

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

June 16, 2026

**DIVISION MEMORANDUM**

No. 402-2026

**SCHEDULE OF ACTIVITIES IN THE CONDUCT OF 2026 PAMMADAYAW**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

1. Pursuant to CSC MC 01, s. 2001 supported by Resolution No. 010112 dated January 1, 2001 and DepEd Order No. 9, s. 2002 or the Establishment of the Program and Awards and Incentives for Service Excellence (PRAISE), strengthened through DepEd Order No. 78, s. 2007, this Office, through the School Governance and Operations Division (SGOD) Human Resource Development Section (HRDS) announces the **Conduct of 2026 Pammadayaw Search for Outstanding Employees, Outstanding Public and Private Employees and Outstanding Schools Public and Private.**

2. Relative hereto, the District and School PRAISE Committees are directed to conduct their School and District level search in accordance with the revised policy guidelines outlined in **Regional Memorandum No.339, s. 2026.** All provisions in existing regional issuances that are inconsistent with this guidelines are deemed rescinded.

3. Please be guided with the timelines of activities detailed below:



<b>Timeline</b>	<b>Activity</b>	<b>Persons/Office Involve</b>
3 <sup>rd</sup> week of June 2026	Information/Dissemination	Division PRAISE Committee
4 <sup>th</sup> week of June 2026	Presentation of the Revised Policy Guidelines for GAWAD Cordillera through a District LAC Session	District PRAISE Committee
1 <sup>st</sup> week of July 2026	Conduct of School Search	School PRAISE Committee
3 <sup>rd</sup> week of July 2026	Conduct of District Search	District PRAISE Committee
4 <sup>th</sup> week of July 2026	Screening and Evaluation of the District Nomination Write-up and required documents	District PRAISE Committee
2 <sup>nd</sup> week of August 2026	Conduct of Division Search -assessment -validation -deliberation	Division PRAISE Committee
1 <sup>st</sup> week of September 2026	Finalization of Results	Division PRAISE Committee



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

1 <sup>st</sup> week of September 2026	Finalization of Results	Division PRAISE Committee
September 2026	Submission of SDO Nominees to the Regional Office	Division PRAISE Committee
October 2026	Conduct of 2026 Pammadayaw Awards Program Ceremony	Division PRAISE Committee

- Attached herein is the Revised GAWAD Cordillera Guidelines for your reference.
- For any queries and concerns, please coordinate with the HRDS/Division PRAISE Committee at Telephone no. **074-446-1488**.
- Immediate dissemination and strict compliance of this Memorandum is directed.

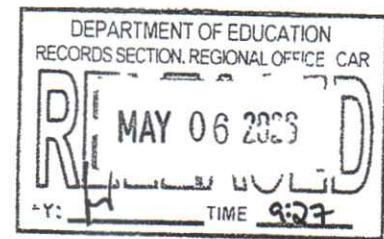
  
**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent 



Republic of the Philippines

**Department of Education**

CORDILLERA ADMINISTRATIVE REGION



05 May 2026

**REGIONAL MEMORANDUM**

No. 339.2026

**REVISED POLICY GUIDELINES FOR GAWAD CORDILLERA**

To: Assistant Regional Director  
RO PRAISE Committee  
Schools Division Superintendents  
All Others Concerned

1. In accordance with DepEd Order No. 9, s. 2002 titled Establishment of the Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Order No. 78, s. 2007, on Establishing and Strengthening the Program on Awards and Incentives for Service Excellence - PRAISE), DepEd-CAR, through the Human Resource Development Division (HRDD), issues these Policy Guidelines for Gawad Cordillera. This initiative aims to foster a culture of quality performance, public service commitment, and the adoption of innovative, sustainable educational practices.
2. These guidelines outline the formal procedures for assessing, rewarding, and recognizing teaching, teaching-related, and non-teaching personnel across all governance levels—school, district, division, and regional. Gawad Cordillera is committed to equal opportunity principle; evaluations are conducted regardless of age, sex, gender identity, religious or political affiliation, disability, ethnicity, or cultural background.
3. To ensure continued relevance and effectiveness, these guidelines have undergone a comprehensive review and validation process. This update addresses evolving organizational needs and clarifies previous ambiguities to prevent misinterpretation. By incorporating stakeholders' comments and suggestions, the refined policy now offers a more robust, fair, and inclusive framework. These improvements guarantee a streamlined process for honoring exemplary achievements across the region.
4. All related regional issuances, rules, and regulations that are inconsistent with this guideline is hereby repealed, rescinded, or modified accordingly.
5. For queries or further clarifications, please get in touch with the Human Resource Development Division - National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, CES-HRDD-NEAPR via email at [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is directed.

  
**NICOLAS T. CAPULONG PhD, CESO III**  
Director IV/Regional Director



Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

DepEd Tayo Cordillera <https://depedcar.ph>



Certificate No. POP 048



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

---

**POLICY GUIDELINES FOR GAWAD CORDILLERA**

**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 adopted the Program on Awards and Incentives for Service Excellence (PRAISE), herein.

The program is designed to encourage creativity, innovation, efficiency, integrity, and productivity in public service by recognizing and rewarding individuals and groups whose exemplary performance, innovative initiatives, and extraordinary contributions go beyond their regular functions and result in measurable improvements in DepEd-CAR operations, service delivery, and organizational performance. By recognizing and rewarding men and women personnel, Gawad Cordillera upholds the Equal Opportunity Principle, ensuring that nominations and awards are open to all employees based solely on merit, performance, capability, and contribution to organizational goals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political belief.

Gawad Cordillera institutionalizes a fair, transparent, and region-responsive recognition system that strengthens employee engagement, promotes a culture of excellence and innovation, and reinforces accountability in public service—ultimately improving client satisfaction and public trust in DepEd-CAR.

**II. OBJECTIVES**

**A. General:**

Generally, the Gawad Cordillera is designed to encourage, recognize, and reward individuals and groups of men and women for their suggestions, innovative ideas, inventions, discoveries, heroic deeds, exemplary behavior, and extraordinary acts of service in the public service. These contributions should significantly improve efficiency, economy, and overall operations within DepEd, ultimately leading to increased organizational productivity.

**B. Specific:**

Specifically, it aims to:

1. To establish a transparent mechanism for identifying and rewarding deserving men and women personnel across all genders.
2. To provide periodic recognition for accomplishments and innovations.
3. To motivate employees through interventions that encourage the sharing of discoveries and best practices.



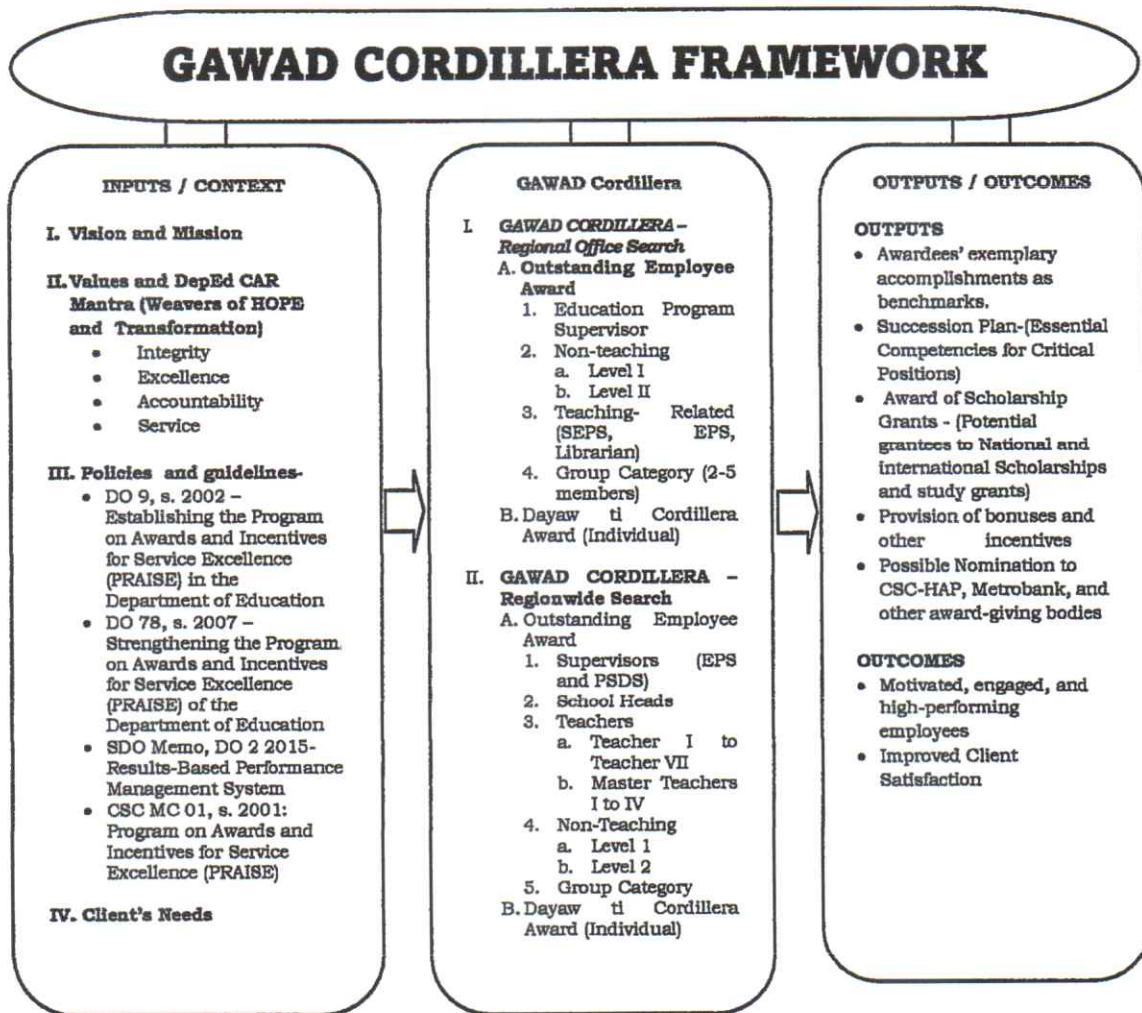
---

Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 – 1318  
Email Address: car@deped.gov.ph



<https://depedcar.ph>

### III. GAWAD CORDILLERA FRAMEWORK



The GAWAD Cordillera Framework aligns with DepEd's Vision, Mission, and core values—Maka-Diyos, Makabansa, Makatao, at Makakalikasan—ensuring recognition is rooted in integrity, excellence, accountability and service. It aims to institutionalize the PRAISE framework across the region and divisions for consistency. Organized into three interconnected components—Inputs/Context, GAWAD Categories, and Outputs/Outcomes—this structure supports a systematic approach to excellence. Each element plays a vital role in fostering outstanding performance throughout the region.

The Inputs/Context establish the foundation by identifying key influences like vision, mission, core values, and relevant policies such as DO 9 series 2002 and DO 78 series, which promote standards for service excellence and continuous improvement. They also consider stakeholder needs, emphasizing the importance of understanding those served.

The GAWAD Categories serve as the core evaluative mechanism, recognizing outstanding individuals and groups at both regional and regional office levels. Awards like the Outstanding Employee Awards and Dayaw ti Cordillera highlight exemplary performance and ethical conduct, fostering a culture of excellence.

The Outputs/Outcomes reflect tangible achievements, such as awards and succession plans, and aim to motivate employees, improve client satisfaction, and enhance service quality. These components are interconnected: inputs provide the environment and standards; categories define recognition criteria; and outputs and outcomes measure success, creating a cycle of continuous improvement.

#### **A. INTERPLAY OF REWARDS AND RECOGNITION IN THE HR SYSTEMS**

##### **1. Recruitment, Selection and Placement (RSP)**

The results of the GAWAD Cordillera shall serve as one of the bases for selection and promotion under the Human Resource Merit Promotion and Selection Board (HRMPSB). It seeks to provide a clear recognition of outstanding accomplishments for the outstanding employee award in the recruitment process.

##### **2. Learning and Development**

Evaluation results identify personnel for scholarships and specialized training.

##### **3. Performance Management**

The OPCR/IPCRR ratings are the primary determining factors for eligibility in rewards programs.

#### **B. SCOPE**

This policy guideline shall be applied in the conduct of GAWAD Cordillera in the different governance levels-School Divisions and in DepEd-CAR Proper, covering teaching, related-teaching, and non-teaching personnel.

#### **C. DEFINITION OF TERMS**

For this policy guideline, the following terms shall be defined as follows:

- 1. Awards** –This refers to recognition which may be monetary or non-monetary, conferred to an individual or a group of individuals for their ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest that contribute to the efficiency, economy, improvement in government operations, which lead to organizational productivity.
- 2. Dayaw ti Cordillera Award** – An award given for extraordinary acts or public service, demonstrating a consistent commitment to exemplary ethical conduct, grounded in adherence to the eight (8) norms of conduct outlined in the Code.
- 3. Equal Opportunity Principle** – This refers to the non-discrimination principle that allows any personnel within DepEd to participate and to be nominated in all applicable award categories regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
- 4. Employee-** This refers to a male or female worker with an 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.

**5. Exemplary Behavior** – Consistent display of integrity, professionalism, and ethical conduct that serves as a positive model, always fostering a culture of excellence and accountability.

**6. Heroic Deed** – Act of courage or selflessness performed beyond the call of duty, particularly during emergencies or critical situations, aimed at safeguarding life, property, or public interest.

**7. Incentive** – This refers to monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishments, or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

**8. Innovation-** this refers to the process of translating an idea, concept, or invention into an output, practice, policy, or system that creates value to the organization and its clientele, and results in workplace improvement through efficiency in operation, increased production, improved working standards, and/ or savings in government spending. (DepEd Order No. 007, s. 2023)

**9. Invention** – This refers to the creation of something previously non-existent, which will benefit the organization.

**10. Mechanism** – This refers to the established process by which DepEd-CAR implements its rewards and recognition program

**11. Non-teaching Personnel Level 1** – This refers to male or female employees of DepEd -CAR who belong to Salary Grade 1-9 who are involved in structured work in support of Office Operations or engaged in clerical trades, crafts, or custodial services which involve sub-professional work in a non-supervisory or supervisory capacity.

**12. Non-teaching Personnel Level 2-** This refers to male and female employees of DepEd-CAR who belong to Salary Grade 10-24 who perform professional, technical, and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.

**13. Outstanding Employee Award** – A recognition bestowed in acknowledgment of exceptional contributions resulting from innovative ideas or exemplary performance that directly benefit the government or institution.

**14. Public Interest** – Actions or initiatives that prioritize the welfare of learners, stakeholders, and the general public by fostering transparency, equity, accountability, and effective public service.

**15. Related-Teaching Personnel** – This refers to positions whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instructions, such as standard setting, policy and program formulation, research, and sector monitoring.

