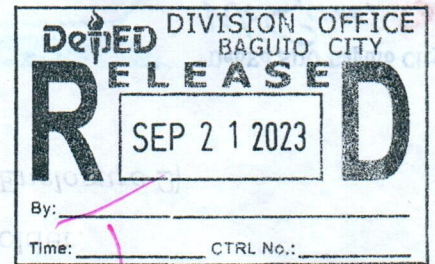




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



September 19, 2023

DIVISION MEMORANDUM

No. **373-2023**

CONDUCT OF 2023 PAMMADAYAW SEARCH FOR OUTSTANDING PUBLIC AND PRIVATE EMPLOYEES AND SCHOOLS

To: CHIEF EDUCATION SUPERVISORS
PSDS/EPS
PRINCIPALS/SCHOOL HEADS
ALL OTHER CONCERNED

1. Pursuant to CSC-MC 01, s. 2001 promulgated under Resolution No. 010112 dated January 1, 2001 and DepEd Order No. 9, s. 2002 entitled the Establishment of the Program and Awards and Incentives for Service Excellence (PRAISE), strengthened through DepEd Order No. 78, s. 2007, SDO-BaguiO City through School Governance and Operations Division (SGOD) Human Resource Development Section (HRDS) announces the conduct of 2023 Pammadayaw – Search for Outstanding Public and Private Employees and Outstanding Public and Private Schools.
2. The District PRAISE through the PSDSs shall spearhead the conduct of the search in the District level. Further, District PRAISE Committee are directed to ensure the implementation of the Program in their level following the revised mechanics and procedures stipulated in RM 533, s. 2023. All provisions on existing regional issuances inconsistent with the policy guidelines are deemed modified accordingly.
3. Winners in the district in all the awards categories-public and private under the Outstanding Employees and Schools (individual and group) shall be nominated for the 2023 Pammadayaw Division search.
4. The nominees' outstanding accomplishment or exemplary norms of conduct manifested within the last three years shall be presented through a write-up. Please refer to RM 533 s. 2023 Annex I for details and information in the crafting of write ups.
5. Nominees in the division search are required to attach Self-Certification Form (*Enclosure 1*) in their nomination folder.
6. For guidance, please see schedule of activities. (*Enclosure 2*)






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7. Should there be any clarification, you may contact the Division PRAISE Focal person, Jovelyn Balantin at 442-78-19.
8. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
OIC-Schools Division Superintendent

For the OIC-Schools Division Superintendent:


NIEVES D. EBANIO, PhD
Administrative Officer V



Enclosure 1

OMNIBUS SELF-CERTIFICATION
(Authenticity and Validity of Submitted Documents)

The undersigned hereby attest to all the facts, validity, authenticity of all the documents enumerated hereunder, to wit:

1. (Enumerate the documents based on the sequence as seen/presented in the portfolio)

Certify further that I assume full responsibility and accountability on their validity and authenticity and any misrepresentation made thereof will automatically disqualify me from the selection process and shall be ground for any disciplinary action pursuant to CSC rules and regulations.

This certification is executed in support of my application for the CATEGORY _____ of the 2023 PAMMADAYAW REWARDS AND RECOGNITION PROGRAM of the Schools Division of Baguio City.

Done this _____ day of _____ at Baguio City, Philippines.

(Name and Signature of Applicant)



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Enclosure 2

MATRIX OF ACTIVITIES
2023 PAMMADAYAW SEARCH FOR OUTSTANDING EMPLOYEES

Activities	Person/Office Responsible	Timeline
Call for Nomination Orientation on the Revised R & R Guidelines	HRDS/PRAISE Committee	1 st week of September
Conduct of search for outstanding employees and schools –District level	PSDSs/ District PRAISE Committee	2 nd week to 3 rd week of September
Submission of Nomination folder to the Division Office through PRAISE Secretariat	District PRAISE Committee/ Division PRAISE Secretariat	September 25, 2023
Shortlisting of Nominees	Division PRAISE Committee	September 26, 2023
Screening and Evaluation of the Nomination Write up Onsite validation of qualified nominees	Division PRAISE Committee	September 27-28
Finalization of Results	Division PRAISE Committee	September 29
Conduct of Awarding Ceremonies	Division PRAISE Committee	October 10, 2023
Completion of required documents of the winners Review of write ups/ Improvement of write up	Winners Division PRAISE Committee EPS-English Assessment Team	October 11 onwards
Release of Results through Division Memorandum	c/o PRAISE Secretariat	Within 5 days after the awarding ceremonies
Preparation of Accomplishment Reports	c/o PRAISE Secretariat	Within 5 days after the awarding ceremonies
Submission of Regional nominees with nomination folder and required documents	PRAISE Committee	October 27, 2023

