SCHOOLS DIVISION OF BATANGS CITY

DepED DEPARTMENT OF EDUCATION

1969

POLICY MANUAL ON REWARDS AND RECOGNITION SYSTEM



Program on Awards and Incentives for Service Excellence (PRAISE)

TABLE OF CONTENTS

Preface		3
Introduction		4
Article I	Vision, Mission, Core Values and Mandates of the Philippine Education	5
Article II	General Provision	7
Article III	Basic Policies	10
Article IV	Objectives	12
Article V	Institutionalization of the PRAISE Committee and Secretariat	13
Article VI	Awards and Incentives	24
Article VII	Policy Review and Enhancement	26
Article VIII	Point Recognition and Equivalency of PRAISE Awards	27
Article IX	Funding Requirements	27
Article X	Implementing Guidelines	28
Article XI	Effectivity	28
Article XII	Commitment	28
Division Search for Outstanding DepEd Personnel (Gawad Ala Eh)		29
Division Search for Outstanding DepEd Personnel (Gawad HENYO)		136
Division Search for Outstanding DepEd Personnel Agarang Gawad (On-The- Spot Award/)		156

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Appendices

A Gawad Ala Eh Criteria (Stage 1: Paper Screening) 31

B Gawad Ala Eh Criteria (Stage 2: Onsite Validation) 33

C Gawad Ala Eh Criteria (Stage 3: External Interview) 105

D Indorsement for Gawad HENYO 158

E Agarang Gawad (On-the-Spot Award) Nomination Form 160

F DepEd Order No. 09, s. 2002 170

G Memorandum Circular No. 01, s.2019 183

H Memorandum Circular No. 18, s.2001 185

I Memorandum Circular No. 01, s.2001 188

J Memorandum Circular No. 06, s.2002 200

K Memorandum Circular No. 24, s.2016 205

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Preface

The Department of Education (DepEd) recognizes that its greatest strength lies in its people. The dedication, competence, integrity, and commitment of both teaching and non-teaching personnel are essential in realizing the Department's mission of providing quality, equitable, culture-based, and complete basic education. As such, fostering a culture that values excellence, continuous learning, and exemplary public service remains a fundamental organizational priority. In support of the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE) and relevant DepEd policies, the Schools Division Office institutionalizes Project GALING (**G**earing towards **A**dvocacy on **L**ocalized, **I**ntensified, **N**oble trainings, seminars, rewards and recognition **G**enuinely Designed for DepEd Employees) as a comprehensive employee development and recognition initiative.

Project GALING integrates localized a meaningful system of rewards and recognition to cultivate a workforce that is competent, motivated, innovative, and committed to excellence in public service. It embodies the Department's belief that employee development and recognition are complementary strategies for organizational success. Values is necessary to perform employees' duties effectively; timely and meaningful recognition affirms their contributions, inspires sustained excellence, and promotes a positive, collaborative, and high-performing workplace culture.

This Manual provides the policies, standards, and procedures governing the implementation of the Rewards and Recognition component under Project GALING. It establishes a fair, transparent, objective, and inclusive framework for identifying, evaluating, and recognizing outstanding individual and team accomplishments, innovative practices, exemplary leadership, and dedicated service.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Introduction

The Schools Division Office (SDO) PRAISE Manual serves as the official guide in implementing the Program on Awards and Incentives for Service Excellence (PRAISE) within the Division. It establishes the policies, guidelines, standards, and procedures for recognizing and rewarding the exemplary performance, dedication, innovation, and significant contributions of teaching and non-teaching personnel. The Manual is anchored on the principles of merit, fairness, transparency, and accountability, ensuring that recognition is accorded objectively and consistently to deserving employees.

In line with the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE) and the Department of Education's commitment to fostering a culture of excellence, the Manual institutionalizes a systematic and sustainable rewards and recognition program that motivates employees to continuously improve their performance and uphold the highest standards of public service. It also promotes employee engagement, professional growth, teamwork, innovation, and organizational commitment by acknowledging both individual and collective achievements.

More than a policy document, this PRAISE Manual reflects the Schools Division Office's commitment to valuing its human resources as its greatest asset. Through meaningful recognition and appropriate incentives, the Division aims to inspire every employee to embody professionalism, integrity, dedication, and excellence in fulfilling the Department's mission of delivering quality, equitable, culture-based, and complete basic education for every Filipino learner.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

ARTICLE I

VISION, MISSION, CORE VALUES AND MANDATES

OF THE PHILIPPINE EDUCATION

Vision

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation. As a learner-centered [public institution, the Department of Education continuously improves itself to better serve its stakeholders.

Mission

To protect and promote the right of every Filipino to quality, equitable, culture-based and complete basic education where students learn in a child-friendly., gender-sensitive, safe, and motivating environment. Teachers facilitate learning and constantly nurture every learner. Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen. Family, community and other stakeholders are actively engaged and share responsibility for developing life-long learners.

Core Values

Maka-Diyos
Makatao
Makakalikasan
Makabansa

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Mandate

The Department of Education was established through the Education Decree of 1863 as the Superior Commission of Primary Instruction under a Chairperson. The Education agency underwent many reorganization efforts in the 20th century to better define its purpose vis-a-vis the changing administrators and charters. The present-day Department of Education was event usually mandated through the Republic Act of 9155, otherwise known as the Governance of Basic Education Act of 2001 which establishes the mandate of this agency.

The Department of Education (DepEd) formulates, implements, and coordinates, policies, plans, programs and projects in the areas of formal and non-formal basic education. It supervises all elementary and secondary education institutions, including alternative learning systems, both public and private; and provides for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

ARTICLE II

GENERAL PROVISIONS

Section 1. Short Title

This Manual shall be known as the **Policy Manual on Rewards and Recognition System of the Schools Division Office of Batangas City**. For brevity, this shall be titled SDO Batangas City R&R Manual.

Section 2. Legal Foundation of the Manual

This Manual is crafted aligned with the provisions and guidelines of the following legal documents and related policies:

2.1 DepEd Order No. 9, s. 2022- Establishing the **PR**ogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (PRAISE) in the Department of Education

2.2 Civil Service Commission Memorandum Circular No. 01 s. 2019- Revised Guidelines on the Search for Outstanding Government Workers for 2019 and the Years Thereafter.

2.3 CSC Resolution No. 010112, s. 2001, Revised Policies on Employees Suggestions and Incentive Awards System

2.4 CSC Memorandum Circular No. 6, s. 2002, Revised Policies on the Grant of Loyalty Award

2.5 CSC Memorandum Circular No. 24 s. 2016, **PR**ogram to **I**nstitutionalize **M**eritocracy and **E**xcellence in **H**uman **R**esource **M**anagement (PRIME HRM)

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Section 3. Scope of the Manual

The guidelines and procedures stipulated in this DepEd Order R&R Manual shall apply to all permanent, job order, and contract of service of the Department of Education, Schools Division Office of Batangas City.

Section 4. Definition of Terms

4.1. **ALS** – an acronym for Alternative Learning System. It is a parallel non-formal education program of the Department of Education that provides learning opportunities to out-of-school youth and adults who are unable to access formal education or have not completed basic formal schooling.

4.2. **Award** – any form of recognition, whether monetary or non-monetary, conferred on an individual or group for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts, or services rendered in the public interest, which contribute to the efficiency, economy, and improvement of government operations, resulting in enhanced organizational productivity.

4.3. **Career** – positions in the civil service characterized by (1) entrance based on merit and fitness, determined as far as practicable through competitive examination or highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

4.4. **Contribution** – any input in the form of an idea or performance (see also: idea-type and performance-type contribution).

4.5. **Designated** – an employee who is assigned special functions or responsibilities in addition to his/her official duties and responsibilities.

4.6. **Exemplary** – an act, behavior, or performance that serves as a model of excellence or the best of its kind.

4.7. **Full-Fledged** – an employee who holds a permanent position in the Schools Division Office.

4.8. **Gawad Ala-Eh** – an annual Schools Division Office awarding ceremony recognizing exemplary behavior, performance, and accomplishments of schools and employees.

4.9. **Incentive** – any monetary or non-monetary motivation, benefit, or privilege granted to an official or employee in recognition of contributions, suggestions, inventions, ideas, satisfactory accomplishments, or exemplary behavior based on established performance standards and behavioral norms.

4.10. **Occupational Competence** – the ability to perform the duties and responsibilities required in a specific occupation or position within the Department of Education, including instructional leadership, administrative management skills, curriculum innovation, and other related competencies.

4.11. **Non-Teaching** – personnel who do not fall under teaching or academic staff categories, including school administrators and non-teaching support personnel.

4.12. **Performance-Type Contribution** – an extraordinary act or service rendered in the public interest in connection with official duties, or outstanding community service or heroic acts, or sustained high-level performance for at least one (1) year that exceeds the normal requirements of the position, whether by an individual or group.

4.13. **Professional Advancement** – the continuous professional growth of an employee through formal studies, including completion of academic units, master's or doctoral degrees, provided that such advancement is related to his/her current position or function.

4.14. **Program** – the Schools Division Office Awards and Incentives Program for officials and employees.

4.15. **SBM** – acronym for School-Based Management, a governance framework that decentralizes decision-making authority to schools, empowering principals, teachers, learners, parents, and community stakeholders to improve education outcomes through shared responsibility over resources, personnel, and curriculum.

4.16. **School Head** – a permanent school principal or designated head teacher assigned to manage a school within the division.

4.17. **Schools Division Office (SDO)** – the Department of Education Schools Division Office of Batangas City.

4.18. **Teaching Effectiveness** – the degree to which teaching performance is evaluated as efficient, effective, and responsive based on established performance assessment tools and standards.

ARTICLE III
BASIC POLICIES

Section 5. Essential Features

This R&R Manual is designed to encourage the propagation of qualities or characteristics of employees in public office which are flexibility, innovativeness, being reflective, skilled collaborative, efficient, ethical, and with high level enthusiasm, initiative, self-mastery and self-motivation as gauges to the recognizing and rewarding personnel, individually or in groups, for their suggestions, inventions, superior accomplishment and other personal efforts which contribute to the efficiency, economy or other improvement in government operations, or for other extraordinary acts or services in the public interest. It values inclusivity as a way of life by embracing people of diverse backgrounds and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices or preferences.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Section 6. Basis of Providing Incentives

SDO Batangas City, through this R&R Manual, adheres to the principles of providing incentive sand awards based on the performance, innovative ideas and exemplary behavior of SDO Batangas City personnel, regardless of age, appointment status, sex, civil status, social status, race, ethnicity, religion, physical condition, or any other characteristic specified and aligned with the guidelines and processes provided for by legal documents as stated in the Section 2 of this Manual.

Section 7. Timeliness of Award or Recognition

SDO Batangas City, through this R&R Manual, gives emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the formal or planned awarding ceremonies, the spirit of on-the-spot grant of recognition is institutionalized applying the equal opportunity principle and aligned with the guidelines and processes provided by legal documents as stated in the Section 2 of this Manual.

Section 8. Principles

The awarding of rewards and conferment of recognition adheres to the equal opportunity principle of providing and awards based on widely accepted criteria on the principle of outstanding performance, competence, commitment, creativity, and exemplary behavior and leadership which have positivity contributed to the attainment of the individual and Agency's key performance areas.

Section 9. Monetary and Non-Monetary Awards

SDO Batangas City, through this R&R Manual, provides both monetary and non-monetary awards and incentives to recognize, acknowledge and reward outstanding performance, competence, commitment, creativity, and exemplary behavior and leadership of personnel through formal and informal modalities. Anent this, monetary awards vary from one award category to another. In addition, non-monetary awards (e.g., plaques, tokens, etc.) may be given to deserving employees as a recognition of their

exemplary contributions and achievements as assessed by the Division PRAISE Committee.

ARTICLE IV
OBJECTIVES

Section 10. General Objective

SDO Batangas City, aims to encourage, recognize and reward employees individually or in groups, for their outstanding performance, competence, commitment, creativity and exemplary behavior and leadership which have positively contributed to the attainment of the individual and Agency's key performance areas.

SDO Batangas City, through this R&R Manual, in making any Human Resource decision or any related decision shall ensure that no person is discriminated against nor any person is unduly favored on account of his/her sex, age, civil status, physical characteristics and attributes, religion, belief, race, family background, socio-economic standing and other attributes that violate the principals of equality, equity and fairness.

Section 11. Specific Objective

The specific objectives of SDO Batangas City shall be as follows:

11.1 To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving personnel who have exemplifies outstanding performance, competence, commitment, creativity, and exemplary behavior and leadership;

11.2 to honor outstanding accomplishment as well as best practices of employees on a continuing basis; and

11.3 to recognize and reward accomplishments and innovations periodically or as the need arises.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

ARTICLE V

INSTITUTIONALIZATION OF THE PRAISE COMMITTEE AND SECRETARIAT

Section 12. Institutionalization

The Division PRAISE Committee is hereby institutionalized for proper compliance of all concerned. The functions of the members are hereby clarified and specified for execution and guidance of all.

Section 13. Authority to Oversee the PRAISE Committee

The Schools Division Superintendent is responsible in overseeing the DepEd PRAISE Committee operations which are under the chairpersonship pf the Assistant Schools Division Superintendent.

Section 14. Constitution and Composition of the PRAISE Committee and Secretariat

SDO Batangas City PRAISE Committee and Secretariat are constituted to screen and recommend eligible candidates for national and local awards and likewise grant on-the-spot awards based on the approved standards and guidelines. This Committee is tasked to ensure efficiency, wide participation, and transparency in all processes.

To establish the composition of the Committee, SDO Batangas City constitutes a Division PRAISE Committee per CSC Resolution No. 010112, s.2001 and DepEd Order No. 78, s.2007. in addition, SDO Batangas City reconstitutes the PRAISE Committee as follows:

14.1 Schools Division Superintendent – PRAISE Adviser
14.2 Assistant Schools Division Superintendent – Chairperson
14.3 Chief Education Supervisors (SGOD and CID) – Members
14.4 Administrative Officer V – Member
14.5 Accountant III – Member
14.6 Education Program Supervisor – Second Level Representative
14.7 Planning Officer III – Alternate Second Level Representative
14.8 Administrative Aide VI – First Level Representative

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Doc. Ref. Code	SDO-OSDS-F053	Rev	00
Effectivity	04.03.24	Page	13 of 209

14.9 Administrative Aide VI – Alternate First Level Representative

14.10 Senior Education Program Specialist (HRDS) – PRAISE Secretariat

14.11 Education Program Specialist II (HRDS) – Lead Secretariat and Focal Person

14.12 Administrative Officer IV – Secretariat

14.14 Administrative Officer V- Secretariat

Section 15. Duties and Responsibilities of the PRAISE Committee

The duly constituted PRAISE Committee is responsible for the development, administration, monitoring and evaluation of the awards and incentives system of SDO Batangas City. The members of the committee also ensure that the equal opportunity principle is applied in the conduct of all PRAISE programs and activities.

The period of two (2) years from the date of designation, subject to the renewal at the discretion of the Head of Agency. (DepEd Order No. 78, s. 2007)

The Division PRAISE Committee including the assigned R&R Committee shall guarantee the adoption of the **Equal Opportunity Principle** (EOP) in all stages of the search and awarding of the annual Division awards and recognition.

The Division PRAISE Secretariat shall ensure that the nomination folders and citation of accomplishments are written following the office policy on the use of gender-fair and friendly language.

15.1 The **Chair of the Division PRAISE Committee** has the following roles and responsibilities:

15.1.1 Lead in the planning, implementation, and evaluation of the PRAISE activities for approval by the Head of the Agency;

15.1.2 Lead in the preparation and review of budget proposals for each award category and prepare the agenda and preside at all meetings;

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

15.1.3 Work closely with the PRAISE Secretariat to remain informed about the work of the rewards and recognition system,
and monitor compliance to PRIME-HRM standards;

15.1.4 Create a sub-committee and designate chair/s for each for approval by the Schools Division Superintendent;

15.1.5 Vote in case of ties, and

15.1.6 Perform such other duties are normally associated with the designation as chair.

15.2 The **Co-Chair of the Division PRAISE Committee** has the following roles and responsibilities:

15.2.1 Perform the tasks assigned to the chair, when the chair is not available, such as, presiding over the meetings, and monitoring the activities of the secretariat;

15.2.2. Lead policy review and the monitoring and evaluation of the rewards and recognition programs, and ensures compliance with the equal opportunity principle;

15.2.3. Work closely with the PRAISE Secretariat and monitor compliance to PRIME-HRM standards; and
15.2.4. Perform such other duties as associated with the designation as co-chair.

15.3 The **members of the Division PRAISE Committee** shall perform the following functions:

15.3.1. Provide inputs in crafting program of incentives and awards to recognize and motivate employees for their performance and conduct and give timely awards

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

and recognition to institutionalize the spirit of on-the spot grant of recognition;

15.3.2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of the activities which include guidelines on search nomination, screening and validation, and the mechanism for recognizing the awardees;

15.3.3. Propose forms of awards and incentives to be granted;
15.3.4. Prepare guidelines for nominations to awards;

15.3.5. Monitor and implement all approved recommendations;

15.3.6. Prepare plans, identify resources and propose a budget for the system on an annual basis;

15.3.7. Develop, produce, distribute a program policy manual and orient the employees.

15.3.8. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;

15.3.9. Prepare annual report on the awards and incentives program to the CSC on or before the thirtieth (30th) day of January;
15.3.10. Monitor and evaluate the program implementation every year and make essential improvements to ensure its suitability; and

15.3.11. Conduct post evaluation of the search.

Section 16. Duties and Responsibilities of the PRAISE Secretariat

16.1. The **Secretariat of the Division PRAISE Committee** shall perform the following

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

functions and responsibilities:

16.1.1. Coordinate with the PRAISE Committee on the schedule of activities relative to the conduct of the search for awards.

16.1.2. Prepare the guidelines for nomination to awards, in accordance with CSC rules and DepEd policies.

16.1.3. Formulate, adopt, and recommend amendments to internal rules, policies, and procedures governing the conduct of the awards program, including guidelines on nomination, screening and validation, and the mechanism for recognizing awardees.

16.1.4. Generate and manage electronic documents (e-docs) submitted through the designated online platform or link.

16.1.5. Review, verify, and ensure the completeness and authenticity of submitted nomination documents prior to endorsement.

16.1.6. Forward complete e-documents to the assigned Schools Division Office (SDO) Screening and Selection Committee for appropriate evaluation.

16.1.7. Release the results of Stage 1 evaluation through an official Division Memorandum.

16.1.8. Issue a Memorandum announcing the official list of nominees and Stage 2 qualifiers.

16.1.9. Post the list of Stage 2 qualifiers on the official social media account of the Division to ensure transparency and to generate feedback from both internal and external stakeholders. Stakeholders may provide feedback based on the Eight (8) Norms of Conduct under Republic Act No. 6713 as part of the validation and assessment process. All nominees shall be duly informed that their inclusion in

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

the published list is subject to stakeholder feedback, which shall be used solely for validation purposes and shall be handled with confidentiality, fairness, and objectivity in accordance with established guidelines.

16.1.10. Notify nominees who are disqualified due to incomplete or non-authentic documents, in accordance with the established validation criteria and procedures.

16.1.11. Conduct post-evaluation of the search process and submit recommendations for improvement.

16.2. **Other Members of the Secretariat** shall perform the following functions:

16.2.1. Generate and manage electronic documents (e-documents) submitted through the designated online platform or link.

16.2.2. Assist in the preparation and release of memoranda announcing the official list of nominees.

16.2.3. Forward complete electronic documents to the assigned Schools Division Office (SDO) Screening and Selection Committee for appropriate evaluation.

16.2.4. Assist in the verification of completeness, authenticity, and accuracy of submitted documents in accordance with established guidelines.

16.2.5. Assist in the release of results of screening and evaluation through official memorandum.

16.2.6. Coordinate with the designated focal person for stakeholder feedback to facilitate the collection and consolidation of feedback from internal and external stakeholders through online platforms and accomplished feedback forms.

16.2.7. Assist in notifying nominees of their qualification or disqualification in accordance with the results of the evaluation process.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

16.2.8. Prepare and document minutes of meetings, resolutions, and other related records of HR and PRAISE Committee activities.

16.2.9. Encode, manage, and maintain records in the Human Resource Information System (HRIS), including screening and evaluation data.

16.2.10. Prepare analytical reports on the implementation of Rewards and Recognition (R&R) programs, including but not limited to timeliness of implementation, demographic profile of awardees, and classification of monetary and non-monetary awards.

Section 17. Additional Duties and Functions of Division PRAISE Committee

The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the Division. As such, the Committee shall likewise perform the following **additional duties and functions**:

The PRAISE Committee shall be primarily responsible for the development, administration, monitoring, and evaluation of the Awards and Incentives System of the Division. As such, the Committee shall perform the following duties and functions:

17.1. Establish a systematic and sustainable incentives and awards framework to recognize and motivate employees for exemplary performance, conduct, and contributions.

17.2. Formulate, adopt, and amend internal rules, policies, and procedures governing the conduct of the PRAISE, including guidelines for evaluation of nominees and mechanisms for the recognition of awardees.

17.3. Determine and recommend the appropriate forms of awards and incentives to be granted, in accordance with applicable CSC and government policies.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

17.4. Monitor the implementation of approved suggestions, innovations, and ideas through established feedback mechanisms and progress reports.

17.5. Prepare annual plans, identify required resources, and propose budgetary requirements for the effective implementation of the PRAISE.

17.6. Develop, produce, and disseminate the PRAISE policy manual and conduct orientations for employees to ensure awareness and understanding of the system.

17.7. Document best practices, innovative ideas, and success stories to serve as knowledge resources and promotional materials that sustain employee engagement and motivation.

17.8. Submit an annual report on the implementation of the Awards and Incentives System to the Civil Service Commission (CSC) on or before the 30th day of January of each year.

17.9. Monitor and evaluate the implementation of the PRAISE annually and recommend necessary improvements to ensure its continuous development and sustainability.

17.10. Address and resolve issues and concerns related to awards and incentives within fifteen (15) days from receipt of formal submission.

17.11. Create sub-committees as may be necessary to assist in the screening, validation, and evaluation of nominees for awards.

17.12. Develop customized Rewards and Recognition (R&R) programs, policies, and implementing guidelines responsive to the needs of the Division.

17.13. Design and implement monitoring and evaluation tools to assess the efficiency, effectiveness, and timeliness of the PRAISE implementation process.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

The **Head of the Agency** or authorized representative shall be responsible in overseeing the System's operation, and Human Resource Development Section shall serve as the System's Secretariat.

The Division PRAISE Committee shall ensure that productivity, innovation ideas, suggestions, and exemplary behavior can be identified, considered, managed, and employees who have rendered meritorious services or excellent performance.

The Division PRAISE Committee shall be responsible in implementing the welfare and benefit programs to include the granting of awards and recognition to teachers and employees who have rendered meritorious services or excellent performance.

The Division PRAISE Committee shall formulate its own internal guidelines, policies, and procedures to govern the conduct of activities which include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.

Section 18. Qualities of PRAISE Committee Members

To implement the programs efficiently, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded, decisive, have high tolerance for stress or pressure; and have a good record of active participation in all Committee meetings. To ensure that equal opportunity principle is upheld, they must demonstrate fairness and acuity in implementing the PARISE Programs and Activities.

Section 19. Committee Membership as a Regular and Priority Duty

To ensure proper, effective and efficient implementation of the SDO Batangas City Rewards and Recognition programs and activities, the membership to the Committee as well as the specific calendar of activities for the year must be set to ensure that these are not in conflict with other major activities. Hence, the members of the PRAISE Committee

shall ensure that, in case of conflicts between PRAISE programs and activities happen, they shall prioritize these PRAISE programs and activities over other programs and responsibilities.

Section 20. Presiding Officer

The Chairperson shall be the presiding officer in all PRAISE Committee Meeting and in his/her absence, the Assistant Schools Division Superintendent as the Co-Chair, shall preside in a particular meeting subject to the specific instructions by the incumbent Chairperson. The appointment of the PRASIE Co-Chair is on the discretion of the Chairperson, subject to the approval of the Schools Division Superintendent who sits as the overseer/PRAISE Adviser.

Section 21. Meetings

The PRAISE Committee shall meet regularly every quarter or as the need arises, on the date and time duly determined by the Chairperson duly concurred by at least majority of its members. The Chairperson or at least two (2) members may request holding of a special meeting on the date and time in the notice of meeting issued by the Chairperson or petition by the members, as the case may be.

Section 22. Quorum

As a general rule, the quorum of every meeting of the PRAISE Committee shall be determined by the presence of a majority plus one (50% of the total membership +1) principle.

Section 23. Rewards and Recognition Framework



The framework encompasses the Division's major recognition programs, namely **Gawad ALA EH**, **Gawad HENYO**, and **Agarang Gawad (On-the-Spot Award)**. Gawad HENYO recognizes exemplary employees through various award categories such as Outstanding Employee of the Year, Outstanding Employee of the Month, Meritorious Performance Award, DEALT Award, Sparkler Award, Educational Advancement Award, Loyalty Award, and other Special Awards, while Agarang Gawad provides immediate recognition to employees who perform heroic deeds, render extraordinary service, or demonstrate work beyond the call of duty. Together, these programs foster a culture of appreciation, excellence, innovation, and continuous professional growth within the organization.

Ultimately, these initiatives contribute to the development of a motivated, engaged, and high-performing workforce, enhance employee morale and commitment, strengthen organizational performance, and improve client satisfaction through the delivery of quality, efficient, and responsive public service.

ARTICLE VI

AWARDS AND INCENTIVES

Section 24. SDO Batangas City PRAISE Awards

SDO Batangas City shall develop and initiate the Search for deserving personnel who may be included in the nomination and screening of candidates for awards to be given such as, but not limited to:

24.1. Outstanding Elementary School Teacher (K- Grade 6)

24.2. Outstanding High School Teacher (Grade 7-12)

24.3. Outstanding Elementary School Master Teacher (K- Grade 6)

24.4. Outstanding High School Master Teacher (Grade 7-12)

24.5. Outstanding Special Needs Education (SNEd) Teacher (K- Grade 12)

24.6. Outstanding Multigrade Teacher (K-Grade 6)

24.7. Outstanding ALS Teacher (K- Grade 12)

24.8. Outstanding School Head (Elementary School)

24.9. Outstanding School Head (High School)

24.10 Outstanding Education Program Supervisor (SDO)

24.11 Outstanding Public Schools District Supervisor (SDO)

24.12 Outstanding Related-Teaching Personnel (SDO/School (except school principal)

24.13. Outstanding Level 1 (SDO – SG 1-9)

24.14. Outstanding Non-Teaching Personnel Level 2 9 SDO-SG 10-22 (except EPS & PSDS)

24.15. Outstanding Researcher (Elementary)

24.16. Outstanding Researcher (High School)

24.17. Outstanding Researcher (Related-Teaching Personnel)

24.18. Outstanding Researcher (Non-Teaching Personnel)

24.19. Best Performing School (Elementary)

24.20. Best Performing School (High School)

Section 25. National Awards

SDO Batangas City shall participate in the search for deserving officials or employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies, such as:

25.1 *Presidential or Lingkod Bayan Award-* conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is significant effect to the public or principally affects national interest, security and patrimony.

25.2. *Outstanding Public Official/ Employee or Dangal ng Bayan Award-* granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

25.3. *Civil Service Commission or the PAG ASA Award-* conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

25.4. Other Awards- given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

Section 26. For the On-the-Spot Rewards and Recognition

SDO Batangas City shall establish a culture of personnel engagement where everyone, regardless of his/her designation, economic status, culture, creed and beliefs is given equal opportunity to be recognized in his/her day-to-day experience which offer him/her meaning, impact and appreciation. The PRAISE Committee shall determine the various on-the-spot awards to be handled to the deserving personnel as the need arises.

Section 27. Nomination, Screening, and Selection Process

The Division PRAISE Committee shall conduct a thorough evaluation and search for each category flowing the procedures:

27.1. Announcement of the Opening of the Nomination Process through a Division/ Office Memorandum

27.2. Paper Evaluation and Shortlisting

27.3. Interview

27.4. Announcement of Winners through a Division/ Office Memorandum

Section 28. Conduct of the Awarding Ceremony

Finalists for each of the categories are recognized and formally presented on stage. The winners of each of the categories are declared during the Awarding ceremony. The winners and finalists in each category shall receive cash incentives (if applicable), plaques of recognition, and certificates of recognition as approved by the PRAISE Committee.

ARTICLE VII
POLICY REVIEW AND ENHANCEMENT

Section 29. Gathering of Feedback from Stakeholders

The PRAISE Committee shall endeavor to immediately gather feedback from various stakeholders including those who participated in the various PRAISE programs and activities- nominators, evaluators, winners, finalists, and non-winners.

Section 30. Review of Minutes of Meetings

The PRAISE Committee shall use the minutes of the meetings conducted to identify areas of concerns as well as strengths in the implementation of the PRAISE programs and activities as noted by the Committee members themselves.

Section 31. Policy Review Enhancement

The PRAISE Committee shall periodically meet to evaluate the PRAISE implementation of the Division and review the policy to continuously improve the process and guidelines to incorporate the suggestions of the stakeholders and feedback from those who participated in the various PRAISE programs and activities.

ARTICLE VIII
POINT RECOGNITION AND EQUIVALENCY OF PRAISE AWARDS

Section 32. Point Equivalency and Recognition

The awards conferred to the awardees shall be credited under Outstanding Accomplishment for future possible promotion/ reclassification/ conversion to higher position, subject to the allowable points under Merit and Section Plan of the Department of Education.

ARTICLE IX
FUNDING REQUIREMENTS

Section 33. Source of Funds

Subject to pertinent provisions in this Manual and CSC Circulars, rules and regulations, the following conditions shall strictly be observed in the determination of the PRAISE incentives and sources of funds, to wit:

The amount of the PRAISE incentives shall be determined by the PRIASE Committee duly approved by the Schools Division Superintendent upon the recommendation of the PRAISE Committee, as reflected in the Activity Request and Work Financial Plan.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

ARTICLE X

IMPLEMENTING GUIDELINES

Section 34. Rule-Making Authority

SDO Batangas City Schools Division Superintendent shall, upon the recommendation by ethe PRAUSE Committee, approve implementing guidelines deemed necessary and incidental to ensure proper, effective and efficient implementation of the provisions of its Policy Manual.

ARTICLE XI

EFFECTIVE

This **Policy Manual on Rewards and Recognition System of the Schools Division Office of Batangas City** shall take effect immediately upon signing by the Schools Division Superintendent.

ARTICLE XII
COMMITMENT

I hereby commit to implement and abide by the provisions of this SDO Batangas City Division PRAISE Policy Manual which shall be the basis for the grant of awards and incentives stated herein.

HERMOGENES M. PANGANIBAN, CESO V
Schools Division Superintendent

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

ARTICLE

XIII. CSC ACTION

I have evaluated the herein agency PRAISE and found it to be in accordance with the provisions of CSC MC 1, s. 2001, and may now be implemented.

ATTY. MARITES P. LAPPAY
Regional Director III, Civil Service Commission
Date: _____

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL

A. GAWAD ALA EH

No.	Individual Award Category	Level
1	Outstanding Elementary School Teacher	K- Grade 6
2	Outstanding High School Teacher	Grade 7-12
3	Outstanding Elem. School Master Teacher	K- Grade 6
4	Outstanding High School Master Teacher	Grade 7-12
5	Outstanding Special Needs Education (SNEd) Teacher	K- Grade 12
6	Outstanding Multigrade Teacher	K-Grade 6
7	Outstanding ALS Teacher	K- Grade 12
8	Outstanding School Head	Elementary School
9	Outstanding School Head	High School
10	Outstanding Education Program Supervisor	SDO
11	Outstanding Public Schools District Supervisor	SDO
12	Outstanding Teaching-Related Personnel	SDO/School (except school principal)
13	Outstanding Non-Teaching Personnel Level 1	SDO – SG 1-9
14	Outstanding Non-Teaching Personnel Level 2	SDO-SG 10-22 (except EPS & PSDS)
15	Outstanding Researcher	Elementary
16	Outstanding Researcher	High School
17	Outstanding Researcher	Teaching-Related Personnel
18	Outstanding Researcher	Non-Teaching Personnel

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

School Category

No.	School Award Category	Level
1	Best Performing Public Elementary School	Elementary School
2	Best Performing Public High School	High School

SEARCH AND SCREENING PROCEDURES

- Activity Design shall be reviewed and approved based on the DO 78, s. 2007 "Strengthening the **PR**ogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (PRAISE) of the Department of Education".
- Procurement process shall be followed based on RA 9184 *"An act providing for the modernization, standardization and regulation of the procurement activities of the government and for other purposes".*
- Communications shall be prepared and disseminated to the field.
- The PRAISE committee shall conduct deliberation and bestow the awards based on the agreed criteria.
- Activity Documentation Report (ADR) shall be prepared and submitted to the respective division chiefs /unit heads.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX A

GAWAD ALA EH CRITERIA
Stage 1: Paper Screening

Award Category: Outstanding Awards (Individual Categories)

Basic Qualifications:	1.Must have rendered for at least three (3) years in the position the individual is nominated with DepEd regular item. 2. Must have obtained an Outstanding (O) performance rating for three (3) consecutive School Years or Calendar Years; 3. Must not have been subjected to any administrative disciplinary action; 4. Must have no outstanding Notice of Disallowance (NOD) from the Commission on Audit (COA) at the time of nomination; and; 5. Must not be on official leave during the conduct of the Search process.

Criteria	Performance Indicators	Points per Criterion	Points
Performance Rating (10 pts)	Nominee should have obtained an outstanding descriptive rating for three consecutive school/fiscal years in their current position.	10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /5*10*	10
Exemplary Behavior (10 pts)	Eight (8) Norms of Conduct under Republic Act No. 6713, namely: (*Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living)*	Presented • *7-8 norms- 10 points* • *5-6 norms- 8 points* • *3-4 norms- 6 points* • *1-2 norms- 4 points*	10
Significant Accomplishments (70 pts)	*Resource Speakership within the Organization (15 points)* Served as organizer/ facilitator/speaker in DepEd organized and other agencies/ institutions *(either private or government)*	Scope: • *National and higher level – 10 points* • *Regional- 8 points* • *Division- 6 points* • *District-3 points* • *School- 1 point*	15
	Program/ Project Implementation (20 points) Led, initiated successfully implemented a program/project with outstanding results.	Role: • *Chair- 20 points* • *Co-chair- 10 points* • *TWG Member- 5 points*	20
	Research and Innovation (20 points)	Conducted and implemented: • *5 or more research- 20 points*	20

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	Conducted and implemented research project/s.	• *4 research - 15 points* • *3 research - 10 points* • *2 research - 5 points* • *1 research - 3 points*	
	Other related tasks/ coordinatorship/ ancillaries (15 points) Performed additional assignments, coordinatorships, committee memberships, or ancillary functions beyond their regular duties, resulting in significant contributions to the office or school.	<u>Performed:</u> • *5 or more functions- 15 points* • *4 functions- 10 points* • *3 functions- 7 points* • *2 functions- 5 points* • *1 function- 3 points*	15
Awards and Membership (10 pts)	*For awards:* Received awards/ recognitions for outstanding performance, innovation, exemplary service, or significant contributions during the evaluation period.	<u>Scope:</u> • *National and higher level – 5 points* • *Regional- 4 points* • *Division- 3 points* • *District-2 points* • *School- 1 point*	5
	For Membership Holds active membership recognized professional organizations, committees, or association	<u>Presented</u> • *4 or more memberships - 5 points* • *3 memberships- 3 points* • *2 memberships- 2 points* • *1 membership- 1 point*	5
Total			100 points

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX B

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Elementary, Secondary, ALS, Multigrade/ SNED Teacher

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
	Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.	10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years)	10
II. Content, Knowledge, Pedagogy, and Curriculum Planning (30%)				
II. A Curriculum and Learning Delivery	Designed/ developed intervention program/ project(s) based on learners' needs	Impact/Outcome/ Results of the developed intervention program (60%) Percentage of increase in the learning outcomes (indicate the measure of learning outcomes in the proposal) • *10% and above increase in the result of the assessment of learning outcomes* *- 6 points* • *7-9% increase* *- 5 points* • *4-6 increase- 4 points* • *1-3 % increase* *- 3 points* • *0.1-0.99% increase - 2 points* *MOVS (40%)* • *Provided All MOVs*	A. Signed copy of SIP B. Needs Assessment and Analysis C. Approved Proposal D. Memorandum of the Program/ Project(s) Implementation E. Certificate of Completion of Implementation of the Program/ Project F. Signed Accomplishment Report with annexes and appendices G. Certification of Effectiveness issued by the appropriate official H. Report on the Program/ Project	10

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		- 4 points • *Provided MOVs A-H* *- 3 points* • *Provided MOVs A-G* *- 2 points* • *Provided MOVs A-F* *- 1 point*	Scalability and Sustainability I. Certification of adoption/ adaptation	
II. B. Learning Resources	Developed quality assured teaching context-related instructional/ learning resource(s) *(e.g., WLP, LAS LeaP, BOW, Lesson Exemplars/ Scripts, Worksheets),* crafted based on learners needs, adopted and used for the implementation of education. *This excludes books and other learning resource(s) published by private and any profit/ return-generating entities.*	<u>Scope of Utilization</u> • *National Level* *- 5 points* • *Regional Level* *- 4 points* • *Division Level* *- 3 points* • *District level- 2 points* • *School Level- 1 point* <u>Authorship</u> *Sole authorship* *- 2 points* *Co-authorship- 1 point*	A. Certificate od Utilization B. Certification of effectiveness/ Usefulness (indicating data presentation/ analysis) C. Copy of the learning resource D. Certificate of Passing the Quality Assurance	5
	Took part in the development of self-learning materials (SLMs) as writer, editor/ evaluator, illustrator por layout artist adopted, printed and used in schools.	<u>Role in the Development</u> • *Sole Writer/Author* *- 5 points* • *Co-Author- 4 points* • *Editor/Evaluator* *- 3 points* • *Illustrator-3 points* • *Layout- 3 points* *If two roles are performed by the same person, the maximum points are obtained.* *The developed and utilized SLMs mist cover at least 1 learning competency and with complete parts.*	A. Copy of the materials developed B. Memorandum where nominees name appears C. Certificate of Authenticity for the produced materials *(ex. plagiarism test and the like)* D. Declaration of Authenticity and/or plagiarism E. Certificate of Full Implementation signed by concerned official *In case of materials developed and implemented for private schools, the same certification must be provided signed by the concerned officials)*	5

II. C. Assessment and Learning	Designed and utilized learning assessment which have become very useful in measuring improvement of interventions and learning deliveries provided.	Scope of Adoption and Implementation • *Division Level - 5 points* • *District- 4 points* • *School- 3 points* • *Classroom- 2 points*	A. Copy of the Assessment Package *(test items, guide to users or instructions, table of specifications, etc.)* B. Certification of Utilizations C. Accomplishment Report *(with significant results)* D. Certificate of Adoption by the SDO	10
III. Outstanding Accomplishment (20 %)				
III.A. Awards and Recognition	Received an award or recognition from any DepEd-recognized or DepEd- endorsed award-giving body	Scope: • *National Level - 5 points* • *Regional Level - 4 points* • *Division Level - 3 points* • *District level- 2 points* • *School Level- 1 point*	A. Copy of Memorandum/ Issuance/ Invitation/ Program that the award has undergone the selection committee and selection criteria B. Plaques/ Certificate of Recognition *Only awards related to the category will be given scores.*	5
III. B. Coaching	Served as coach of a winning learner *(1st place to 3rd place)* in a learning-oriented competition endorsed by DepEd.	Scope: • *National Level - 5 points* • *Regional Level - 4 points* • *Division Level - 3 points* • *District level- 2 points* • *School Level- 1 point*	A. Advisory or Memorandum B. Plaques/ Certificate of Recognition C. Certification as Coach signed by School Head	5
III.C. Research	Conducted and implemented Action-Research project related to curriculum and instruction which findings were adopted and implemented that contributed to improvements in learning outcomes/ teacher's performance/ efficacy or simplification of work-processes or such	Results of the Research • *Research resulted to 8-10% and above improvement (High)- 10 points* • *Research resulted to 5-7.% improvement (Marginal)- 8 points* • *Research resulted to 1-6% improvement (Low)- 6 points* *Impact or improvements must be based on baseline versus result*	A. Proposal duly approved by the Head of Office or the designated research committee per DO No. 16, s. 2017 B. Accomplishment Report verified by the Head of Office C. Certification of Utilization D. Certification of Adoption *All MOVs must be presented*	10

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Community Linkages (10%)				
	Initiated or served as coordinator/ organizer of a community-based project or activity that significantly contributes to the learning outcomes.	Impact • *Linkages resulted to 10% and above improvements of Learning Outcomes - 5 points* • *Linkages resulted to 6-9% improvements of Learning Outcomes- 3 points* • *Linkages resulted to 5% or below improvements of Learning Outcomes - 1 point* MOVs • *Provided All MOVs - 5 points* • *Provided MOVs A-D - 4 points* • *Provided MOVs A-C - 3 points* • *Provided MOVs A-B - 2 points* • *Provided MOVs A - 1 point*	A. Approved Program/ Project Proposal B. Barangay/ Municipal/ City/ Provincial or Certification citing the proponent and the name of the project C. Accomplishment Report highlighting results/ impact D. Certification of program/ project effectiveness/ impact duly signed by the head of the community where the project was implemented E. Report on Sustainability/ Scalability for at least 1 school year	10

V. Professional Linkages (20%)				
V.A. Professional Development/ Learning and Development	Served as Organizer/ Speaker/ Facilitator in DepEd-organized and other agencies/ institutions (either private or public)	Scope: • *National Level - 5 points* • *Regional Level - 4 points* • *Division Level - 3 points* • *District level- 2 points* • *School Level- 1 point* MOVs • *Provided All MOVs - 5 points* • *Provided MOVs A-D - 4 points* • *Provided MOVs A-C - 3 points* • *Provided MOVs A-B -2 points* • *Provided MOVs A - 1 point*	A. Memorandum B. Accomplishment report C. Training design or training matric were his/ her name is indicated D. Certificate of Recognition E. Slide Deck and Session	7
	Participated in training, workshops and	Scope: • *National Level - 5 points*	A. Memorandum	5

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	scholarship programs, which are DepEd-organized and other agencies/ institutions *(either private or public)*	• *Regional Level - 4 points* • *Division Level - 3 points* • *District level- 2 points* • *School Level- 1 point* MOVs • *Provided All MOVs - 5 points* • *Provided MOVs A-B - 3 points* • *Provided MOVs A - 1 point*	B. Certificate of Participation/ Attendance Approved Learning Application Plan (WAP, Re-entry Plan, JEL)	
V.B. Professional Networks	Active Member or served as an officer on any DepEd related and recognized group or organization within 3 years	Scope: • *National Level - 5 points* • *Regional Level - 4 points* • *Division Level - 3 points* • *District level- 2 points* • *School Level- 1 point*	A. Memorandum B. Certificate of Membership or Officership	3
V. C. Education	Contribution made by the nominee to their workplace as a result of their learnings from the education degree/s or units earned.	Education • *Doctorate Degree- 5 points* • *CARDE/CARDP- 4 points* • *18-24 units Doctoral- 3 points* • *Master's Degree- 2 points* • *CARMA- 1 point* • *18-24 units MA/MS Degree- 0.5 point* Application of Education • *Provided All MOVs -5 points* • *Provided MOVs-A-B -3 points* • *Provided MOV A -1 point*	Education A. Transcript of Records *(Certified true copy signed by the registrar)* or B. Certificate of Earned Units *(Certified true copy signed by the registrar)* Application of Education A. Action plan approved by the Head of Office B. Accomplishment Report verified by the Head of Office C. Certification of the utilization/ adoption signed by the Head of Office	5
Exemplary behavior/ Conduct (10%)				
	8 Norms of Conduct of Public Officials and employees	• *7-8 norms- 10 points* • *5-6 norms- 8 points* • *3-4 norms- 6 points* • *1-2 norms- 4 points*	*This will be measured through a developed checklist to be accomplished by colleagues, parents, superiors and students.*	10
Total				100 %

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Elementary and High School Master Teacher

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
	Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.	10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years)	10
II. Content, Knowledge, Pedagogy, and Curriculum Planning (30%)				
II. A Curriculum and Learning Delivery	Designed/ developed intervention program/ project(s) based on learners' needs	Impact/Outcome/ Results of the developed intervention program (60%) Percentage of increase in the learning outcomes *(indicate the measure of learning outcomes in the proposal)* • *10% and above increase in the result of the assessment of learning outcomes* *- 6 points* • *7-9% increase* *- 5 points* • *4-6 increase- 4 points* • *1-3 % increase* *- 3 points* • *0.1-0.99% increase* *- 2 points*	A. Signed copy of SIP B. Approved Proposal C. Memorandum of the Program/ Project(s) Implementation D. Certificate of Completion of Implementation of the Program/ Project E. Signed Accomplishment/ Completion Report with MOVs showing baseline vs. results *All MOVs must be provided.*	10
II. B. Learning Resources	Developed quality assured and utilized teaching context-related instructional/ learning resource(s)	<u>Scope of Utilization</u> • *National Level- 5 points* • *Regional Level- 4 points*	A. Certificate od Utilization B. Copy of the learning resource C. Assessment results, or any evidence of impact	10

	(e.g., WLP, LAS LeaP, BOW, Lesson Exemplars/ Scripts, Worksheets), crafted based on learners needs, adopted and used for the implementation of education. **This excludes books and other learning resource(s) published by private and any profit/ return-generating entities.*	• *Division Level- 3 points* • *District level- 2 points* • *School Level- 1 point* <u>Authorship</u> • *Sole authorship* *- 2 points* • *Co-authorship* *- 1 point* <u>Impact of the developed learning resources:</u> Percentage of increase in the learning outcomes (indicate the measure of learning outcomes in the proposal). • *10% and above increase in the result of the assessment of learning outcomes* *- 6 points* • *7-9% increase* *- 5 points* • *4-6 increase- 4 points* • *1-3 % increase* *- 3 points* • *0.1-0.99% increase* *- 2 points*	D. Certificate of Quality Assurance	
	Took part in the development of self-learning materials (SLMs) as writer, editor/ evaluator, illustrator por layout artist adopted, printed and used in schools.	<u>Scope of Adoption and Implementation</u> • *National Level* *- 5 points* • *Regional Level* *- 4 points* • *Division Level* *- 3 points* • *District- 2 points* • *School- 1 point*	A. Memorandum indicating name of the nominee B. Copy of the materials developed C. Certificate of Recognition D. MOVs showing the use or adoption of the materials in the School, District, SDO, RO and CO level	5
II. C. Assessment and Learning	Designed and utilized learning assessment which have become very useful in measuring improvement of interventions and	<u>Scope of Adoption and Implementation</u> • *Division Level* *- 5 points* • *District- 4 points* • *School- 3 points* • *Classroom- 2 points*	A. Copy of the Assessment Tools/ Mechanism B. Certification/ Memorandum of Utilization	5

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	learning deliveries provided.	Impact of the developed learning assessment mechanism. Percentage of increase in the learning outcomes *(indicate the measure of learning outcomes in the proposal)* • *10% and above increase in the result of the assessment of learning outcomes* *- 6 points* • *7-9% increase* *- 5 points* • *4-6 increase- 4 points* • *1-3 % increase* *- 3 points* • *0.1-0.99% increase* *- 2 points*	C. Accomplishment Report *(with significant results)*	
III. Outstanding Accomplishment (20 %)				
III. A. Awards and Recognition	Served as Organizer/ Speaker/ Facilitator in DepEd-recognized or DepEd- endorsed award-giving body and other agencies/ institutions *(either private or public)*	<u>Scope:</u> • *National Level* *- 5 points* • *Regional Level* *- 4 points* • *Division Level* *- 3 points* • *District level- 2 points* • *School Level- 1 point*	A. Copy of Memorandum/ Issuance/ Invitation B. Training/ Program Matrix were his/ her name appears C. Certificate of recognition D. For speakership or facilitation, copy of the slide deck shall be presented	5
III. B. Coaching	Served as coach of a winning learner *(1st place to 3rd place)* in a learning-oriented competition endorsed by DepEd.	<u>Scope:</u> • *National Level* *- 5 points* • *Regional Level* *- 4 points* • *Division Level* *- 3 points* • *District level- 2 points* • *School Level- 1 point*	A. Advisory or Memorandum B. Plaques/ Certificate of Recognition C. Certification as Coach signed by School Head *All MOVs must be provided.*	5
III.C. Research	Conducted and implemented Action-Research project related to curriculum and instruction which findings were adopted and	<u>Results of the Research</u> • *Research resulted to 8-10% and above improvement (High)- 10 points* • *Research resulted to*	A. Proposal duly approved by the Head of Office or the designated research committee per DO No. 16, s. 2017	10

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	implemented that contributed to improvements in learning outcomes/ teacher's performance/ efficacy or simplification of work-processes or such	*5-7.% improvement (Marginal)- 8 points* • *Research resulted to 1-6% improvement (Low)- 6 points* *Impact or improvements must be based on baseline versus result* *All MOVs must be presented.*	B. Accomplishment Report verified by the Head of Office C. Certification of Utilization D. Certification of Adoption	
Community Linkages (10%)				
	Initiated or served as coordinator/ organizer of a community-based project or activity that significantly contributes to the learning outcomes.	<u>Impact</u> • Linkages resulted to 10% and above improvements of Learning Outcomes - 5 points • Linkages resulted to 6-9% improvements of Learning Outcomes- 3 points • Linkages resulted to 5% or below improvements of Learning Outcomes - 1 point <u>MOVs</u> • *Provided All MOVs -5 points* • *Provided MOVs A-D -4 points* • *Provided MOVs A-C -3 points* • *Provided MOVs A-B -2 points* • *Provided MOVs A - 1 point*	A. Approved Program/ Project Proposal B. Barangay/ Municipal/ City/ Provincial or Certification citing the proponent and the name of the project C. Accomplishment Report highlighting results/ impact D. Certification of program/ project effectiveness/ impact duly signed by the head of the community where the project was implemented E. Report on Sustainability/ Scalability for at least 1 school year	10

V. Professional Linkages (20%)				
V.A. Professional Development / Learning and Development	Organized and Managed Professional Development (LAC Sessions and/or In-Service Training) responsive to Teacher Needs	<u>Number of Organized/ Managed PD:</u> • *5 and more PD - 5 points* • *4 PD- 4 points* • *3 PD- 3 points* • *2 PD- 2 points* • *1 PD- 1 point*	A. Approved Training Proposal B. Narrative/ Completion Report, M&E Report, Documentation C. Certification as the Lead or Proponent	5

