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

March 6, 2020

DIVISION OFFICE
BAGUIO CITY

MAR 06 2020

RELEASED

Office of the Superintendent
Division Memorandum Number 151 s. 2020


SDO-BAGUIO ACTIVITIES FOR CSC- HONOR AWARDS PROGRAM

TO: Division Chiefs
All Concerned

1. The Civil Service Commission (CSC) – Honor Awards Program (HAP) announces the conduct of the 2020 Search for Outstanding Government Workers. The search aims to recognize outstanding public officials and employees, individuals and/or group of individuals who have shown excellent and utmost dedication and commitment in the public service.
2. Pursuant to the said memorandum, SDO-Baguio through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee issues the following schedule of activities relative to the preparation for the search.

Activities	Office/Committee – in-charge	Date
Meeting with CSC-HAP	HRDS	February 28, 2020
Submission of names of nominees	HRDS	March 6-10, 2020
Orientation of Nominees	PRAISE Committee and HRDS	March 10, 2020 1:00 P.M.
Preparation of documents by the Nominees, Issuance of Endorsement and Certification	Nominees PRAISE Committee	March 10- 20,2020
Checking/ Review of Nominees documents and write-ups	PRAISE Committee	March 24, 2020
Submission of final papers	HRDS	March 27, 2020

3. The support for all School and District Level PRAISE Committee, School Heads and/or Immediate Heads is hereby solicited for potential 2020 HAP Nominees.
4. Immediate dissemination of this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent 