



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City, 2600

Website: www.depedpines.com | Email: depedbaguicity@gmail.com
Telefax: 442-7819



July 23, 2018

Division Order No: 04, S-2018

**INSTITUTIONALIZATION OF PROJECT FAIRNESS, ACCOUNTABILITY, INGENUITY,
TRANSPARENCY, HARDWORK (FAITH)**

To: Division Chiefs and Unit/Section Heads
All School Heads
All Employees (Regular and SEF)

- 1. RATIONALE.** One area to address in any organization is capacitating employees to ensure that they efficiently deliver services. While services are delivered and employees are rated yearly under the DepEd Results-based Performance Management System (RPMS), there is lack of monitoring and evaluation of performance and regular employee feedback. This has been corroborated by the site visit of the Civil Service Commission-Cordillera Administrative Region (CSC-CAR) to assist the Office in the recognition of the Performance Management System under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
- 2.** As a response, Department of Education-SDO Baguio City recognizes that organizational and employee outcomes require constant monitoring in order to attain achievement and sustain the gains. Hence, recruitment, selection and placement; performance management; learning and development; and, rewards and recognition systems need to be tracked and reported. These human resource systems are captured in *Project FAITH- Fairness, Accountability, Ingenuity, Transparency and Hardwork*. It seems to it that systems and processes follow established rules and that employees contribute to the organization's thrusts. Other practices or policies in the organization that reflect these values are also included. It is DepEd Baguio's vision to be an organization that is able to embrace a culture of learning together with emerging technologies to attain its outcomes.
- 3. SCOPE AND COVERAGE.** Project FAITH covers all employees of the Division Office whether regular or SEF-paid. It also covers systems and processes under the PRIME HR and other identified practices of the Division. This shall guide concerned units/divisions to consciously monitor the implementation of this project. These guidelines shall be updated and enhanced for the succeeding years as appropriate.

4. **POLICY STATEMENT.** DepEd Baguio issues these guidelines for the objective of improving employee and organizational performance. The specific objectives are:

- a. Organization and its employees demonstrate fairness, accountability, ingenuity, transparency and honesty in all its systems, processes and delivery of services;
- b. Employees measure outputs vis-à-vis objectives; and,
- c. Employees demonstrate ownership accountability of processes and systems.

5. **Brief Description.** Project FAITH is geared toward improving employee and organizational performance in the 4 PRIME-HR areas (Recruitment, Selection and Placement; Performance Management; Learning and Development; Rewards and Recognition) including organizational effectiveness.

5.1. 3-Year Plan.

| Areas | Activities | Methodology | Outcomes | Timeline |
|--------------------------------------|--|---|--|--------------|
| Recruitment, Selection and Placement | RQA evaluation, verification and utilization | Workshops with PSDS/EPS | Fair assessment, Valid and reliable RQA for SY 2018-2019 | 2018 |
| Performance Management | Recognition of performance management under maturity level II | CSC accreditation procedures | maturity Level II in performance management | 2018 |
| | Monitoring of outputs and attendance | Employee dashboard, Google apps | 100% attainment of individual outputs | 2018-2020 |
| | Quality management training activities | Training, workshops | Employees imbibed the values of quality processes | 2018 |
| | Certification of processes under ISO | Certification procedures | ISO certification in selected processes | 2018-2019 |
| Rewards and Recognition | Recognition of rewards and recognition and recruitment under maturity level II | CSC accreditation procedures | maturity Level II in Recruitment and Rewards | 2019 |
| Learning and Development | PD proposal review | Use of NEAP checklist | Relevant professional development | 2017 onwards |
| | Recognition of learning and development under maturity level II | CSC accreditation procedures | maturity Level II in Learning and Development | 2020 |
| | Coaching and Mentoring Program | Face to face Online/web applications (web-based,etc) | 67 School Heads, Unit Heads/Division Chiefs | 2018 onwards |

| | | | | |
|------------------------------|--|--|--|-----------|
| Organizational Effectiveness | Executive Rapid Assessment, Action and Debriefing Scheme | School Visit Documentation of practices | 67 public schools under SBM level II Research and Policy recommendation (Mother Tongue) | 2018-2019 |
|------------------------------|--|--|--|-----------|

