



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

August 5, 2021

Division Memorandum

No. _____ s. 2021

PRAISE 2021 SCHEDULE OF ACTIVITIES

To: Division Chiefs
All School and District PRAISE Chairpersons
All Public and Private School Administrators
All Others Concerned

1. In line with the upcoming activities on the conduct of Rewards and Recognition in the Division or the Program on Awards and Incentives for Service Excellence (PRAISE), this Office, through the Human Resource Development (HRD) Section reiterates the Schedule of Activities for CY 2021 which was presented during the virtual orientation last July 9, 2021.
2. In addition, all School PRAISE and District Chairpersons are reminded to spearhead the conduct of search for the 2021 Best Employees and Schools in their respective schools and districts in preparation for the division search, following the said schedule.
3. Please see attached enclosures for reference.

Enclosure 1- Schedule of Activities
Enclosure 2- Guidelines for CAR and SDOs

4. Wide dissemination and compliance with this Memorandum is directed

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



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

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Issued on 12/27/2019

Enclosure 1- Schedule of Activities

**2021 SCHEDULE OF ACTIVITIES
DIVISION PRAISE**

| DATE | ACTIVITES | PERSON / S RESPONSIBLE | Output |
|--------------------------|--|--|---|
| Second week of July | Orientation on the New PRAISE Guidelines | PRAISE | Minutes Narrative Report |
| Third week of July | PRAISE Planning/meeting | PRAISE Members and School Representatives (Public and Private) | Minutes of the meeting |
| First week of August | Conduct of School Level PRAISE | School/District PRAISE | |
| Last week of August | Conduct of District Level PRAISE | | |
| First week of September | Submission of Nominees for 2021 Pammadayaw | School heads/Administrators Immediate heads of Nominees | List of Nominees |
| | PRIASE Committee Regular meeting | PRAISE | Minutes of Meeting |
| Second week of September | Validation of MOVs and Performances of the Nominees | Assigned PRAISE Members and PSDSs | Monitoring/Validation Reports |
| Third week of Sept | Paper Assessment of Nominees | PRAISE Committee | Report on Assessment |
| | Planning/Meeting on the conduct of the Awarding | | Minutes of Meeting |
| | Dissemination of the Activity | PRAISE Focal Person | Memorandum |
| Last week of September | Finalization of Assessment | PRAISE Committee | List of Winners |
| October 8 | Conduct of 2021 Pammadayaw Awarding Program Cum World Teachers' Day Culminating Activity | | |
| October | Submission of Nominees for Regional Search | PRAISE | List of Division Level Winners for Nomination to Regional Level |
| | Awarding of Regional Winners | | List of Regional Winners |

Enclosure 1- Schedule of Activities

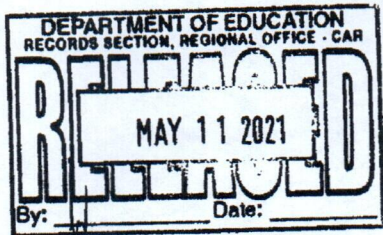
**2021 SCHEDULE OF ACTIVITIES
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| | Awarding of Regional Winners | | List of Regional Winners |

Enclosure 11



Republic of the Philippines
Department of Education
Cordillera Administrative Region



April 20, 2021

REGIONAL MEMORANDUM
NO. 184.2021

**GUIDELINES ON THE GAWAD DEPED CORDILLERA FOR THE SCHOOLS
DIVISION OFFICES**

To: Schools Division Superintendents
School Heads of Public & Private Elem & Secondary Schools
All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2002 or the Establishment of the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, DepEd-CAR issues these Guidelines on the GAWAD DepED Cordillera which aims to promote quality performance and commitment to public service among its employees and support innovative and sustainable practices on education.
2. The mechanics and procedures constituting the identification and selection of awards, assessment, evaluation, and awarding shall guide the regional office in assessing, evaluating, and rewarding incentives to both teaching and non-teaching personnel regardless of age, sex, gender or sexual orientation, religious affiliations, physical status, and ethnicity or cultural backgrounds. The guidelines is a document designed to evolve and change as we learn from its use.
3. All related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This Memorandum shall take effect immediately upon approval and shall continue to be in force unless sooner repealed, amended, or rescinded.
5. Wide dissemination of and strict compliance with this Memorandum is directed.

ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

Encl.:
As stated
References:
DepEd Order No. 9 s. 2002
DepEd Order No. 36 s. 2016
RM No. 232 s. 2019

GAWAD/HRDD/SJLDemmahover



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**GAWAD DepED CORDILLERA
(DepEd-CAR's PRAISE)**

I. RATIONALE

In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and pursuant to DepEd Order No. 9, s. 2002, DepEd-CAR adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as GAWAD DepED-CORDILLERA.

The system shall be designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvement in DepEd operations, or for other extraordinary acts or services for the common good and public interest.

The Regional Awarding Ceremony shall be the main awarding event for all awards conferred to the schools division office and the regional office. This shall be conducted every second week of December in the Regional Office.

II. OBJECTIVES

A. General

To motivate, distinguish, and reward men and women employees for their exceptional work performance which contribute to achieving DepEd's vision and mission.

B. Specific

1. To motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts for the improvement of service delivery;
2. To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving men and women employees; and
3. To recognize and reward accomplishments and innovations periodically or as the need arises.

III. SCOPE

This Policy shall apply to all DepEd Teaching and Non-teaching employees in the following levels of governance: Public Elementary and Secondary Schools including the Alternative Learning System, Schools Division Offices, and the Regional Office. The system is extended to the Teaching and Teaching-related employees of Private Elementary and Secondary Schools.

This policy shall likewise abide by the Regional Policy Guidelines on the incorporation of the Equal Opportunity Principle (EOP) as stated in Paragraph D, numbers 1 and 2, page 4 of RO 008, s. 2018 that "Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. ²Every employee is rewarded accordingly to his or her contribution to the attainment of the organization's goal and objectives or based from individual's performance, capability and potential. Rewards and recognition awarded can be used as basis in earning points during the application, selection/assessment process.

IV. DEFINITION OF TERMS

For these guidelines, the following terms shall be defined as follows:

- A. Employee- This refers to male or female worker with employee-employer relationship, who may have a permanent, contractual, provisional, or casual status, whose appointments undergo the Recruitment, Selection, Placement, and Induction process, and who offers service for the organization that contributes to the attainment of its vision and mission.

- B. Mechanism – This refers to the established process by which DepEd-CAR implements its rewards and recognition program.
- C. Non-teaching Personnel – This refers male or female employees of DepEd who don't serve as classroom teachers.
- D. System – This refers to the agency's awards and incentives program for employees.
- E. Teaching Personnel- This refers to male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers, teachers of the Arabic Language and Islamic Values Education (ALIVE), Alternative Learning System, mobile teachers, and Teachers In-charge.
- F. School Heads- This refers to male or female principals, head teachers and teachers in-charge who manage and supervise schools.

V. COMPOSITION OF THE PRAISE COMMITTEE

The Regional PRAISE Committee shall be known as the GAWAD DepED CORDILLERA Committee and shall be responsible in screening and recommending eligible candidates for regional and national awards. In addition to the committee members referred to in DepEd Order No. 9, s. 2002, the following shall also become members of the GAWAD DepED CORDILLERA Committee:

- A. Assistant Regional Director as Chairman
- B. Chief Administrative Officer - Administrative Division
- C. Chief of the Human Resource Management Division
- D. Other Division Chiefs assigned by the Regional Director
- E. Two (2) representatives and their alternates from the accredited employees' union (one from first level and one from second level) who shall serve for a period of two years. In the absence of an accredited union, a general election may be done as an option.
- F. Two (2) Secretariat from the Human Resource Development Division and two (2) from the Personnel Section of the Administrative Division.

VI. ROLES AND FUNCTIONS OF THE COMMITTEE

The functions and responsibilities of the Committee are specified in Office Order No. 10, s. 2019. In addition to the specified functions, the following shall be performed:

- A. Drafts the criteria for each award category, presents these to the Committee, and finalizes criteria after documentation of inputs from committee members.
- B. Makes a survey from employees as to additional awards that may be included in the award categories.
- C. Reports result of survey to committee for it to decide for inclusion and finalize additional award categories.
- D. Earmarks at least 5% budget for Rewards and Recognition from the MOOE fund and to be reflected in the HRDD Work and Financial Plan.
- E. Monitors efficient implementation of the guidelines for better management of the DepEd-CAR's Rewards and Recognition System.
- F. Reminds or updates the Committee, through its Chair on Regional and National activities relevant to Rewards and Recognition.
- G. Prepares minutes of meetings undertaken by the Committee.
- H. Prepares accomplishment report after every activity conducted relative to Rewards and Recognition.

VII. AWARD RESTRICTIONS

Awards conferred to personnel who shall separate from the Office are not included in the search referred to in this guideline:

A. Transfer

Employees who transfer to other DepEd Offices due to promotion shall be given awards of recognition to symbolize gratitude for the meritorious service they have extended to the previous Office they have worked in.

B. Resignation

Employees who have opted to resign from the Department shall be given awards of recognition as symbols of gratitude for the meritorious service they have extended.

C. Retirement

Employees who have reached service maturity due to age or years of service shall be given an award of recognition in gratitude for the meritorious and dedicated service committed to the Department of Education-CAR.

Aside from the awards given to employees who shall separate from the Office, they shall likewise be accorded a "Salamat-Mabuhay" program, tokens of appreciation, and incentives as provided by law.

VIII. AWARD CATEGORIES

A. REGIONAL AWARDS FOR SCHOOLS DIVISION OFFICES

1. Outstanding Schools Division Office Award

This award shall be given to any of the eight (8) Schools Division Offices that generally and consistently demonstrate exemplary performance in the following: implementation of DepEd programs, projects, and activities; updated preparation and submission of required reports; efficient utilization of funds; and well-established partnerships.

2. Outstanding Chief Education Supervisor

This award shall be given to Chief Education Supervisor who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

3. Outstanding Employee Award - Supervisor Category

This award shall be conferred to an Education Program Supervisor, and Public Schools District Supervisor who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrants distinguished merit.

4. Outstanding Employee Award - Non-Teaching Personnel Category

Employees under Levels 1 and 2 who have consistently demonstrated organization, independence, innovation, and professionalism in the performance of expected tasks shall be given recognition. Working beyond the call of duty and above expectations deserve honor and recognition.

- i. Level 1 (SG 1 to 9)
- ii. Level 2 (SG 10 to 16)
- iii. Level 2 (SG 17 to 21)

B. REGIONAL AWARDS FOR SCHOOLS

1. Outstanding School Award

To be accorded this distinction, the public elementary and secondary school shall have received the highest SBM level recognition; provided substantial and validated evidences of efficient financial management, personnel development programs, learning environment improvement, effective inclusion programs implementation, and partnership establishment. Strategic planning shall likewise be applied through the presence of an updated and approved School Improvement Plan and Annual Implementation Plan.

For private elementary and secondary schools, evidences of excellent overall performance, efficient learners' development programs for all types of learners, efficient financial management and personnel management, well-established linkages, and sustained recognitions received are included in the criteria to qualify for recognition.

Sub-categories shall include:

- a. Public School Categories
 - i. Elementary
 - ii. Junior High School only
 - iii. JHS with Senior High School
 - iv. Multigrade
- b. Private School Categories
 - i. Elementary
 - ii. Secondary

2. Outstanding School Head Award

A performing School Head of both public and private elementary and secondary schools shall have distinctive qualities that should set him or her apart from other School Heads. The criteria shall be guided by selected domains and indicators provided in the National Competency-Based Standards for School Heads.

Sub-categories shall include:

- a. Public School Head Categories
 - i. Elementary
 - ii. Secondary
- b. Private School Head Categories
 - i. Elementary
 - ii. Secondary

3. Outstanding Head Teacher

This is open to all Public School Head Teachers who are not assigned to head an Elementary or Secondary School that displays distinctive qualities above and beyond his/her call of duty.

4. Outstanding Teacher Award

This is open to all teachers regardless of position or designation, from both public and private schools in the elementary and secondary levels. Likewise included in this category are the implementers of Alternative Learning System program and Multigrade Education.

To be conferred this merit, teachers shall exemplify outstanding character, work habit, teaching performance, and accomplishment. Evidences of exceptionality shall have been translated in learners' outstanding performance.

Sub-categories shall include:

- a. Public School Teacher Categories
 - i. Elementary
 - ii. Junior and Senior High School
 - iii. Alternative Learning System Implementer

- iv. Multigrade
- v. Master Teacher
- b. Private School Teacher Categories
 - i. Elementary
 - ii. Secondary

C. OTHER AWARDS

These awards are lodged in the other functional divisions of the Regional Office, and a regular awarding activity based on their specific Key Result Areas:

A. Financial Management (IUs)-

This shall be awarded to Public Implementing Units that have outstanding reporting, implementation, and liquidation. Based on timeliness, Accuracy, Completeness (Budget Utilization Rate, disbursement Rate and Liquidation Rate)

IX. INCENTIVES

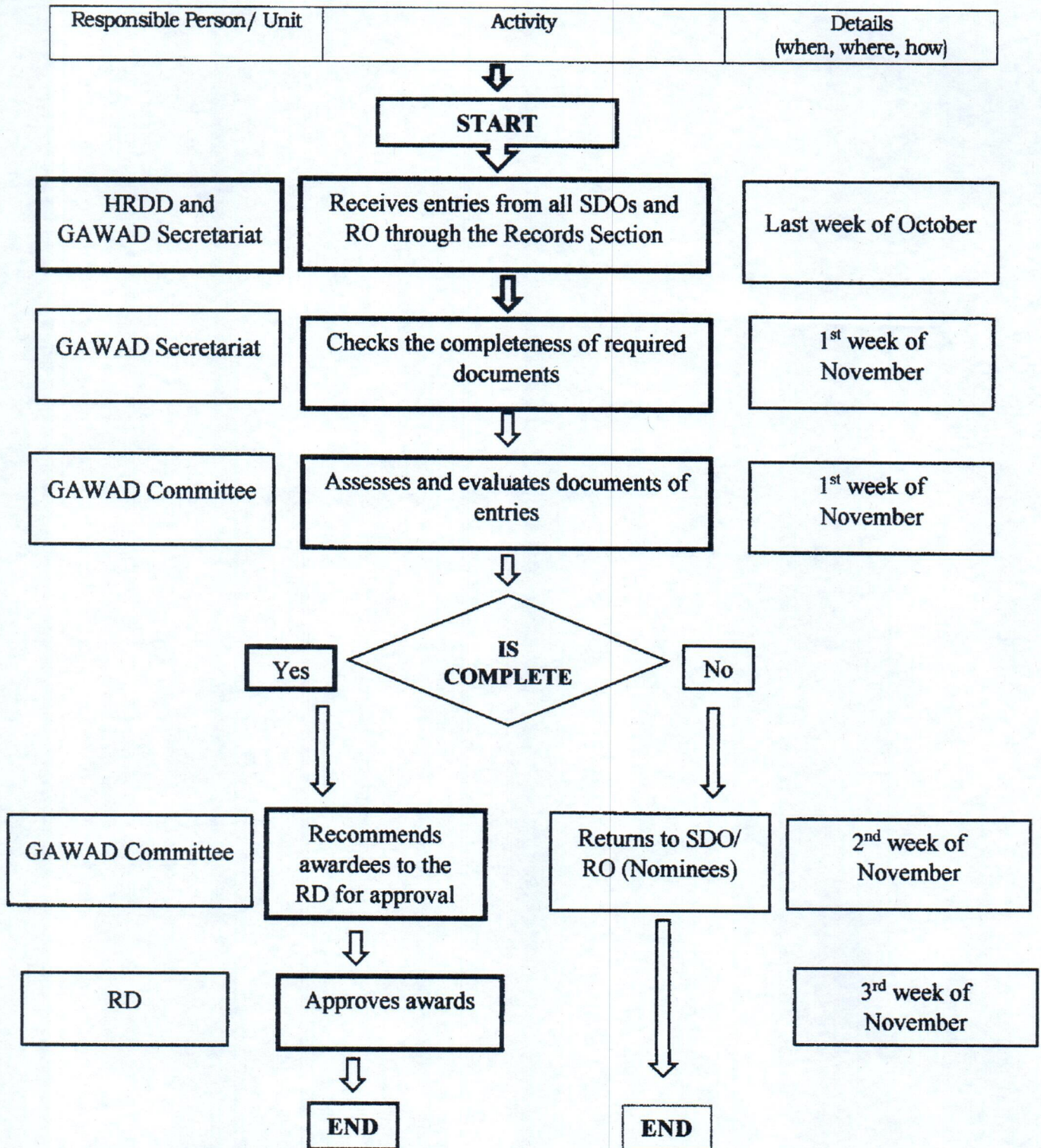
In fulfillment of DepEd Order No. 9, s. 2002, the DepEd-CAR shall continuously search, screen, and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following incentives shall be regularly awarded:

