



DIVISION MEMORANDUM

No. *164* s. 2014

To : All Education Supervisors, Public School District Supervisors, Public Elementary and Secondary School Heads, teachers & non – teaching personnel and All Others Concerned

From : **FRANCIS CESAR B. BRINGAS, CESO VI**
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Subject : **SEARCH FOR THE MOST OUTSTANDING PERSONNEL**

Date : 01 December 2014

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1. This is to inform the field that the DepEd – Division of Baguio City is conducting the ANNUAL SEARCH FOR THE MOST OUTSTANDING NON – TEACHING PERSONNEL in order to attain the following objectives:
 - a. Encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees for their superior accomplishments and other efforts which contribute to the efficiency, economy, or other improvement in government operations, or for their acts or services in the public interest.
 - b. Adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
 2. Attached for the information of all concerned is a Program on Awards and Incentives for Service Excellence (Most Outstanding Non – Teaching Personnel) which provides for the specific guidelines and procedures for the said undertaking.
 3. All interested parties can secure a NOMINATION FORM from the following officials assigned at the division office, school and district offices:

a. BEBSIE HERNANDEZ-DIZON	Division Office
b. JOSEPH AKILITH	District I
c. SANTIAGO BUGTONG	District II
d. SUSANA ALIPING	District III
e. CYNTHIA CADAWAN	Baguio City National High School
f. BELEN TOMIN	Pines City National High School
 4. Immediate and widest dissemination of this memorandum is desired.

Department of Education
DIVISION OF BAGUIO CITY
Annual Search for Outstanding Non Teaching Personnel

Nomination Form
For Outstanding Work Performance

NOMINATION FOR: _____

Residence Address: _____

Position: _____

Office : _____

Office Address: _____

Telephone/Cell phone Numbers: _____

Performance Rating: June – December 2013 _____

January – June 2014 _____

THE NOMINATOR

Name: _____

Position: _____

Telephone/Cell phone Numbers: _____

Agency: _____

Address: _____

Signature: _____

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
Department of Education
DIVISION OF BAGUIO CITY
Upper Session Road, Baguio City

MOST OUTSTANDING NON TEACHING PERSONNEL

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 in relation to DepEd Order No. 9, s. 2002, Deped – Division of Baguio City launches the ANNUAL SEARCH FOR THE MOST OUTSTANDING NON TEACHING PERSONNEL. The Most Outstanding Personnel is awarded to a Non Teaching Employee of Deped – Division of Baguio City who has excelled among peers in terms of excellence in performance of assigned tasks, superior accomplishment, exemplary behavior extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead the organizational productivity and, the attainment of the Division's goals and objectives.

QUALIFICATIONS

Nomination is open to all Non Teaching Employees of Deped – Division of Baguio City, regardless of appointment including those paid from Special Education Fund (SEF) and PTA FUNDS who have at least one (1) year of service as of June 30, 2014.

The nominee must also comply with the following requirements:

- 1.) Active in the service at the time of nomination (i.e. not on leave);
- 2.) Have an OUTSTANDING performance rating for the last two (2) rating periods (July – December 2013, January – June 2014)
- 3.) Be discharging his regular functions;
- 4.) Have not been warned of non-observance/violation of Office rules and regulations.
- 5.) Have no pending administrative case
- 6.) Of good moral character

PROCEDURES

Any person who have personally known a Non Teaching Employee who has exhibited superior knowledge of his/her job and demonstrated excellent performance of his/her duties and responsibilities which are commendable and worthy of recognition shall submit a duly accomplished Nomination Form to the DepEd – Division Office PRAISE Committee on or before November 05, 2007. The Committee shall review the nomination form and the supporting documents and may conduct actual investigation to verify the nomination.

CRITERIA FOR EVALUATION

In the evaluation of the nominees, the nominee who gets the highest point score shall be awarded the Outstanding Employee of the Fiscal Year.

a.) Performance of Task	-	60%
b.) Performance Rating	-	20%
b.) Behavioral Dimension	-	10%
c.) Significance/Impact of Achievement	-	10%

REQUIREMENTS FOR NOMINATION

The following documents shall be submitted together with the Duly Accomplished Nomination Form:

- 1.) Performance Evaluation for the last two (2) rating periods
- 2.) Accomplishment Report
- 3.) Actual Duties and Responsibilities
- 4.) Certification from the Administrative Officer that there is/are no pending administrative case against the nominee
- 5.) Photo (Passport Size)

AWARDS

The Outstanding Non - Teaching Employee of the Year shall receive a cash award of not less than P10, 000.00 and a Plaque of Recognition. A portrait package shall also be awarded from the reputable professional photographer. His/her photo shall also be displayed in the lobby of DepEd - Division Office and all schools.

**Department of Education
DIVISION OF BAGUIO CITY
Non – Teaching Personnel Performance Evaluation**

The performance evaluation is comprised of eight criteria, each representing a part of the employee's overall performance. Please evaluate the employee on each criterion listed. *The evaluation period is from July 1, 2013 to June 30, 2014.* All forms must be completed and returned to Deped – Division Office, Upper Session Road, Baguio City by Friday, December 12, 2014.

Guidelines

1. Evaluations should be completed by the immediate supervisor and peers with the intent of establishing performance objectives and goals.
2. **For extreme ratings of outstanding and inadequate. Please provide examples and justifications in the comments section or use a supplemental sheet.**
3. Evaluations must reflect the current level of job performance, not expected or anticipated performance.

Ratings

A. Outstanding performance

This rating should be used only for employees who consistently demonstrate superior knowledge and skill levels in their overall performance. They require minimal supervision and seek out challenges and go beyond the indicated criteria for the job. (Please provide examples of outstanding performance.)

B. Commendable

Employee performance is consistently above average but requires guidance or assistance in one or two areas of the job performance.)

C. Satisfactory

Employee performance consistently fluctuates between commendable and adequate.

D. Adequate

Employee performance lacks outstanding qualities but generally meets the basic job requirements and expectations of the position.

E. Inadequate

Employee performance is consistently below the minimum requirements for the position. Employee does not demonstrate a desire to learn the duties and responsibilities required to maintain the position; does not follow instructions. (Please provide examples)

**DIVISION OF BAGUIO CITY
PERFORMANCE EVALUATION FORM
NON - TEACHING EMPLOYEES**

Employee Name:			
Employee Title:			
Date of Appointment to Current Position:			
Supervisor Name:		Title:	
Period of Current Evaluation	From: July 1, 2013	To: June 30, 2014	

For each numbered and applicable job factor described below, please check the box in front of the rating statement that most accurately describes the employee’s performance with respect to that job factor. Use the space for comments to note any explanations.

1. JOB COVERAGE - How completely and appropriately are all elements of the position description being fulfilled? Consider the extent of knowledge required for the job as well as coverage of specified functions, duties and responsibilities. Which, if any, are left out, slighted, or overemphasized? Consider persistence and tenacity in seeing that activities are flowed through to completion.

- a.Outstanding performance. Complete and thorough coverage of each and every specified function, duty and responsibility.
- b.Coverage is commendable, with only one or two job requirements very occasionally slighted or overemphasized.
- c.Coverage is satisfactory and improving, but there is a pattern of occasional variability or imbalance.
- d.Coverage is just adequate but not noticeable improving; some requirements are consistently slighted.
- e.Coverage is inadequate; several job requirements are significantly slighted.

Comments:

2. **PRODUCTIVITY** – How efficiently are the requirements of this position handled? Consider the quantity of work accomplished per unit of time; acquisition and demonstration of required knowledge and skills; organization of work activities and timeliness of work products; work habits and effective use of time; versatility and effectiveness in a variety of tasks.

- a.Outstanding performance. Efficiency is excellent and consistent.
- b.Productivity is commendable; very high and generally consistent level of efficiency.
- c.Productivity is generally satisfactory and improving; efficiency is rather variable with noticeable room for improvement.
- d.Productivity is just adequate, not substantially improving; needs to be more efficient in several respects.
- e.Inadequate productivity; efficiency is poor.

Comments:

3. **QUALITY OF WORK** – How good are the results of work performed? Consider the employee’s own standards of quality work – are they appropriate? Also consider the problem solving effectiveness, dependability, and presentability of work products; professionalism; frequency and nature of mistakes.

- a.Work is consistently of outstanding quality.
- b.Work is of commendable quality, standards are quite high and mistakes are minor and very infrequent.
- c.Work products are improving and of generally satisfactory quality, but there is some variability and noticeable room for improvement.
- d.Work products are of adequate quality, but not substantially improving;
- e.Work products are inadequate; poor quality.

Comments:

4. **TEAMWORK** – How effective is the employee in cooperative enterprises, in enhancing the effectiveness of group efforts? Consider pattern and degree of cooperation (does employee consistently “go more than halfway,” inviting reciprocal cooperation from others?); style of working with others; dependability in carrying out shared commitments; facilitation of the work effectiveness to others; extent valued by others as a fellow member of work groups, committees or task forces. Does employee demonstrate an admirable work attitude?

