



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



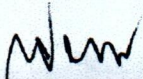
Office of the Schools Division Superintendent  
Office Memorandum Number: 17 5 2020



July 27, 2020

**CONDUCT OF SECOND QUARTER ON THE SPOT AWARDS FOR DIVISION OFFICE EMPLOYEES**

To: Division Chiefs  
Section/Unit Heads  
DO Employees

1. The Civil Service Commission (CSC) awarded the Schools Division of (SDO) Baguio City the Certificate of Recognition for obtaining Maturity Level 2 of the Enhanced Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) in the four Human Resource Management Systems on October 2019.
2. To sustain the PRIME-HRM specifically on Rewards and Recognition, this office through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee announces the conduct of Second Quarter On the Spot (OST) Awards using the revised guidelines developed through a workshop in 2019 and adopted by the committee via resolution no. 4, s. 2020.
3. The program aims to motivate and inspire Division Office employees to improve the quality of their performance and instill deeper involvement in the attainment of the agency's vision, mission and core values.
4. The nomination is open to all DO employees regardless of age, sex, designation, employment status, religious affiliation and ethnicity.
5. Procedure:
  1. Identify an employee, a unit/section, division committee or group whose performance, action or good deeds are with significant impact to the organization.
  2. Log in at <https://tinyurl.com/SPOTAWARDINDV> and nominate for individual awards and <https://tinyurl.com/SPOTAWARDGRP> for the group awards. Immediate heads of a particular employee (Division Chiefs, AO, Section/Unit Heads) who have witnessed the employees' performance/actions shall be responsible in giving the nominations to the PRAISE Committee. A co employee or client from other divisions/unit may also nominate.
  3. The PRAISE Committee shall validate the nominations through the immediate heads or co employee of the nominees.
6. The deadline for nomination will be on or before **August 4, 2020** while the awarding will be on August 7, 2020 via Zoom.
7. See attached enhanced guidelines and types of OST awards for reference.
8. For information, guidance and compliance.

  
MARIE CAROLYN B. VERANO, CESO V  
Schools Division Superintendent  
7-27-20

	<b>GENERAL QUALITY FORM</b>		Document Code:
	<b>Policy/Guidelines</b>		Revision: 00 Effectivity date: 8-20-18
			Name of Office: <b>SGOD-HRD Section</b>

**REVISED/SIMPLIFIED GUIDELINES ON SPOT AWARDS FOR DIVISION OFFICE EMPLOYEES**

**OBJECTIVE-** Recognize employees for their day-to-day performances, noble actions and exemplar characters.

**ELIGIBILITY-** All Division employees (National, SEF, Casual, Contractual or Job Order)

**GENERAL POLICY/GUIDELINES**

1. The Division On-the-Spot (OTS) award is adopted by the PRAISE Committee to recognize accomplishments that represent steps toward achievement of the Division's goals or purposes.
2. The Division OTS award shall not be used in place of paying overtime or compensatory time, and is not meant to replace other traditional methods of recognition.
3. The OTS acknowledges one or more specific instances of exemplary performance. The award is simply a means to recognize the short term performances. The award can be considered as points for promotion as assessed by Division Committees concerned.
4. Upon identification or observation of the employees' performance, actions, or good deeds, the nominator fills up the nomination form and submit to the PRAISE committee. The awarding will immediately follow the next Monday during Flag Ceremony upon checking/validation of the committee.
5. Nominator are considered awardees since there will be no assessment to be done. However, the PRAISE Committee shall validate the nominations through the immediate heads or co employee of the nominees.
6. Immediate heads of a particular employee (Division Chiefs, AO, Section/Unit Heads) who knows and have witnessed the employees' performance/actions **shall be responsible** in giving the nominations to the PRAISE Committee.

**Types of Awards for Division On-the-Spot Awards**

**A. Group Awards**

**1. Project Implementer Award**

- 1.1. Completion of a project in less time than expected or where there were unusual difficulties to overcome.