5.2. MONITORING TOOLS

| Tools (Brief Description) | Process Flow |
|--|---|
| <p>B1.1 Individual Performance Monitoring tool</p> <p>B1.1.1. This tool records the monthly performance rating of employees based on the objectives in their IPCRF/OPCRF. Ratings are automatically generated per employee, unit, section, and functional division. The tool includes rating for attendance in the flag ceremony and wearing of proper office uniform (Monday & Tuesday).</p> <p>B1.1.2 <u>The Individual Performance Dash Board</u> displays ratings categorized per unit, section, and functional division. Non-compliance of a single employee will negatively affect the entire performance of the unit, section, and functional division. The rating statistics displayed on the dashboard also serve as a constant reminder for employees to achieve their monthly objectives and to submit the required reports on time.</p> | <ol style="list-style-type: none"> 1. Accomplish the individual performance rating report (1 page only) and attach MOVs. Template is available from the functional division secretary; 2. Submit accomplished report to functional division secretary every 10th of the month; 3. The rating shall be subject to the approval of the Chief/Head of the Unit; 4. The functional secretary will input the data (weight and average per objective) after the approval thereof. 5. The tool will automatically generate final ratings and reports for display. 6. The Division Chief/Unit Head will conduct a monthly tracking and coaching based on the submitted monthly performance |
| <p>B1.2. Pass Slip and Location Chart</p> <p>B1.2.1 This tool will help in keeping track of employees going out on official and personal business. The details are recorded using the tool and report (i.e. <i>monthly list containing the name of employee and total number of infractions incurred</i>) may be generated for corrective action/s before the deadline of DTR submission.</p> <p>B1.2.2. Incomplete pass slips will drag the employee's performance rating to poor under "Compliance to Office Rules and Regulations" category.</p> <p>B1.2.3 A live statistic of personnel on official and personal business and the location and</p> | <ol style="list-style-type: none"> 1. All SDO employees are required to use the Pass Slip for official business and personal transaction. 2. Prepare pass slip in duplicate copies. Validity of Pass Slip is subject to the approval of the Division Chief. In the absence of the Division Chief, the pass slip shall be approved by the Officer-In-Charge. Pass slip is available from the document controllers: <i>Djaizelle Dacay for CID (location: CID Office)</i> <i>Rachell Garcia for OSDS and SGOD (location: Personnel section);</i> |

infractions incurred per functional division are displayed in the monitor to constantly remind the employees to comply with the Pass Slip regulations.

B1.2.4 For the information on the whereabouts of employees, the "Location Monitoring" is automatically updated upon recording of the pass slip and/or authority to travel. With this, all authorities to travel released by the Records Unit before the travel date must be recorded. If there are changes in the travel schedule, the employee concerned shall inform the Document Controller of his/her travel schedule for proper recording.

3. Accomplish the official logbook for pass slips and fill-up the 'time-out' portion;
4. The duly filled up and approved Pass Slip shall be presented to the guard-on-duty who shall attest and sign the 'Time Out' column of the pass slip.
5. The employee must secure the signature of the person whom he/she transacted with. There must be a 'Time-in' and 'Time-out' per agency/location visited;
6. Upon returning to the office, (1) the guard-on-duty must indicate the time and sign the 'time-in' portion of the pass slip, and (2) the employee must indicate the 'time-in' on the log book and submit the duplicate copy of the pass slip to the document controller for recording. If the pass slip has lacking information, it will be returned and the record will be marked as incomplete.
7. Note that certificate of appearance will only be honoured for seminars, meetings and trainings supported by memorandum or other communication officially received by the office. Thus, certificate of appearance issued during school and interagency visit and monitoring will still require a pass slip.

8. COMMUNICATION PLAN. To ensure that the project is disseminated to all employees, the following activities will be done:

| Activity | Task | Audience | Time & Place |
|---|--------------------------------|-------------------------------|------------------------------|
| Overview of Project FAITH | Meeting | School Heads | May 25, 2018 Baguio City NHS |
| Overview of Project FAITH and sample output | Orientation | DepEd Baguio Employees | June 4, 2018, Training Hall |
| Launching of Project FAITH | Memorandum Field Staff Meeting | Division Executive Management | July 13, 2018 |

| | | | |
|--------------------------------|--------------------------------------|--|----------------|
| | Z Radio | Committee Members and School Heads Stakeholders | July |
| Dissemination of Project FAITH | DepEd Kapihan | PIA, media and all other stakeholders present | July 19 |
| Dissemination of Project FAITH | Monday morning flag raising ceremony | DepEd DO Employees | July 23 |
| | Division/Unit weekly meeting | Staff | Weekly meeting |

9. **PROJECT MONITORING AND EVALUATION.** This Division Order shall be reviewed yearly and updates will be incorporated. Project FAITH will be monitored and evaluated according to the accomplishment of outputs/outcomes in the identified areas. Evidences will be collected, reviewed against the outcomes that were identified. The performance dashboard will serve as basis for reporting of performance of employees and inputs for professional development. Monthly monitoring will ensure that these activities are aligned with the office performance and commitment. Progress monitoring of project FAITH and reporting of milestones will be done twice a year.
10. Food, accommodation, materials, honorarium of resource speakers, tokens and other incidental expenses incurred under the different activities of project FAITH shall be charged to local funds subject to the usual auditing and accounting rules.
11. All public schools within the Division are strongly encouraged to introduce innovations that will improve individual employee and school performance through an efficient monitoring system and aligning it to project FAITH.
12. This Order shall take effect immediately.
13. For information, dissemination and strict compliance.

/OSDS.stf


FEDERICO P. MARTIN, EdD, CEEd, CESO V
 Schools Division Superintendent