- A. Loyalty Incentive – This shall be granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award under existing policies. Succeeding awards shall be given every five (5) years thereafter. In addition to the cash award, a loyalty pin, ring, or medallion shall be given as follows:
 - 10 and 15 years – Plaques of Recognition
 - 20 years – Bronze Service Pin
 - 25 years – Silver Service Ring
 - 30, 35, 40 years – Gold Service Medallion
- B. Length of Service Incentive – This shall be given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following Joint CSC – DBM Circular No. 1, s. 1990.
- C. Productivity Incentive – This shall be given to all employees who have performed at least very satisfactorily for the year covered in accordance with the DepEd’s CSC-approved Performance Evaluation System and in strict adherence to relevant existing guidelines.
- D. Career and Self-Development Incentive – This shall be granted in recognition of an individual who has satisfactorily completed a program or short course within or outside the country at one’s own expense. A plaque of recognition may be given to qualified individuals in a fitting DepEd ceremony.
- E. Special Incentive – This shall be given to employees who have performed beyond and above their normal duties by achieving Outstanding or Very Satisfactory Rating during the previous year Rating period which contributed to the attainment of the goals of the Regional Office.
- F. Other Incentives – This shall also be given to deserving employee which the agency’s PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition accorded by stakeholders for a particular achievement.

XI. REWARDS AND RECOGNITION FLOWCHART

For a smooth conduct of the rewards and recognition process, this flow chart shall be followed.

A. Best Performing Employee/Office



X. FORMS OF AWARDS AND INCENTIVES

- A. Compensatory Overtime Credits – This shall be granted to an employee who has worked beyond his or her regular office hours on a project without overtime pay as provided in a memo or order.
- B. Alternative Work Arrangement (AWA) – This shall be allowed to qualified employee/s who demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
- C. “Salu-salo” Together – This shall be hosted by superiors or supervisors for employees who have made significant contributions and manifested meritorious performance without cost from the office.
- D. Personal Growth Opportunities – This shall be granted to deserving and qualified employee which may be in the form of attendance to conferences on official business, membership in professional organizations, and other learning opportunities.
- E. Plaques, Certificates
- F. Monetary Award
- G. Travel Packages
- H. Local and Foreign Scholarship Nominations - Deserving and qualified employee shall be nominated to a scholarship provided he or she has served the office for at least five (5) years and has a very satisfactory rating for the last two (2) rating periods preceding the nomination.
- I. Permit to go on Study Leave – Deserving and qualified employee shall be permitted to go on study leave for 6 months to one year to complete a thesis or dissertation or three (3) months to review for board or bar examination, after seven (7) years of service and after incurring a very satisfactory performance for last two (rating periods).
- J. Non-monetary Incentives – This refers to incentives in kind which may be in the form of merchandise, computers, mobile phones, recognition posted on the “Wall of Fame”, feature in DepEd publications, and others.

ANNEXES
Annex I

Coverage and Rewards for Specific Awards:

| AWARDS | COVERAGE | CRITERIA | PRIZE(Per Level) |
|--|---|----------------------------|---|
| A. OUTSTANDING SCHOOLS DIVISION OFFICE | A. All 8 SDOs | ANNEX I-A | 1. Plaque of Recognition 2. Cash Prize: 1 st - 15,000.00 2 nd - 10,000.00 3 rd - 5,000.00 |
| B. OUTSTANDING CHIEF OF DIVISION, DIVISION EPS, & PSDS | A. RO & All 8 SDOs | ANNEX I-B | 1. Plaque of Recognition 2. Cash Prize: 1 st - 5,000.00 2 nd - 3,000.00 3 rd - 2,000.00 |
| C. OUTSTANDING DIVISION OFFICE NON-TEACHING PERSONNEL | A. Level I - 1 per SDO B. Level II A- 1 per SDO C. Level II B - 1 per SDO | ANNEX I-D ANNEX I-E | 1. Plaque of Recognition 2. Cash Prize: 1 st - 5,000.00 2 nd - 3,000.00 3 rd - 2,000.00 |
| D. OUTSTANDING SCHOOL -PUBLIC | | ANNEX II-A | 1. Plaque of Recognition 2. Cash Prize: 1 st - 8,000.00 2 nd - 5,000.00 3 rd - 2,000.00 Non-winners- Certificate of Recognition |
| E. OUTSTANDING SCHOOL -PRIVATE | | ANNEX II-B | 1. Plaque of Recognition 2. Cash Prize: 1 st - 5,000.00 2 nd - 3,000.00 3 rd - 2,000.00 Non-winners- Certificate of Recognition |
| F. ALL INDIVIDUAL CATEGORIES (Public & Private) | | ANNEX II-C to ANNEX II-K | 1. Plaque of Recognition 2. Cash Prize: 1 st - 5,000.00 2 nd - 3,000.00 3 rd - 2,000.00 Non winners -Certificate of Recognition |
| G. MOST ACQUIESCENT SDOs | | RM No. 042 s, 2021 | Certificate of Recognition Cash Prize of Php3,000.00 |

XII. MONITORING AND EVALUATION

Monitoring and evaluation of Rewards and Recognition activities shall be done online in partnership with the Quality Assurance Division and the Information, Communications, and Technology Unit of the Office of the Regional Director.

The electronic evaluation tool, named as "Program Evaluation" shall be answered after the GAWAD DepED Cordillera Ceremony before the end of December to evaluate the overall implementation of the awarding system and conduct of the ceremony.

XIII. FUNDING

The Regional Office, through the Human Resource Development Division, shall allocate at least 5% in the MOOE for the GAWAD DepED CORDILLERA and in its annual Work and Financial Plan and Budget to be reflected in the HRDD Work and Financial Plan.

XIV. EFFECTIVITY

This policy shall take effect immediately upon approval. The Regional Office, Schools Division Offices, and Schools shall adhere to and shall develop specific rules and procedures to implement this policy relative to their context.

XV. REFERENCES

DepEd Order No. 9, series 2002. Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education.

DepEd Order No. 36 s. 2016

Regional Memorandum No. 337, s. 2017. Adoption of the Criteria for the Assessment of Best Practices.