Examples:

- Payment of suppliers after 15 days including goods
- 95 to 100 % attendance of target participants in training or programs

*W*

- Conduct of PPAs as scheduled (on time in implementation and payments of suppliers)  
(Program evaluation should be at least VS in all indicators)

#### 1.2. Implemented planned programs using digital platforms

2. **Impressive Output Award** - Development of new or revised procedures or other contributions towards improvement of office productivity (can be group like a program committee, a unit or section, a Division committee)

Examples: PSB, PRAISE, PMT, BAC, DRRM, YF, etc. and units and division offices

3. **Team Awesome Award** - a group of employees, unit/section in the division whose members/staff are team players, willing to help a team member in need, committed and reliable to the tasks expected of them.
4. **GAD Timpala for Gender Mainstreaming and Responsiveness Award**- section/unit that promotes gender responsive programs and activities and observe/implement programs that contribute to gender equality.

#### B. Individual Awards

5. **Resilient Employee Award**- an employee/group of employee who responds to pressure and demands of work but able to contribute excellently in the successful implementation of PPAs of which he/she/they are in-charge/TWG member.

Examples:

- Handling an unusually heavy workload, such as when co-workers are absent or when vacant positions are not filled immediately.
  - Taking over a workload of any Division Committee due to the absence of a committee member and helping a co-worker who has an unusually heavy workload.
6. **Enthusiastic Volunteer Award**- Voluntary participation in a Division Committee to support a major program or event. Volunteers without being told, accepts tasks willingly and possesses "servanthood attitude".
  7. **Self- Development Award**- Participation in self -development activity to enrich self like completion of studies such as but not limited to Bachelors' Degree, Master's Degree, Doctorate Degree with a condition that work or tasks in the office shall not be sacrificed nor entails the use of DO equipment and supplies for the study.
  8. **Visible Employee Award**- Consistent attendance in meetings, trainings/conferences, social gatherings and other SDO affairs.
  9. **Above and Beyond Recognition Award**- consistent in submission of accurate reports early or on time.

Examples:

SGOD- Data, reports on DMEA, Accomplishment Reports, Training Implementation Reports, etc.

OSDS- AIP, WFP, Procurement documents, Accomplishment Reports, etc.  
CID- Accomplishment reports, Coaching and mentoring accomplishment reports,  
Monitoring reports and other required reports.

10. **Best Dressed Employee Award-** Regular wearing of uniforms and IDs and consistently follow the dress code policy for government employees. (must follow schedule in the wearing of uniforms)
11. **Multiple Skills Award-** Peculiar, creative, unique and multiple skills that an employee possess which are applied in the workplace.

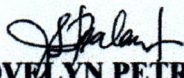
**Examples:**

A driver who can do carpentry and has volunteered to do carpentry work on top of his driving duties.


A nurse with a special skill in choreography, and has taught co-employees with his/her skills.

12. **Galactic Gratitude Award-** Recognition from peers for the simple but notable contributions in the workplace.
13. **Bright Beginning Award-** given to a new employee (less than a year in the service) who shows impressive start of his/her performance.
14. **Leaving a Legacy Award-** an award given to an employee who despite of "aging gracefully" has the wisest wisdom and energy to do his/her tasks. (60 years old and above)
15. **Fitness Hero Award-** his/her leadership inspires others to embrace health and wellness, actively promote healthy living and educate co employees to achieve healthy lifestyle.
16. **SDS Choice Award-** A special award given by the Schools Division Superintendent to a permanent employee, a group (section/unit) with special achievement and superior performance of her own choice.

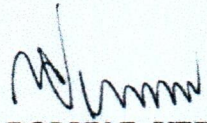
Prepared:

  
**JOVELYN PETRA T. BALANTIN**  
SEPS-HRD  
PRAISE Secretariat

Reviewed:

  
**SORAYA T. FACULO, PhD**  
Assistant Schools Division Superintendent  
PRAISE Chairperson

Approved:

  
**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent