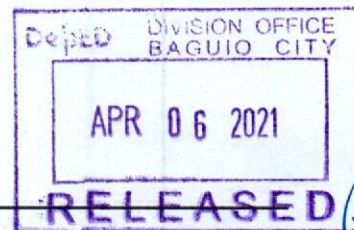




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



DIVISION MEMORANDUM

No: 92 s. 2021

CALL FOR SUBMISSION OF NOMINEES FOR THE QUARTERLY AWARDS PROGRAM FOR DIVISION OFFICE EMPLOYEES

To: Division Chiefs
AO- V
Section/Unit Heads
All Others Concerned

1. This Office through the School Governance and Operations Division (SGOD)- Human Resource Development (HRD) Section announces the conduct of quarterly recognition/awarding of Division Office (DO) employees.
2. The activity aims to:
 - A. Recognize the contribution of employees in the delivery of Basic Education Services.
 - B. Motivate and inspire DO employees to improve the quality of their performances and ensure involvement in the attainment of the agency's vision, mission and core values.
3. The nomination is open to all DO employees regardless of age, sex, employment status, position, religious affiliation and ethnicity.
4. 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/uh2ndhjz> and nominate for the group category and <https://tinyurl.com/vnh62zp9> for the individual awards. Immediate heads of a particular employee (Division Chiefs, AO, Section/Unit Heads) who have witnessed the employees' performance/actions **shall be responsible** in nominating their subordinates/staff. A co- employee or clients (School Heads and their staff) may also nominate.
 3. Period covered of the performance shall be from **January – March 2021**.
 4. The PRAISE Committee will validate and approve the nominations/awardees.
5. The deadline for nomination will be on or before **April 22, 2021** while the awarding will be on **April 26, 2021** during the Flag Raising Ceremony (FRC).
6. Please see attached guidelines for reference.
7. For information, guidance and compliance.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

4/6/21



"DepEd SDO Baguio City: We Serve, We Care."

[jtb/quarterly awarding/ 4/5/21](#)

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QUARTERLY AWARDS FOR DIVISION OFFICE EMPLOYEES

OBJECTIVE- Recognize employees for their day-to-day performances, noble actions exemplar achievements and admirable character traits.

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

GUIDELINES

1. The Division Quarterly Awards guidelines is adopted by the PRAISE Committee to recognize accomplishments that represent steps toward achievement of the Division's goals or purposes.
2. The 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 PRAISE committee acknowledges one or more specific instances of exemplary performance. The award is simply a means to recognize the short term performances.
4. Upon identification or observation of the employees' performance, actions, or good deeds, the nominator fills up the nomination form and send through a link to be provided.
5. The awarding will immediately during Flag Raising Ceremony upon checking/validation of the committee.
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 nominating.

AWARD CATEGORIES:

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
- 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 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**- an employee who delivers services beyond official time and precedes the call of duty, which **means** exceeding the employees’ job requires.

10. **Punctuality Merit Award**- an employee who reports to office and attends meeting/events on time. Also consistent in early submission of reports.

Examples:

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

OSDS- AIP, WFP, Procurement documents, Accomplishment Reports, etc.

CID- Accomplishment reports, Coaching and mentoring accomplishment reports, Monitoring reports and other required reports.

11. **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)

12. **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.

13. **Galactic Gratitude Award**- Recognition from peers for the simple but notable contributions in the workplace.

14. **Bright Beginning Award**- given to a new employee (less than a year in the service) who shows impressive start of his/her performance.

15. **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)

16. **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.
17. **Mentorship Award**- Willingness to share knowledge, skills, and expertise with their mentees/co- workers and patiently provide technical assistance and constructive feedback while encouraging the mentee/co –worker to gain confidence in their own skills and intellectual independence.
18. **Cheerful Employee Award**- an employee who demonstrates positivity all the time. One who flashes smile and works without minding the pressure and tension in the workplace.
19. **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.