**16. School Heads-** This refers to school principals and teachers-in-charge who manage and supervise schools.

**17. Supervisors** – This refers to EPSs in the Regional Office and PSDSs and EPSs in the SDOs who perform guidance and instructional supervision as well as mentoring and coaching.

**18. Superior Accomplishment** – An achievement or performance that significantly surpasses established targets or standards, leading to measurable improvements in efficiency, service delivery, or organizational outcomes.

**19. System** – This refers to the agency's awards and incentives program for employees.

**20. Teaching Personnel-** This refers to men and women personnel directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers, and Alternative Learning System (ALS) teachers.

#### **IV. COMPOSITION OF THE PRAISE COMMITTEES AND SECRETARIAT**

##### **A. Regional Committee:**

Chairperson: Assistant Regional Director  
Members: Chief of the Finance Division  
Chief of the Administrative Services Division  
Chief of the Human Resource Development Division  
Chief of the Curriculum and Learning Management Division  
Chief of the Education Support Services Division  
Chief of the Field Technical Assistance Division  
Chief of the Policy, Planning, and Research Division  
Chief of the Quality Assurance Division  
1<sup>st</sup> & 2<sup>nd</sup> Level Representatives

Secretariat: 2 personnel from HRDD  
Administrative Officer V (Human Resource Management Officer III)  
Teacher Credential Evaluator

• ***Additional representatives from SDOs for the region-wide search:***

PESPA (Philippine Elementary School Principals Association)  
NEU (National Educators Union)  
NAPSSHI (National Association of Public Secondary School Heads, Inc.)  
PPSTA (Philippine Public School Teachers Association)  
PASS (Philippine Association of School Superintendents)

##### **B. Schools Division Committee**

Chairperson: Assistant Schools Division Superintendent  
Vice Chairperson: Chief of the School Governance and Operations Division  
Members: Chief of the Curriculum Implementation Division  
EPS of the School Governance and Operations Division  
SEPS of the Human Resource Division

AO V of the Administrative Unit  
Representative from the Finance Office  
1<sup>st</sup> & 2<sup>nd</sup> Level Representatives

Secretariat: 2 personnel from the SGOD  
2 personnel from the Personnel Section

## **V. ROLES AND FUNCTIONS OF THE PRAISE COMMITTEE AND SECRETARIAT**

1. The PRAISE Committees of RO and SDO shall have the following functions:
  - a. establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
  - b. formulate, adopt, and amend internal rules, policies, and procedures to govern the conduct of its activities, which shall include the guidelines in evaluating the nominees and the mechanism in recognizing the awardees;
  - c. determine the form of awards and incentives to be granted;
  - d. monitor implementation of approved suggestions and ideas through feedback and reports;
  - e. prepare plan, identify resources, and prepare budget for the system on an annual basis;
  - f. develop and distribute a system policy manual and orient all the employees;
  - g. document best practices, innovative ideas, and success stories which serve as promotional materials to sustain interest and enthusiasm;
  - h. submit an annual report on the awards and incentives system to the Civil Service Commission (CSC) on or before the thirtieth day of January;
  - i. monitor and evaluate the system's implementation every year and make essential improvements to ensure its sustainability to the agency; and
  - j. address issues relative to awards and incentives within fifteen (15) days from the date of submission
  
2. The PRAISE Secretariat shall attend all the PRAISE Committee meetings to coordinate, collaborate, and perform the following tasks:
  - a. document all proceedings of PRAISE Committee meetings;
  - b. facilitate the implementation of the PRAISE programs and activities from the start of the nomination process, evaluation of the nominees' documents, validation, interview, awarding, and monitoring and evaluating the activities within the bounds of the equal opportunity principle;
  - c. gather feedback from concerned stakeholders, winners, and non-winners regarding the implemented PRAISE programs and activities;
  - d. remind or update the Committee, through its Chair, on Regional and National activities relevant to Rewards and Recognition; and
  - e. prepare accomplishment report after every Rewards and Recognition activity conducted.

## **VI. AWARD CATEGORIES**

### **A. GAWAD CORDILLERA – Regional Office Search**

1. **Outstanding Employee Award**
  - a. Education Program Supervisor

- b. Non-teaching
  - i. Level I
  - ii. Level II
- c. Teaching- Related (SEPS, EPS, Librarian)
- d. Group Category (2-5 members)

**2. Dayaw ti Cordillera Award (Individual)**

**B. GAWAD CORDILLERA – Regionwide Search**

**1. Outstanding Employee Award**

- a. Supervisors (EPS and PSDS)
- b. School Heads
  - i. Public Elementary
  - ii. Public Secondary
  - iii. Private Elementary
  - iv. Private Secondary
- c. Teachers
  - i. Teacher I to Teacher VII
    - (1) Public Elementary
    - (2) Public Secondary
    - (3) Private Elementary
    - (4) Private Secondary
  - ii. Master Teachers I to IV
    - (1) Public Elementary
    - (2) Public Secondary
- d. Non-Teaching
  - i. Level 1
  - ii. Level 2
- e. Group Category
  - i. Public Secondary School
  - ii. Public Elementary School
  - iii. Private School
  - iv. Schools Division Office

**2. Dayaw ti Cordillera Award (Individual)**

**VI. QUALIFICATION REQUIREMENTS OF NOMINEES**

**A. Basic Qualifications**

1. Holds a permanent status of appointment;
2. Rendered at least three (3) years of continuous cumulative service irrespective of position/s held. However, the award category where the personnel is nominated shall be in his/her current position; and
3. Performance rating of at least "Very Satisfactory" for the last three (3) consecutive years.

**B. Required Nomination Documents:**

The following are the required documentary requirements to be submitted:

1. Completely filled-out Nomination Form (Please see attached)
2. Nominee's updated CSC Form 212 or Personal Data Sheet with passport-size (4.5cm x 3.5cm) photo with name tag taken within the last six months before the nomination.

3. Endorsement from the Chief/Unit Head/Schools Division Superintendent
4. A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required. Detailed information on dismissed/decided case/s of the nominee, if any.
5. Copy of the signed OPCR/IPCR for the past three-year rating periods with at least a Very Satisfactory (VS) performance rating before the nomination.
6. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 before the nomination (*FOR ALL NOMINEES OR WHICHEVER IS APPLICABLE*). (When it is found that there was an unliquidated CA during the validation, the nominee shall be disqualified.)
7. Copy of the statement of Liabilities and Net worth (SALN) of the individual nominee or each member of the group nominee for the year before nomination, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.
8. Updated service record duly certified by the Office's Human Resource Management Officer (HRMO/School Head).
9. Write up of accomplishments.

*\*\* Copies of annual reports, recommendations from institutions/personalities, news clippings, and certificates of training, seminars, and recognition should not be included in the nomination folder.*

### **C. Write-up of Accomplishments**

1. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within three years. Presentation of accomplishments or norms manifested should be in the order of significance, complete with descriptions, justifications, and should adhere to the following pointers:
  - a. Use specific terms such as "initiated", "spearheaded", "assisted", "contributed", or "facilitated".
  - b. state outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and bullet form.
  - c. present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited, and/or transactions facilitated; and
  - d. The nomination write-up of Chiefs should present individual accomplishments or behavioral norms, NOT the accomplishment of the entire office.
2. The following information must be adequately provided:
  - a. For outstanding work accomplishment, state whether the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of the nominee's regular duties or mandates, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be elaborated in substantial detail.
  - b. Impact of the exceptional/extraordinary contribution to public interest, security, and patrimony.
  - c. Impact of the outstanding contribution to more than one school or office; and

- d. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications for why the norm/s displayed are considered exemplary.
3. Limitation on Nomination
    - a. The nomination write-up should not exceed a maximum of 10 pages (A-4 size bond paper using Arial, font size 12), single-spaced, to include the summary of accomplishment, impact, and other information.
    - b. Awardees or those who have been previously conferred with any of the awards can still be nominated to the same or different award category after five (5) years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.
    - c. Nominee/s shall be nominated in one award category only.

## VII. CRITERIA FOR EVALUATION

Deserving employees shall be nominated for any of the aforementioned award categories, and their documents will be evaluated based on the following criteria:

### A. Outstanding Employee Award (Individual and Group Categories- Public and Private)

1. **Innovativeness of the project, outstanding performance or contribution**– The degree of uniqueness and originality of outstanding performance or contribution/s.
2. **Sustainability and Replicability**– The extent to which the idea, suggestion, innovation, or invention is being used and its result; the number of persons who benefited; the paradigm shift it has caused, and the amount of money saved.
3. **Effectiveness** - The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. **Demonstrated teamwork, cooperation, camaraderie, and cohesiveness (for group nominations)**, members motivate and support each other, or the degree to which group members positively influence each other.
5. **Awards**- These are major awards/citations received by the employee/school/SDO. (The highest award or recognition received by the employee/school/SDO that gave the greatest impact in the organization shall be credited)
6. **Performance Rating**- The degree of consistency of the nominee in delivering excellent service as manifested in his/her performance rating for the last three (3) rating periods.

### B. Dayaw ti Cordillera Award

1. **Quality and Consistency of Behavioral Performance** -The level of consistency with which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. **Impact of Behavioral Performance** – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. **Risk or Temptation Inherent in the Work** – The degree of risk and temptation substantially present in the work.

4. **Obscurity of the Position** – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. **Other similar circumstances or considerations in favor of the nominee**, as may be determined by the members of the Committee on Awards.

#### **VIII. PROCEDURE FOR SCREENING AND EVALUATION**

The Secretariat shall perform initial screening for document completeness. The PRAISE Committee will conduct document evaluation and flexible validation (blended or face-to-face). Final results are endorsed to the Regional Director for approval.

Only nominees who scored at least 56% on the Evaluation Documents (Stage 1) will proceed to the interview and validation stage (Stage 2). Similarly, a nominee must have a combined total score of at least 80% across both stages (Stage 1 + Stage 2) to be declared one of the winners; otherwise, they will be considered finalists only.

#### **IX. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS**

The following are the grounds for disqualification:

- A. non-compliance with documentary requirements and deadlines;
- B. any misrepresentation in submitted documents; and
- C. previous awardee/s within the last three (3) years.

#### **X. MATRIX OF ACTIVITIES**

##### **A. Regional Office Search For Outstanding Employee Award And Dayaw Ti Cordillera Award**

<b>TIMELINE</b>	<b>ACTIVITY</b>	<b>REMARKS</b>
July	Call for submission of nominations	c/o HRDD
August	Deadline for submission of nominations	c/o Records/ PRAISE Secretariat
August	Preparation of the master list of entries	c/o PRAISE Secretariat
September	Stage 1: Assessment/Evaluation of Documents	c/o PRAISE Committee
September	Stage 2: Interview and Validation of shortlisted nominees	c/o PRAISE Committee <i>Only the top three (3) shortlisted finalists with a rating of 56% and above in stage 1 per category shall undergo the interview and validation process.</i>
October	Deliberation/Finalization of Winners	c/o PRAISE Committee
October	Awarding Ceremonies	c/o PRAISE Committee and HRDD <i>Only those who have a combined total score of at least 80% across both stages (Stage 1 + Stage 2) will be declared winners.</i>

Within 5 working days after the awarding ceremonies	Release of Results through Office Memorandum	c/o HRDD
Within 5 working days after the awarding ceremonies	Preparation of Accomplishment Reports	c/o HRDD
Within 5 working days after the awarding ceremonies	Provision of R& R Results to HRMPSB/NEAPR for L & D & PMT	c/o PRAISE Secretariat/HRDD

**B. Division Wide Search For Outstanding Employee Award And Dayaw Ti Cordillera Award**

<b>TIMELINE</b>	<b>ACTIVITY</b>	<b>REMARKS</b>
June	Release of Division Memo for the call for submission of nominations	
July	Deadline for submission of the nomination documents	Late and incomplete documents will not be accepted.
July	Shortlisting of nominees	c/o PRAISE Secretariat
July	Stage 1: Screening and Evaluation of the nomination Write-up including required documents.	c/o PRAISE Committee
August	Announcement of top three (3) finalists per category of the search	Qualified nominees shall be notified through a memorandum.
August-September	Stage 2: Interview and onsite validation of qualified nominees from stage 1	<i>Only the top three (3) shortlisted finalists with a rating of 56% and above in stage 1 per category shall undergo the interview and validation process.</i>
September	Finalization of Results	PRAISE Committee, Secretariat, TWG
September	Submission of SDO Nominees to the Regional Office	Only the top 1 per category will be endorsed
<i>(SDO's own schedule)</i>	Conduct of Awarding Ceremonies	c/o Schools Division Offices; <i>Only those who have a combined total score of at least 80% across both stages (Stage 1 + Stage 2) will be declared winners.</i>
Within 5 working days after the awarding ceremonies	Release of Results through Regional Memorandum	c/o HRDD
Within 5 working days after the awarding ceremonies	Preparation of Accomplishment Reports	c/o HRDD

Within 5 working days after the awarding ceremonies	Provision of R& R Results to HRMPSB/HRD for L & D & PMT	c/o HRDD
---	---	----------

**C. Regionwide Search For Outstanding Employee Award And Dayaw Ti Cordillera Award**

<b>TIMELINE</b>	<b>ACTIVITY</b>	<b>REMARKS</b>
June	RM for the call for submission of nominations	Release of Regional Memorandum
September	Deadline for submission of the nomination folder (PDF copies of documents) to the Regional Office via online	Late and incomplete documents will not be accepted.
September	Shortlisting of nominees	c/o PRAISE Secretariat
September	Stage 1 Screening and Evaluation of the nomination Write-up including required documents.	
October	Announcement of top three (3) finalists per category of the search	Qualified nominees shall be notified through an Advisory.
October	Stage 2 Interview and onsite validation of qualified nominees from stage 1	<i>Only the top three (3) shortlisted finalists with a rating of 56% and above in stage 1 per category shall undergo the interview and validation process.</i>
November	Finalization of Results	RO PRAISE Committee, Secretariat, TWG
November	Conduct of Awarding Ceremonies	<i>Only those who have a combined total score of at least 80% across both stages (Stage 1 + Stage 2) will be declared winners.</i>
Within 5 working days after the awarding ceremonies	Release of Results through Regional Memorandum	c/o HRDD
Within 5 working days after the awarding ceremonies	Preparation of Accomplishment Reports	c/o HRDD
Within 5 working days after the awarding ceremonies	Provision of R& R Results to HRMPSB/NEAPR for L & D & PMT	c/o HRDD

## **XI. 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 Cordillera Awarding Ceremonies before the end of December to evaluate the overall implementation of the awarding system and conduct of the ceremony.

