
	GENERAL QUALITY FORM		Document Code: 02 Revision: 00 Effectivity date: 8-20-18
	DIVISION MEMORANDUM		Name of Office: SGOD-HRD Section

DIVISION OFFICE
 BAGUIO CITY
 JUL 02 2019
RELEASED

Division Memorandum Number: 264, s. 2019


SECOND QUARTER ON THE SPOT AWARDING

To: Division Chiefs
AO-Admin Services
All Others Concerned

1. SDO- Baguio has institutionalized the conduct of quarterly Spot Awards for Division employees which commenced this 2019. This is an activity under the Program and Awards and Incentives for Service Excellence (PRAISE) as mandated by CSC MC No. 01, s. 2001.
2. This program aims to:
 - a. Establish mechanism for identifying, selecting, rewarding and providing incentives to deserving employees;
 - b. Motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts; in the attainment of efficient delivery of service.
 - c. Promote positive behavior that support the attainment of DepEd's vision, mission and values.
 - d. Recommend individuals for scholarships or search programs of other agencies/LGUs.
3. In consonance with this directive, all DO employees are reminded of the conduct of Second Quarter Spot Awarding Activities as follows:

Specific Activity	Date	Person/s Responsible
Submission of nominee forms	July 15-17	Nominators/Awards Committee
Assessment period	July 18-19	Awards Committee (per category)
Submission of names of winners	July 22	Committee Chairpersons
PRAISE validation	July 25	PRAISE Committee
Recognition of quarterly awardees	July 29	PRAISE Committee

4. Attached in this memorandum are the quality forms and guidelines/criterion for reference.
5. Immediate dissemination and compliance to this memorandum is desired.


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



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



GUIDELINES ON THE CONDUCT OF ON THE SPOT AWARDS FOR DIVISION OFFICE EMPLOYEES

Rationale:

DepEd- Baguio has established mechanisms to recognize its employees through the annual conduct of search for best performing, schools and employees through the Program on Awards and Incentives for Service Excellence (PRAISE). To date, SDO- Baguio is a consistent winner in the Regional Search for Best Performing Offices for four consecutive years. Notwithstanding the pillars of other awardees in the individual categories like Best Performing Teachers and School Heads for public and private and Best Performing Schools, SDO- Baguio maintained its standing in the awards system as the division in the region having the most number of winners in all the categories.

It is always the desire of DepEd- Baguio to recognize and appreciate their employees for the work they do for the department. The PRAISE committee was established to be responsible in facilitating this program. Unfortunately, not everybody is given the opportunity to be recognized.

This proposal is conceptualized to give non - monetary and creative awards to deserving employees at SDO- Baguio. It presents the policies and procedures of the program of On The-Spot Awards (OSA). It aims to recognize employees for their day-to-day efforts that contribute in a special way to getting the job done.

Objectives:

- Recognize and promote positive behaviors that support individual, groups, and in achieving the department's mission, vision, and values.
- Assist in creating a culture of mutual respect, reward, and recognition for employees at all levels.
- Provide timely recognition to employees in a non-monetary award based on the significance of the contribution.
- Improve employee productivity and quality of work.

TYPES OF ON THE SPOT AWARDS

A. Exemplar Awards

1. Leadership Award

- an employee who demonstrate exceptional leadership qualities.

Criteria:

1. Successfully initiates an activity and program that contributes to achievement of DepEd mission, vision and goals.
2. A chairman of a committee with a concrete output and one who motivates his/her staff or committee members to accomplish more than they would have normally done with high level of commitment.
3. Advocate a cause and program that creates a compelling vision for the future and helps others understand their role in achieving that vision.
4. Communicates in a manner that is fair, straightforward, honest, and open.
5. Sets a high standard of integrity by leading through example and maintains high personal standards.
6. Actively shares responsibility, authority, information, and credit when working towards the achievement of a goal.
7. Takes prompt and decisive action to resolve issues quickly, inclusively, and effectively.