- a. Teamwork is consistently outstanding in all respects.
- b. Teamwork of commendable in virtually all respects, with only very infrequent and generally insignificant exceptions.
- c. Teamwork is generally satisfactory and improving, but there is some variability and noticeable room for improvement.
- d. Teamwork is adequate but not substantially improving; significant improvement is needed.
- e. Teamwork is poor and inadequate.

Comments:

5. **INITIATIVE** – Consider the employee’s ability to identify problems, seek and evaluate solutions, and take appropriate action toward resolution. Consider the ability to seek and use appropriate levels of supervision; closeness of supervision required; effectiveness in acting on suggestions; dependability; judgment; imagination; creativity and enthusiasm. Consider the extent to which the employee demonstrates an interest and effort in self-development.

- a. Demonstrate consistently outstanding initiative.
- b. Initiative is commendable, with only occasional suggestions or reminders required.
- c. Demonstrate moderate but increasing initiative.
- d. Requires consistent and close supervision; willingness and capacity to assume initiative are not increasing significantly.
- e. Requires extensive and unacceptable degree of supervision; demonstrated initiative is insufficient.

Comments:

6. COMMUNICATION – How effectively does the employee communicate ideas and information? Consider how the employee responds to requests for assistance and support from others. Does the employee demonstrate respect for all individuals?

- a. Outstanding communicator. Provides information people need to know to do their jobs and feel good about being a member of the team/unit/organization.
- b. Communication efforts are commendable. Shares information and resources. Responds to request from others in a helpful manner.
- c. Generally communicates ideas and information as appropriate, but may display a pattern of occasional inconsistency.
- d. Communication efforts are adequate, however may lack timeliness or follow through. Significant improvements are needed in several respects.
- e. Is not an effective communicator. Does not seek or listen to needs of others.

Comments:

7. **CUSTOMER FOCUS** – How dedicated is the employee to meeting the expectations and requirements of internal and external customers? Consider the employee’s ability to establish and maintain effective relationships with customers.

- a.Goes the “extra mile”. Anticipates the needs of customers and is actively involved in finding and implementing solutions. Continuously seeks ways to improve.
- b.Responds to customer needs in a complete and timely fashion. Seeks and accepts input from customers and others for improvement.
- c.Satisfactorily handles customer concerns, but may not proactively assess customer needs or his/her own weakness.
- d.Interaction with customers is uneven and needs improvement. Interpersonal skills may need development.
- e.Unwilling or unable to handle criticisms and complaints. Does not recognize weaknesses or need for improvement.

Comments:

8. **LEADERSHIP** – (this factor is applicable only for administrators.) How effective is this employee in managing and supervising? Consider this employee’s effectiveness in:

- 1.**organizing** the work of the unit, and its members – planning and defining objectives and priorities; budgeting resources; defining tasks and allocating time and effort of the unit members among tasks; “team building”, and establishing needed systems and procedures;
- 2.**communicating** with supervisor, peers, subordinates, and constituents;
- 3.**controlling** the work performance of the unit in accordance with established objectives and priorities; ensuring appropriate productivity, teamwork and quality of work from unit members;
- 4.**selecting, appraising, and developing** subordinates; training them, and encouraging and contributing to their professional growth; and
- 5.**self-development** as a leader, manager and professional.

- a.Consistently outstanding in all respects as a leader manager.

- b. Commendable leadership; very high and consistent level of managerial effectiveness.
- c. Satisfactory and improving leadership; managerial effectiveness may be variable among the five functions noted above, but there are no significant shortcomings.
- d. Leadership is adequate, but not substantially improving; there are some significant shortcomings in managerial effectiveness.
- e. Leadership is inadequate; managerial effectiveness is poor.

Comments:

OVERALL PERFORMANCE RATING – In summary, considering performance on all relevant job factors, this employee’s performance is rated as:

- a. Outstanding or excellent.
- b. Commendable in virtually all respects.
- c. Satisfactory and improving in some respects.
- d. Adequate, but not truly satisfactory. Does not qualify for a “merit” adjustment, but warrants a standard base salary rate increase along with all other employees.
- e. Poor, inadequate or unsatisfactory. Employee must be warned of the likelihood of non-renewal of employment and given notice of non-renewal.

Comments:

Evaluation Conducted by:		Date:	
Office:			

EVALUATION REVIEWED BY:

Printed Name & Signature

Date

Printed Name & Signature

Date

Printed Name & Signature

Date

Printed Name & Signature

Date