## **XII. FUNDING**

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

## **XIII. EFFECTIVITY**

This policy and guidelines shall take effect immediately upon approval. All Rewards and Recognition awarded by the Regional Office shall adhere to and shall develop specific rules and procedures to implement this policy relative to their context.

## **XI. REFERENCES**

- A. Department of Education. (2002). DepEd Order No. 9, series of 2002: Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education.
- B. Department of Education. (2007). DepEd Order No. 78, s. 2007: Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education.
- C. Department of Education. (2016). DepEd Order No. 36, s. 2016: Policy guidelines on awards and recognition for the K to 12 Basic Education Program.
- D. Commission on Civil Service. (2001). CSC MC No. 01, s. 2001: Program on Awards and Incentives for Service Excellence (PRAISE).

## WRITE UP TEMPLATE

<b>Name/s</b>			
<b>Category</b>			
<b>SDO/ Office</b>			
<b>Position/s</b>			
<b>Length of Service in the Government</b>		<b>Length of Service in the Current position</b>	

I. Executive Summary: (Presents a summary of major accomplishments, and a brief description of how the nominee exemplifies the four CORE values of the Department of Education)

II. Significant Accomplishment/a within the Last Three Years: (Bullets and describes the Project/s /Work/s Accomplished/ Strategy/ies/Activity/ ies done in terms of its/their nature and purpose within three years.)

III. Impact of Accomplishments (Discusses the impact of major accomplishments which are original/unique/creative/novel and extent of use (frequency, timeframe), results (gain, improvement), and a number of persons benefitted (learners, parents, and other stakeholders),scope and replicability and level of attainment per identified performance indicator.)

IV. Other Information (Lists major awards/citations received/membership in organization)

## CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

**Printed Name and Signature:**

\_\_\_\_\_  
**Nominee**

\_\_\_\_\_  
**Nominator**

\_\_\_\_\_  
**PRAISE Committee Chairperson**

\_\_\_\_\_  
**SDS/RD**



**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. Non-monetary Incentives – This refers 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.
- B. 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.

**Coverage and Rewards for Specific Awards:**

<b>AWARDS</b>	<b>COVERAGE</b>	<b>CRITERIA</b>	<b>PRIZE(Per Level)</b>
A. Group Categories (RO & SDO)	RO & SDO	GAWAD CORDILLERA GUIDELINES	1. Plaque of Recognition 2. Cash Prize of Php 15,000.00 3. Token
	Private Schools		1. Plaque of Recognition 2. Cash Prize of Php 7,000.00 3. Token
B. Individual Categories (RO & SDO)	RO & SDO		1. Plaque of Recognition 2. Cash Prize of Php 10,000.00 3. Tokens
	Private Schools		1. Plaque of Recognition 2. Cash Prize of Php 5,000.00 3. Token
Note: 2 <sup>nd</sup> & 3 <sup>rd</sup> placers in all categories will be given consolation prices: Individual – 1,500 and Group – 2,500.00			

**2023 GAWAD CORDILLERA  
Outstanding Employee Award (Individual Category)- Public and Private**

**RUBRIC FOR ASSESSMENT**

**NOMINEE'S NAME:**

**CATEGORY:**

**STAGE 1: EVALUATION OF DOCUMENTS**

<b>A. PERFORMANCE (10 points)</b>		<b>OPCRF/IPCRF RATING</b>			<b>Points Earned</b>
		Year 1	Year 2	Year 3	
The degree of consistency of the nominee manifesting a strong desire for outstanding performance in the last three (3) rating periods.					
<b>B. Awards (10 pts)</b> These are major awards/citations received by the employee/school/SDO. (The highest award or recognition received by the employee/school/SDO that gave the greatest impact in the organization shall be credited)	Level				
	School	1			
	Congressional/District	2			
	Division	4			
	Regional	6			
	National	8			
	International	10			
<b>C. ACCOMPLISHMENTS (80 points) – refer to the write up</b>					
<b>Criteria</b>	<b>Indicators</b>				<b>Points Earned</b>
	<b>Not Evident</b>	<b>Somewhat Evident</b>	<b>Evident</b>	<b>Highly Evident</b>	
<b>1. Innovativeness of the project, outstanding performance or contribution/s (12 points)</b>					
a.	intends to address a clearly defined problem/s with high degree of significance on organizational efficiency and effectiveness	0	2	4	6
b.	features creative, original/novel/unique and exemplary initiative that can be used as benchmark to improve practice	0	2	4	6
<b>2. Sustainability and Replicability (23 points)</b>					
a.	the project/initiative/accomplishment is institutionalized and is currently used to improve systems/processes	0	3	6	8
b.	the project/initiative/accomplishment is adopted/replicated by other schools/SDOs/offices	0	5	10	15

<b>3. Effectiveness (45 points)</b>					
a. the project/initiative/accomplishment was tested for usability and relevance	0	5	10	15	
b. the project/initiative/accomplishment yields significant gains/ results and/or improvement of performance of the organization	0	5	10	15	
c. significant gains/results and/or improvement of performance has been consistent based on historical data	0	5	10	15	

<b>SUMMARY RESULTS OF EVALUATION OF DOCUMENTS</b>	
Criteria	Points
I. PERFORMANCE (10 points))	
II. AWARDS (10 points)	
III. ACCOMPLISHMENTS (80 points)	
<b>Total points</b>	
<b>70%</b>	

---

Evaluator's Signature Over Printed Name

**STAGE 2: INTERVIEW AND VALIDATION OF ACCOMPLISHMENTS PRESENTED IN THE WRITE-UP**

**A. Interview (15 Points)**

Criteria	Indicators	Points Earned
<b>1. Nominee's Integrity in the presented accomplishments (10 pts)</b>	<p><i>Scoring System:</i>  <b>10 points</b> (All 4 indicators are evident.)  <b>8 points</b> (Three indicators are evident.)  <b>6 points</b> (Two indicators are evident.)  <b>4 points</b> (Only one indicator is evident.)  <b>0</b> (None of the indicators are evident.)</p> <ul style="list-style-type: none"> <li>• Responses are consistent vis-à-vis write-up</li> <li>• Answers are factual, concrete, and specific</li> <li>• Information for all claims is verifiable</li> <li>• Demonstrates and sustains ideas about his/her initiatives, innovations, and other significant contributions</li> </ul>	
<b>2. General Attitude (2 pts)</b>	<p><i>Scoring System:</i>  <b>2 points</b> (All 4 indicators are evident.)  <b>1.5 points</b> (Three indicators are evident.)  <b>1 point</b> (Two indicators are evident.)  <b>.5 points</b> (One indicator is evident.)  <b>0</b> (None of the indicators is evident.)</p> <ul style="list-style-type: none"> <li>• Core values, traits, and qualities of public servants are apparent</li> <li>• Enthusiastic, tactful, and modulated</li> <li>• Confident, establish eye contact, relaxed, and composed</li> <li>• Organized, systematic, punctual, performance-oriented, and dependable</li> </ul>	
<b>3. Content and Skill Presentation (2 pts)</b>	<p><i>Scoring System:</i>  <b>2 points</b> (All 4 indicators are evident.)  <b>1.5 points</b> (Three indicators are evident.)  <b>1 point</b> (Two indicators are evident.)  <b>.5 points</b> (One indicator is evident.)  <b>0</b> (None of the indicators is evident.)</p> <ul style="list-style-type: none"> <li>• Direct and certain in his/her responses</li> <li>• Manifests well-constructed, well-analyzed, and confident answer</li> <li>• Provides clear purpose and subject by providing pertinent examples, facts, or supports ideas with evidence</li> <li>• Prepared and demonstrates extensive knowledge</li> </ul>	
<b>4. Delivery and Language (1 pt)</b>	<p><i>Scoring System:</i>  <b>1 point</b> (All 4 indicators are evident.)  <b>.75 points</b> (Three indicators are evident.)  <b>.5 points</b> (Two indicators are evident.)  <b>.25 point</b> (Only one indicator is evident.)  <b>0</b> (None of the indicators are evident.)</p> <ul style="list-style-type: none"> <li>• Uses proper language and articulates responses in the language he/she is comfortable</li> <li>• Answers questions with appropriate wait time</li> <li>• Delivery is poised, controlled, and smooth</li> <li>• Persuasive, deep and thorough</li> </ul>	