2. Customer Service Award

- Service oriented and willing to work beyond official time if necessary.
- Have a clear and measurable goal for outstanding or improved customer service
- Develop and implement specific customer service improvement strategies
- Demonstrate innovation and/or resourcefulness in providing outstanding customer service over a period of time (at least one year or for the quarter)



3. Most Innovative Award

- Responsible for brainstorming new revenue-generating initiatives, improving work flows, and figuring out how to provide even better customer service.

Criteria

1. *Quality.* The innovation increases quality of service in the division.
2. *Efficiency.* The innovation contributes to more efficient processes.
3. *Cost Effectiveness.* The innovation adds value to the division while containing or reducing costs.
4. *Replication.* The innovation is easy to replicate at other offices/divisions.
5. *Creativity.* The innovation is original and creative. Innovations can be simple and need not pass through the P & R or LR but should be useful in the division.
6. *Timeliness.* The innovation is not more than five years old allowing plenty of time for it to be utilized.

B. Unique /Creative Awards

1. Going the Extra Mile Award

- Demonstrates and sustains high quality job performance above normal expectations and whose work performance exemplifies the agency's mission and goals
- Consistently goes above and beyond and always volunteers to take on extra work and pinch hit for coworkers. Beyond that, he/she delivers exemplary service to all clients and partners.

2. The Calm, Cool, and Collected Award

- An employee who seems utterly unfazed by the fast-paced nature of work. While everyone else is frantic, this individual remains calm, cool, and collected at all times and continues to do his duties efficiently unaffected by pressure.

3. The Encyclopedia Award

- An employee who seemingly has a Google search bar in their brain. The person who can easily answer all of the various questions members of the team asks even without struggling to find a source in the internet or recall a fact.
- Employee/s who passed the licensure/bar/principal's/superintendent's test or any board examination.

4. Exemplary Character Award

- An employee who has shown extraordinary integrity, poise, kindness, generosity, or the code of conduct of a government employee.
- This employee possesses an extraordinary way of handling a situation that others desire to follow suit in the future.

5. Teamwork Award (group award)

- This award is accorded to a group of employees, unit/section in the division with exemplary accomplishment which resulted to the successful delivery of Basic Education Services, and have considerably contributed to the achievement of DepEd's vision, mission and goals. The group have set an example in their achievements which are worth replicating.

6. Mentorship Award

- -This award is for employees who take those who are less experienced or newly hired "under their wing," even if it is not directly part of their job description and takes time and effort to provide technical assistance whenever needed.

7. Extraordinary Diligence Award

- - For employees who deliver outstanding work with a great amount of time and effort in the tasks assigned them and assures the efficiency of the work.

8. Heroism Award

- The employee went above and beyond the call of duty when responding to an emergency that threatened life or property.

9. SDS Choice Award

- A special award given by the Schools Division Superintendent to a permanent employee with special achievement and superior performance of his own choice.



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PROCEDURE:

- Basing on the award description and criterion, the committee shall facilitate the following selection process:

Nomination

1. OSA is an open nomination. Anyone in the office can be a nominee or a nominator.
2. Nominators identify an employee with specific achievement/accomplishment/deeds or behaviour.
3. Align the specific achievement/accomplishment/deeds or behaviour that will fit the employee to the types of OSA
4. Fill up the nomination form properly with specific achievement/accomplishment/deeds or behaviour to justify the nomination.
5. Complete name with signature of the nominee is required.
6. Submit the form to the chairman or any member of the awards committee before the due date.

Assessment

1. The OSA committee convene to deliberate and choose the winners for the type of award assigned to them.
2. The basis shall be the specific achievement/accomplishment/deeds or behavior of the nominee stated by the nominator. Observations of the committee on that particular nominee can be considered as additional justification of the nominator.
3. The final result shall not be based on the number of nominators per award category but base on reasoned and consensual judgement of the committee, PRAISE and heads of the functional divisions.
4. The committee reports the winner to the PRAISE committee using an OSA winner form (to be provided by PRAISE secretariat) with summary of justification.

