i>2 points (All 4 indicators are evident.)</i> <i>1 point (Two indicators are evident.)</i> <i>0 (None of the indicators are evident.)</i>  <i>1.5 points (Three indicators are evident.)</i> <i>.5 points (Only one indicator is evident.)</i></p> <ul style="list-style-type: none"> <li>• Core values, traits, and qualities of public servant are apparent</li> <li>• Enthusiastic, tactful, and modulated</li> <li>• Confident, establishes eye contact, relaxed, and composed</li> <li>• Organized, systematic, punctual, performance-oriented, and dependable</li> </ul>		
	<p align="center"><b>Indicators</b> Scoring System:  <i>2 points (All 4 indicators are evident.)</i> <i>1 point (Two indicators are evident.)</i> <i>0 (None of the indicators are evident.)</i>  <i>1.5 points (Three indicators are evident.)</i> <i>.5 point (Only one indicator is evident.)</i></p>		
<p><b>3. Content and Skill Presentation ( 2 pts)</b></p>	<ul style="list-style-type: none"> <li>• Direct and certain in his/her responses</li> <li>• Manifests well-constructed, well-analyzed, and confident answer</li> <li>• Provides clear purpose and subject by providing pertinent examples, facts, or supports ideas with evidence</li> <li>• Prepared and demonstrates extensive knowledge</li> </ul>		

	<b>Indicators</b> <i>Scoring System:</i> <b>1</b> point (All 4 indicators are evident.) <b>.5</b> points (Two indicators are evident.) <b>0</b> (None of the indicators are evident.) <b>.75</b> points (Three indicators are evident) <b>.25</b> point (Only one indicator is evident.)		
4. Delivery and Language (1 pt)	<ul style="list-style-type: none"> <li>• Uses proper language and articulates responses in the language he/she is comfortable</li> <li>• Answers questions with appropriate wait time</li> <li>• Delivery is poised, controlled, and smooth</li> <li>• Persuasive, deep and thorough</li> </ul>		

**B. Validation: (Colleagues and Recipients of accomplishments) (15 Points)**

<b>VALIDATION OF ACCOMPLISHMENTS</b>					
Criteria	Indicators				Points Earned
	Not Evident	Some What Evident	Evident	Highly Evident	
<b>1. Innovativeness of the project, outstanding performance or contribution/s (5 points)</b>					
• intends to address a clearly defined problem/s with high degree of significance on organizational efficiency and effectiveness	0	1	2	2.5	
• features creative, original/novel/unique and exemplary initiative that can be used as benchmark to improve practice	0	1	2	2.5	
<b>2. Sustainability and Replicability (5 points)</b>					
• the project/initiative/accomplishment is institutionalized and is currently used to improve systems/processes	0	1	2	2.5	
• the project/initiative/accomplishment is adopted/replicated by other schools/SDOs/offices	0	1	2	2.5	
<b>3. Effectiveness (5 points)</b>					
• the project/initiative/accomplishment was tested for usability and relevance	0	0.5	0.75	1	

• the project/initiative/accomplishment yields significant gains/ results and/or improvement of performance of the organization	0	1	1.5	2	
• significant gains/results and/or improvement of performance has been consistent based on historical data	0	1	1.5	2	

**OVERALL RESULT**

<b>STAGE</b>	<b>Score</b>
<b>1. Evaluation of Documents (70%)</b>	
<b>2. Interview (15%)</b>	
<b>3. Validation (15%)</b>	
<b>Grand Total (100%)</b>	

**Evaluator**

(Signature over printed name)

**Evaluator**

(Signature over printed name)

**Evaluator**

(Signature over printed name)

**2023 GAWAD CORDILLERA  
Outstanding Employee Award (Group Category)- Public and Private**

**RUBRIC FOR ASSESSMENT**

<b>NOMINEE'S NAME:</b>	<b>CATEGORY</b>
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**STAGE 1: EVALUATION OF DOCUMENTS**

<b>A. PERFORMANCE (10 points)</b>	<b>OPCRF/IPCRF RATING</b>			<b>Points Earned</b>	
The degree of consistency of the nominee manifesting a strong desire for outstanding performance for the last three (3) rating periods.	Year 1	Year 2	Year 3		
<b>B. ACCOMPLISHMENTS (90 points) – refer to the write up</b>					
Criteria	Indicators				Points Earned
	Not Evident	Some What Evident	Evident	Highly Evident	
<b>1. Innovativeness of the project, outstanding performance or contribution/s (12 points)</b>					
• intends to address a clearly defined problem/s with high degree of significance on organizational efficiency and effectiveness	0	2	4	6	
• features creative, original/novel/unique and exemplary initiative that can be used as benchmark to improve practice	0	2	4	6	
<b>2. Sustainability and Replicability (23 points)</b>					
• the project/initiative/accomplishment is institutionalized and is currently used to improve systems/processes	0	3	6	8	
• the project/initiative/accomplishment is adopted/replicated by other schools/SDOs/offices	0	5	10	15	
<b>3. Effectiveness (45 points)</b>					

<ul style="list-style-type: none"> <li>the project/initiative/accomplishment was tested for usability and relevance</li> </ul>	0	5	10	15	
<ul style="list-style-type: none"> <li>the project/initiative/accomplishment yields significant gains/ results and/or improvement of performance of the organization</li> </ul>	0	5	10	15	
<ul style="list-style-type: none"> <li>significant gains/ results and/or improvement of performance has been consistent based on historical data</li> </ul>	0	5	10	15	
<p><b>4. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness- (10 points)</b> (for group nominations only) members motivate and support each other or the degree to which group members positively influence each other. <i>Each group/team member should have verifiable/ actual contribution in the attainment of the group/team's accomplishment. This should be specified in the nomination.</i></p>					
<ul style="list-style-type: none"> <li>the team worked together in a cohesive manner through cooperation, collaboration trust building and relationships.</li> </ul>	0	1	1.5	2	
<ul style="list-style-type: none"> <li>fostered team communication and dialogue. Overall purpose of the team is communicated well by the team leader and is understood by each team member.</li> </ul>	0	1	1.5	2	
<ul style="list-style-type: none"> <li>both leader and team members contributed to overarching goals and everyone is pulling in the same direction.</li> </ul>	0	1	1.5	2	
<ul style="list-style-type: none"> <li>demonstrated a shared responsibility and focus to ensure objectives and goals are successfully met.</li> </ul>	0	1	2	4	
<b>TOTAL POINTS</b>					

<b>SUMMARY RESULTS OF EVALUATION OF DOCUMENTS</b>	
Criteria	Points
I. PERFORMANCE (10 points)	
II. ACCOMPLISHMENTS (90 Points)	
TOTAL POINTS (100 Points)	

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Evaluator

(Signature over printed name)

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Evaluator

(Signature over printed name)

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Evaluator