**B. Validation: Colleagues and Recipients of accomplishments (15 Points)**

Criteria	Indicators				Points Earned
	Not Evident	Somewhat Evident	Evident	Highly Evident	
<b>1. Innovativeness of the project, outstanding performance or contribution/s (5 points)</b>					
a. intends to address a clearly defined problem/s with high degree of significance on organizational efficiency and effectiveness	0	1	2	2.5	
b. features creative, original/novel/unique and exemplary initiative that can be used as benchmark to improve practice	0	1	2	2.5	
<b>2. Sustainability and Replicability (5 points)</b>					
a. the project/initiative/accomplishment is institutionalized and is currently used to improve systems/processes	0	1	2	2.5	
b. the project/initiative/accomplishment is adopted/replicated by other schools/SDOs/offices	0	1	2	2.5	
<b>3. Effectiveness (5 points)</b>					
a. the project/initiative/accomplishment was tested for usability and relevance	0	0.5	0.75	1	
b. the project/initiative/accomplishment yields significant gains/ results and/or improvement of performance of the organization	0	1	1.5	2	
c. significant gains/results and/or improvement of performance have been consistent based on historical data	0	1	1.5	2	

**OVERALL RESULT**

STAGE	Score
<b>1. Evaluation of Documents (70%)</b>	
<b>2. Interview (15%)</b>	
<b>3. Validation (15%)</b>	
<b>Grand Total (100%)</b>	

\_\_\_\_\_  
 Evaluator's Signature Over Printed Name

**2023 GAWAD CORDILLERA  
Outstanding Employee Award (Group Category)- Public and Private**

**RUBRIC FOR ASSESSMENT**

<b>NOMINEE'S NAME:</b>	<b>CATEGORY</b>
------------------------	-----------------

**STAGE 1: EVALUATION OF DOCUMENTS**

<b>A. PERFORMANCE (10 points)</b>	<b>OPCRF/IPCRF RATING</b>			<b>Points Earned</b>	
The degree of consistency of the nominee manifesting a strong desire for outstanding performance for the last three (3) rating periods.	Year 1	Year 2	Year 3		
<b>B. ACCOMPLISHMENTS (90 points) – refer to the write up</b>					
Criteria	Indicators				Points Earned
	Not Evident	Somewhat Evident	Evident	Highly Evident	
<b>1. Innovativeness of the project, outstanding performance or contribution/s (12 points)</b>					
a. intends to address a clearly defined problem/s with high degree of significance on organizational efficiency and effectiveness	0	2	4	6	
a. features creative, original/novel/unique and exemplary initiative that can be used as benchmark to improve practice	0	2	4	6	
<b>2. Sustainability and Replicability (23 points)</b>					
a. the project/initiative/accomplishment is institutionalized and is currently used to improve systems/processes	0	3	6	8	
b. the project/initiative/accomplishment is adopted/replicated by other schools/SDOs/offices	0	5	10	15	
<b>3. Effectiveness (45 points)</b>					
a. the project/initiative/accomplishment was tested for usability and relevance	0	5	10	15	
b. the project/initiative/accomplishment yields significant gains/ results and/or improvement of performance of the organization	0	5	10	15	
c. significant gains/results and/or improvement of performance has been consistent based on historical data	0	5	10	15	

<b>4. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness- (10 points)</b> members motivate and support each other or the degree to which group members positively influence each other. <i>Each group/team member should have verifiable/ actual contribution in the attainment of the group/team's accomplishment. This should be specified in the nomination.</i>					
a. The team worked together in a cohesive manner through cooperation, collaboration trust building and relationships.	0	1	1.5	2	
b. fostered team communication and dialogue. Overall purpose of the team is communicated well by the team leader and is understood by each team member.	0	1	1.5	2	
c. Both leader and team members contributed to overarching goals, and everyone is pulling in the same direction.	0	1	1.5	2	
d. Demonstrated a shared responsibility and focus to ensure objectives and goals are successfully met.	0	1	2	4	
<b>TOTAL POINTS</b>					

<b>SUMMARY RESULTS OF EVALUATION OF DOCUMENTS</b>	
Criteria	Points
I. PERFORMANCE (10 points))	
II. ACCOMPLISHMENTS (90 Points)	
<b>TOTAL POINTS (100 Points)</b>	
	<b>70%</b>

---

Evaluator's Signature Over Printed Name

**STAGE 2: INTERVIEW AND VALIDATION OF ACCOMPLISHMENTS PRESENTED IN THE WRITE-UP**

**A. Interview (15 Points)**

Criteria	Indicators	Points Earned
1. Nominee's Integrity in the presented accomplishments (10 pts)	<p><i>Scoring System:</i>  <b>10 points</b> (All 4 indicators are evident.)      <b>8 points</b> (Three indicators are evident.)      <b>6 points</b> (Two indicators are evident.)  <b>4 points</b> (Only one indicator is evident.)      <b>0</b> (None of the indicators are evident.)</p> <ul style="list-style-type: none"> <li>• Responses are consistent vis-à-vis write-up</li> <li>• Answers are factual, concrete, and specific</li> <li>• Information for all claims is verifiable</li> <li>• Demonstrates and sustains ideas about his/her initiatives, innovations, and other significant contributions</li> </ul>	
2. General Attitude (2 pts)	<p><i>Scoring System:</i>  <b>2 points</b> (All 4 indicators are evident.)      <b>1.5 points</b> (Three indicators are evident.)      <b>1 point</b> (Two indicators are evident.)  <b>.5 points</b> (One indicator is evident.)      <b>0</b> (None of the indicators is evident.)</p> <ul style="list-style-type: none"> <li>• Core values, traits, and qualities of public servants are apparent</li> <li>• Enthusiastic, tactful, and modulated</li> <li>• Confident, establish eye contact, relaxed, and composed</li> <li>• Organized, systematic, punctual, performance-oriented, and dependable</li> </ul>	
3. Content and Skill Presentation (2 pts)	<p><i>Scoring System:</i>  <b>2 points</b> (All 4 indicators are evident.)      <b>1.5 points</b> (Three indicators are evident.)      <b>1 point</b> (Two indicators are evident.)  <b>.5 points</b> (One indicator is evident.)      <b>0</b> (None of the indicators is evident.)</p> <ul style="list-style-type: none"> <li>• Direct and certain in his/her responses</li> <li>• Manifests well-constructed, well-analyzed, and confident answer</li> <li>• Provides clear purpose and subject by providing pertinent examples, facts, or supports ideas with evidence</li> <li>• Prepared and demonstrates extensive knowledge</li> </ul>	
4. Delivery and Language (1 pt)	<p><i>Scoring System:</i>  <b>1 point</b> (All 4 indicators are evident.)      <b>.75 points</b> (Three indicators are evident.)      <b>.5 points</b> (Two indicators are evident.)  <b>.25 point</b> (Only one indicator is evident.)      <b>0</b> (None of the indicators are evident.)</p> <ul style="list-style-type: none"> <li>• Uses proper language and articulates responses in the language he/she is comfortable</li> <li>• Answers questions with appropriate wait time</li> <li>• Delivery is poised, controlled, and smooth</li> <li>• Persuasive, deep and thorough</li> </ul>	