PRAISE Validation

1. The PRAISE committee convene to validate/deliberate on the final results of the winners.
2. The choice of the committee is final and executory. However, upon validation of the PRAISE and if the justification of the committee is not convincing and just, the PRAISE or the heads of the three functional divisions may overrule the decision and pick a more deserving winner from the list submitted by the committee basing with the approval of the PRAISE chair.
3. The PRAISE shall summarize the result and prepares report

Awarding


1. Awarding of the OSA shall be held during flag ceremony.
2. The program shall be simple to comply with austerity measures required by DepEd.
3. Certificates will be prepared by the PRAISE secretariat.
4. Any token for the winners will be the discretion of the SDS/ASDS or heads of the division.


Effectivity and Duration

1. The awards program shall commence in CY 2019 onwards and shall be done quarterly.

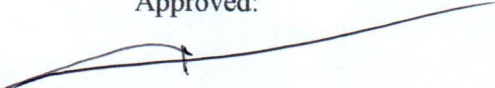
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OIC- Office of the ASDS
PRAISE Chairperson

Approved:




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

OTS Award Selection Committee

Award Categories	Committee
Exemplar Awards	
Leadership Award	Chair: Soraya T. Faculo, PhD Members: Arthur Tiongan Juliet Sannad
Customer Service Award	Chair: Nieves Ebanio Members: Victor Fernandez Amil Flaminiano
Most Innovative Award	Chair: Reynalyn Padsuyan Members: Belen Tomin Francisco Copsiyan
Unique/Creative Awards	
Going the Extra Mile Award	Chair: Marilyn Api-it Members: Jocelyn Coldeg Lilibeth Degsi
The Calm, Cool, and Collected Award	Chair: Julia Ladiong Members: Harris Dizon Cyrus Vallejo
The Encyclopedia Award	Chair: Atty. Annette Doyaoen Members: Elaine Cabuag Christo Rey Simangan
Exemplary Character Award	Chair: Nora Dalapnas Members: Ma. Louella Moncada Samuel Bab-anga
The Epitome of Teamwork Award (group award)	Chair: Jerry Ymson Members: Esther Melecio Robert Alban
Mentorship Award	Chair: Sharon Christianne Castillo Members: Brenda Awingan Kaju Luisa Fedcheck
Extraordinary Diligence Award	Chair: Christopher Oliva Members: Josef Oliveros Jocelyn De Jesus
Heroism Award	Chair: Santiago Bugtong Members: Wally Conge Lester Libangen
SDS Choice Award	Chair: Federico P. Martin Members: Mildred Escobar, Erlin Trinidad
Over-all	Chair: Soraya T. Faculo Vice Chair: Arthur Tiongan Members: Juliet Sannad Susana Aliping Armi Victoria Fiangaan Harris Dizon Belen Tomin Nieves Ebanio Secretariat: Jovelyn Balantin Asuncion Saguid Ma. Louella Moncada

	General Quality Form		Document Code: 02
	On the Spot Rewards and Recognition Nomination Form		Revision: 00 Effectivity Date: 8-20-2018 Name of Office: SDO-BAGUIO CITY

Date:	
Nominees' Name	Designation
Division/Unit	Immediate Head
Award Category the employee is being nominated on:	Year/Quarter the employee is being nominated for:
Extra-ordinary characteristics/acts the employee displays which makes him/her deserving of the award category nominated in (please narrate).	
Nominator:	Designation
<hr/> Signature over printed name	

	General Quality Form		Document Code: 001
	On the Spot Rewards and Recognition Quarterly Awardee		Revision: 00 Effectivity Date: 8-20-2018 Name of Office: SDO-BAGUIO CITY

Date:	
Name of Awardee	Designation
Division/Unit	Immediate Head
Award Category:	Quarter:
Summary of extra-ordinary characteristics/acts the employee displays which makes him/her deserving of the award.	
Chairperson of the On the Spot Award Category: <hr/> Signature over printed name	Designation