**B. Validation: Colleagues and Recipients of accomplishments (15 Points)**

Criteria	Indicators				Points Earned
	Not Evident	Somewhat Evident	Evident	Highly Evident	
<b>1. Innovativeness of the project, outstanding performance or contribution/s (2 points)</b>					
a. intends to address a clearly defined problem/s with high degree of significance on organizational efficiency and effectiveness	0	0.25	0.5	1	
b. features creative, original/novel/unique and exemplary initiative that can be used as benchmark to improve practice	0	0.25	0.5	1	
<b>2. Sustainability and Replicability (5 points)</b>					
a. the project/initiative/accomplishment is institutionalized and is currently used to improve systems/processes	0	1	2	2.5	
b. the project/initiative/accomplishment is adopted/replicated by other schools/SDOs/offices	0	1	2	2.5	
<b>3. Effectiveness (5 points)</b>					
a. the project/initiative/accomplishment was tested for usability and relevance	0	0.25	0.5	1	
b. the project/initiative/accomplishment yields significant gains/ results and/or improvement of performance of the organization	0	1	1.5	2	
c. significant gains/results and/or improvement of performance have been consistent based on historical data	0	1	1.5	2	
<b>4. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness-(3 points)</b>					
members motivate and support each other or the degree to which group members positively influence each other. <i>Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment. This should be specified in the nomination.</i>					
a. The team worked together in a cohesive manner through cooperation, collaboration trust building and relationships.	0	0.25	0.5	0.75	
a. Fostered team communication and dialogue. Overall purpose of the team is communicated well by the team leader and is understood by each team member.	0	0.25	0.5	0.75	
b. Both leader and team members contributed to overarching goals, and everyone is pulling in the same direction.	0	0.25	0.5	0.75	
c. demonstrated a shared responsibility and focus to ensure objectives and goals are successfully met.	0	0.25	0.5	0.75	

**OVERALL RESULT**

STAGE	Score
<b>I. Evaluation of Documents (70%)</b>	
<b>II. Interview (15%)</b>	
<b>III. Validation (15%)</b>	
<b>Grand Total (100%)</b>	

\_\_\_\_\_  
 Evaluator's Signature Over Printed Name

**2023 GAWAD CORDILLERA  
Dayaw ti Cordillera Award  
RUBRIC FOR ASSESSMENT**

**NOMINEE'S NAME:**

**CATEGORY**

**STAGE 1: EVALUATION OF DOCUMENTS**

<b>I. PERFORMANCE (10 points)</b>		<b>OPCRF/IPCRF RATING</b>			<b>Points Earned</b>
		Year 1	Year 2	Year 3	
The degree of consistency of the nominee in delivering excellent service as manifested in his/her performance rating for the last three (3) rating periods.					
<b>II. ACCOMPLISHMENTS (90 points)</b>					
<b>(Refer to the write-up of significant accomplishments as a professional and as an agent of positive change and influence in the community.)</b>					
<b>Criteria</b>	<b>Indicators</b>			<b>Points</b>	
1. Quality and Consistency of Behavioral Performance <b>(20%)</b> - The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.	<i>Scoring System: 20 (All 5 indicators were met.)</i>				
	<i>8 (Two indicators were met.)</i>				
	• Has provided and rendered prompt and immediate action in the face of danger or possible loss of life, health, career, or personal safety.				
	• Has demonstrated extraordinary dedication, bravery, compassion, and other characteristics to achieve something phenomenal				
	• Has made an exceptional personal sacrifice, providing life-changing help to another person, workplace or community.				
	• Has undertaken extraordinary journeys of survival or battled against the odds to render service as a public servant.				
2. Impact of Behavioral Performance <b>(25%)</b> - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.	<i>Scoring System: 25 (All 5 indicators were met.)</i>				
	<i>10 (Two indicators were met.)</i>				
	• Behavioral performance has far-reaching effect; the paradigm shift and new perspective it has caused as evidenced with increased client satisfaction of the services provided by the office/workplace.				
	• Has significant and positive impact on other employees and contributes to the culture of positivity at work and in the community.				
	• Nominee became a source of inspiration in the workplace and in the community.				
	• Has projected an image for the public to understand the aspect of a public servant better and endeavored to discourage wrong perceptions of a government employee as dispenser or peddler of undue patronage.				
• Has led and motivated colleagues and co-workers by modeling and championing interpersonal effectiveness, communication, trust, workplace advocacy and core values.					

3. Risk or Temptation Inherent in the Work (20%) - The degree of risk and temptation substantially present in the work.	<i>Scoring System</i>		
	<b>20</b> (All four indicators were met.)	<b>15</b> (Three indicators were met.)	<b>10</b> (Two indicators were met)
	<b>5</b> points (Only one indicator was met.)	<b>0</b> (None of the indicators were met.)	
	<ul style="list-style-type: none"> <li>Has demonstrated exemplary adherence to commitment to public interest and professionalism despite the temptations inherent in his/her work.</li> <li>Has always uphold the public interest over personal interest. All resources of the department, office or agency are used efficiently, effectively, honestly, and economically, particularly in avoiding wastage in public funds.</li> <li>Has never compromised organizational or workplace standards, policies and core values and has performed tasks assigned effectively and efficiently despite various pressures and conflict in the workplace.</li> <li>Has been given citation and recognition for his/her honesty and integrity.</li> </ul>		
4. Obscurity of the Position (20%) - The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.	<i>Scoring System:</i>		
	<b>20</b> (All 4 indicators were met.)	<b>15</b> (Three indicators were met.)	<b>10</b> (Two indicators were met.)
	<b>5</b> (Only one indicator was met)	<b>0</b> (None of the indicators were met.)	
	<ul style="list-style-type: none"> <li>Observed ethical behavior in dealing with external and internal clientele; co-workers (superior, subordinates, peers); in going about one's work; and maintaining an impeccable reputation.</li> <li>Performed functions beyond the call of duty or mandate. Made personal sacrifices to help colleagues and clients.</li> <li>Willingly accepts tasks/ assignments which are more complex and challenging than his/her job description.</li> <li>Performs additional or appended duties efficiently and above expectation.</li> </ul>		
5. Years of Service (5%) - The cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments. The computation for years in service starts with the date of original appointment. This excludes leave without pay but includes service to the office prior to reemployment.			
<i>Scoring System:</i> 20 years and above - 5 points      10-14 years - 3 points      1-4 years - 1 point 15-19 years - 4      5-9 years - 2 points			
6. Plus Factor: Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the PRAISE Committee for Dayaw Ti Cordillera (5pts)			
<b>TOTAL POINTS</b>			

<b>SUMMARY RESULTS OF EVALUATION OF DOCUMENTS</b>	
Criteria	Points
I. PERFORMANCE (10 Points)	
II. ACCOMPLISHMENTS (90 Points)	
<b>TOTAL POINTS (100 Points)</b>	
<b>70%</b>	

\_\_\_\_\_  
Evaluator's Signature Over Printed Name

**STAGE 2: INTERVIEW AND VALIDATION OF ACCOMPLISHMENTS PRESENTED IN THE WRITE-UP**

**A. INTERVIEW (15 points)**

Criteria	Indicators	Points Earned
<p>5. Nominee's Integrity in the presented accomplishments (10 pts)</p>	<p>Scoring System:  <b>10 points</b> (All 4 indicators are evident.)      <b>8 points</b> (Three indicators are evident.)      <b>6 points</b> (Two indicators are evident.)  <b>4 points</b> (Only one indicator is evident.)      <b>0</b> (None of the indicators are evident.)</p> <ul style="list-style-type: none"> <li>• Responses are consistent vis-à-vis write-up</li> <li>• Answers are factual, concrete, and specific</li> <li>• Information for all claims is verifiable</li> <li>• Demonstrates and sustains ideas about his/her initiatives, innovations, and other significant contributions</li> </ul>	
<p>6. General Attitude (2 pts)</p>	<p>Scoring System:  <b>2 points</b> (All 4 indicators are evident.)      <b>1.5 points</b> (Three indicators are evident.)      <b>1 point</b> (Two indicators are evident.)  <b>.5 points</b> (One indicator is evident.)      <b>0</b> (None of the indicators is evident.)</p> <ul style="list-style-type: none"> <li>• Core values, traits, and qualities of public servants are apparent</li> <li>• Enthusiastic, tactful, and modulated</li> <li>• Confident, establish eye contact, relaxed, and composed</li> <li>• Organized, systematic, punctual, performance-oriented, and dependable</li> </ul>	
<p>7. Content and Skill Presentation (2 pts)</p>	<p>Scoring System:  <b>2 points</b> (All 4 indicators are evident.)      <b>1.5 points</b> (Three indicators are evident.)      <b>1 point</b> (Two indicators are evident.)  <b>.5 points</b> (One indicator is evident.)      <b>0</b> (None of the indicators is evident.)</p> <ul style="list-style-type: none"> <li>• Direct and certain in his/her responses</li> <li>• Manifests well-constructed, well-analyzed, and confident answer</li> <li>• Provides clear purpose and subject by providing pertinent examples, facts, or supports ideas with evidence</li> <li>• Prepared and demonstrates extensive knowledge</li> </ul>	
<p>8. Delivery and Language (1 pt)</p>	<p>Scoring System:  <b>1 point</b> (All 4 indicators are evident.)      <b>.75 points</b> (Three indicators are evident.)      <b>.5 points</b> (Two indicators are evident.)  <b>.25 point</b> (Only one indicator is evident.)      <b>0</b> (None of the indicators are evident.)</p> <ul style="list-style-type: none"> <li>• Uses proper language and articulates responses in the language he/she is comfortable</li> <li>• Answers questions with appropriate wait time</li> <li>• Delivery is poised, controlled, and smooth</li> <li>• Persuasive, deep and thorough</li> </ul>	

**B. Validation: (Colleagues and Recipients of accomplishments) -15 points**

Criteria	Indicators				Points Earned
	Not Evident	Somewhat Evident	Evident	Highly Evident	
<b>1. Quality and Consistency of Behavioral Performance (3 points)</b> The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.					
• Has provided and rendered prompt and immediate action in the face of danger or possible loss of life, health, career, or personal safety.	0	0.2	0.4	0.6	
• Has demonstrated extraordinary dedication, bravery, compassion, and other characteristics to achieve something phenomenal	0	0.2	0.4	0.6	
• Has made an exceptional personal sacrifice, providing life-changing help to another person, workplace or community.	0	0.2	0.4	0.6	
• Has undertaken extraordinary journeys of survival or battled against the odds to render service as a public servant.	0	0.2	0.4	0.6	
• Has publicly risked his reputation, making himself vulnerable to highlighting a challenging issue.	0	0.2	0.4	0.6	
<b>2. Impact of Behavioral Performance (3 points)</b> – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.					
• Behavioral performance has far-reaching effect; the paradigm shift and new perspective it has caused as evidenced with increased client’s satisfaction of the services provided by the office/workplace.	0	0.25	0.5	0.75	
• Has significant and positive impact on other employees and contributed to the culture of positivity at work and community.	0	0.25	0.5	0.75	
• Nominee became a source of inspiration in the workplace and in the community.	0	0.25	0.5	0.75	
• Has projected an image for the public to understand the aspect of a public servant better and endeavored to discourage wrong perceptions of a government employee as dispenser or peddler of undue patronage.	0	0.25	0.5	0.75	
• Has led and motivated colleagues and co-workers by modeling and championing interpersonal effectiveness, communication, trust, workplace advocacy and core values.	0	0.25	0.5	0.75	
<b>3. Risk or Temptation Inherent in the Work (3points)</b> – The degree of risk and temptation substantially present in the work.					
• Has demonstrated exemplary adherence to commitment to public interest and professionalism despite the temptations inherent in his/her work.	0	0.25	0.5	0.75	
• Has always uphold the public interest over personal interest. All resources of the department, office or agency are used efficiently, effectively, honestly, and economically, particularly in avoiding wastage in public funds.	0	0.25	0.5	0.75	
• Has never compromised organizational or workplace standards, policies and core values and has performed tasks assigned effectively and efficiently despite various pressure and conflict in the workplace.	0	0.25	0.5	0.75	
• Has been given citation and recognition for his/ her honesty and integrity.	0	0.25	0.5	0.75	

<b>4. Obscurity of the Position (3 points)</b> – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.					
• Observed ethical behavior in dealing with external and internal clientele; co-workers (superior, subordinates, peers); <u>in going about one's work; and maintaining an impeccable reputation.</u>	<b>0</b>	<b>0.25</b>	<b>0.5</b>	<b>0.75</b>	
• Performed functions beyond the call of duty or mandate. Made personal sacrifices to help colleagues and clients.	<b>0</b>	<b>0.25</b>	<b>0.5</b>	<b>0.75</b>	
• Willingly accepts tasks/ assignments which are more complex and challenging than his/her job description.	<b>0</b>	<b>0.25</b>	<b>0.5</b>	<b>0.75</b>	
• Performs additional or appended duties efficiently and above expectation.	<b>0</b>	<b>0.25</b>	<b>0.5</b>	<b>0.75</b>	
<b>5. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the PRAISE Committee for Dayaw Ti Cordillera (3 pts)</b>					

**OVERALL RESULT**

<b>STAGE</b>	<b>Score</b>
<b>I. Evaluation of Documents (70%)</b>	
<b>II. Interview (15%)</b>	
<b>III. Validation (15%)</b>	
<b>Grand Total (100%)</b>	

---

Evaluator's Signature Over Printed Name



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION


**EVALUATION FORM**


Draft Guidelines on Rewards and Recognition – GAWAD CORDILLERA


**Title: POLICY GUIDELINES FOR GAWAD CORDILLERA**


Reviewed by:

**PRAISE Committee Members**


  
**MAKSIM A. BOTILAS**  
COA, ASD

  
**JENNIFER P. ANDE**  
CES, CLMD

  
**EDGAR H. MADLAING**  
CES, FTAD


  
**CRISTIANA PAQUIT**  
CAO, Finance

  
**ROSITA C. AGNASI**  
CES, HRDD

  
**ROSE MELODY M. FLORES**  
OIC, PPRD

  
**FLORENCE E. BALICTAN**  
OIC, QAD

  
**GEORGINA C. DUCAYSO**  
CES, ESSD

  
**RONALD B. CASTILLO**  
Chairperson  
Assistant Regional Director