			D. Proof of Application of Learning **All MOVs must be provided.*	
	Participated in training, workshops and scholarship programs, which are DepEd-organized and other agencies/ institutions *(either private or public)*	<u>Based on total active learning hours:</u> • *351 and above hours- 5 points* • *301- 350 hours - 4 points* • *251-300 hours - 3 points* • *201-250 hours - 2 points* • *150-200 hours - 1 point*	A. Memorandum B. Certificate of Participation/ Attendance Approved Learning Application Plan (WAP, Re-entry Plan, JEL) *All MOVs must be provided.*	5
	Provided Technical Assistance (TA), Coaching and Mentoring to co-teachers with results showing improved co-teacher performance and/or student learning outcomes	<u>Impact of the TA/ Coaching:</u> • *10% and above increase- 5 points* • *7-9% increase - 4 points* • *4-6% increase - 3 points* • *1-3% increase - 2 points* • *0.1-0.99% increase – 1 point*	A. Approved Supervisory/ TA/ Coaching/ mentoring Plan B. Narrative Report with Pictures C. Proof of Application of TA provided by the Master Teacher with data showing improvements *(baseline vs. results)* D. Performance Monitoring Coaching Form *All MOVs must be provided.*	5
V. C. Education	Contribution made by the nominee to their workplace as a result of their learnings from the education degree/s or units earned.	<u>Education</u> • *Doctorate Degree- 5 points* • *CARDE/CARDP- 4 points* • *18-24 units Doctoral- 3 points* • *Master's Degree- 2 points* • *CARMA- 1 point* • *18-24 units MA/MS Degree- 0.5 point* <u>Application of Education</u> 1. Provided All MOVs- 5 points 2. Provided MOVs-A-B- 3 points 3. Provided MOV A- 1 point	<u>Education</u> A. Transcript of Records (Certified true copy signed by the registrar) or B. Certificate of Earned Units (Certified true copy signed by the registrar) <u>Application of Education</u> A. Action plan approved by the Head of Office B. Accomplishment Report verified by the Head of Office C. Certification of the utilization/ adoption signed by the Head of Office	5

Exemplary behavior/ Conduct (10%)				
	8 Norms of Conduct of Public Officials and employees	• *7-8 norms- 10 points* • *5-6 norms- 8 points* • *3-4 norms- 6 points* • *1-2 norms- 4 points* **This will be measured through a developed checklist to be accomplished by colleagues, parents, superiors and students.*		10
Total				100 %

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Education Program Supervisor

Criteria	Indicators	Points per Criterion	Means of Verification			Points
I. Performance Rating (10 pts)			CID	SGOD	LR	
Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.		10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	• Duly signed IPCRF in their current position for the required three consecutive school/fiscal years. • Certified true copy duly signed by authorized personnel if the original copy is not presented. • Certification of the Summary of Ratings for three consecutive years)			10 %
II. Instructional Leadership PPSS Indicators- 20% Domain 1: Supporting Curriculum Management and Implementation						
Demonstrated exemplary leadership skills in applying a wide range of intervention strategies based on results of learning outcomes assessment in developing gender sensitive intervention strategies to support divisions/districts/schools and/or learning centers (1.6.4)		Results • *75–100% improvement in learning outcomes- 10 points* • *50–74% improvement- 7 points* • *25–49% improvement in learning outcomes- 4 points* • *Less than 25% improved - 1 point* Relevance • *90–100% of intervention activities directly target identified learning gaps from assessment data - 10 points* • *70–89% of intervention activities directly target identified learning gaps from assessment data - 7 points* • *50–69% of intervention activities directly target identified learning gaps from assessment data - 4 points* • *50% Below of intervention activities directly target identified learning*	A. Learning outcomes assessment results B. Intervention design C. Approved appropriate intervention proposal for teachers/ school heads D. Strengthen stakeholder's feedback as inputs in the preparation/ designing appropriate GEDSI sensitive intervention *(report, attendance, documentation, recommendation)* E. Contextualization of the curriculum *(sample, lesson*	A. Learning outcomes assessment results with the inclusion of factors affecting the performance of learners *(learning environment, safety and protection)* B. Approved masterplan/intervention design in addressing gender related issues affecting learner's performance C. Consolidated Monitoring and Evaluation Results on the readiness and consistency *(quarterly)* of the schools in the implementation of basic education *(general and contextualized*	A. learning outcomes assessment results with the inclusion of factors affecting the performance of learners relative to the LRs *(analysis and recommendation)* B. Approved masterplan/intervention design in addressing learner's performance vis-a-vis LRs C. Completion report on the implementation of plans D. Coordinate with M and E - SGOD and CID in the assessment of and	10 %

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	gaps from assessment data – *1 point* <u>Presentation of MOVs (20%)</u> • *Presented All MOVs - 4 points* • *Presented but lacks 1 MOV - 3 points* • *Presented but lacks 2-3 MOVs - 2 points* • *Presented but lacks more than 3 MOVs -1 point*	*plan, instructional materials, assessment - documentations)*	*including other special programs, data on enrolment, learning environment, table, chairs, printed and non-printed learning materials and others)* D. Quality assured co-curricular programs, projects and activities in support of the improvement of learning outcomes *(teacher's program, action plan for ancillary loads)* E. Lead in the analysis of PAPs implementation in the SDO F. Activity Documentation Reports	contribution of LRs in improving learning outcomes/ performance *(report/assessment result)*	
Led in designing and managing gender-responsive support for curriculum implementation through efficient and effective programs, projects and activities aligned with curriculum standards (1.1.4)	<u>Relevance</u> • *Outstanding Programs, projects, and activities (PPAs) are highly innovative and show perfect alignment with curriculum standards. They demonstrate a deep, proactive integration of gender-responsive principles that serve as a best-practice model for others. 4 points* • *Satisfactory are clearly aligned with current curriculum standards. The design successfully and appropriately integrates gender-responsive support tailored to the learners' needs. 3 points* • *Developing show partial alignment with curriculum standards. Attempts at gender-responsive support*	A. Needs Assessment results (school heads/teachers/research findings) B. Approved training/activity design and proposal C. Implementation Plan D. Accomplishment Report E. M and E Plan and QAME Result			5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	are present but may be superficial, inconsistent, or lack full relevance to the context. 2 points • *Beginning lack alignment with curriculum standards. The design fails to incorporate meaningful gender-responsive principles or ignores them entirely. 1 point* <u>Results</u> • *Exceptional leadership led to highly efficient and effective PPAs. 4 points* • *Resources were optimized, yielding measurable, widespread, and sustained positive impacts on curriculum implementation. 3 points* • *Capable leadership resulted in efficient and effective PPAs. The initiatives successfully supported curriculum implementation and achieved their intended, tangible outcomes. -2 points* • *Leadership was present, but PPAs faced noticeable. -1 point*				
Led colleagues in innovating strategies to support curriculum contextualization (1.3.4)	<u>Relevance</u> • *Strategies introduced are highly innovative and perfectly tailored to the specific local/learner context. They demonstrate a deep understanding of the community and serve as an exemplary model for curriculum alignment. -4 points* • *Strategies introduced are innovative and clearly appropriate for the learners' context. They successfully bridge the gap between the standard curriculum and local realities. 3 points*	A. Minutes of the Meeting on the conduct of Curriculum Review B. Cert of the contextualized materials developed or approved training proposal C. Implementation Plan	A. Minutes of the Meeting on the conduct of Program Implementation Review B. Supervisory Plan C. Accomplishment Report D. M and E report	A. Minutes of the Meeting on the conduct of Program Implementation Review B. Supervisory Plan C. Accomplishment Report D) M and E report	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	• *Strategies show some attempt at innovation but lack deep relevance to the specific context, or they only partially align with the overarching curriculum goals. -2 points* • *Strategies lack innovation and fail to address the local context. There is no clear alignment with the actual needs of the learners or the curriculum. 1 point* <u>Results</u> • *Exceptional leadership fostered enthusiastic collaboration. Innovations were widely adopted by colleagues, leading to highly measurable, significant improvements in student engagement and curriculum delivery. -4 points* • *Effective leadership resulted in active participation from colleagues. Strategies were successfully implemented, producing tangible positive outcomes in how the curriculum was taught. -3 points* • *Leadership efforts had mixed success. Colleague participation was limited, and the implemented strategies yielded minimal or inconsistent results in the division. 2 points* • *Leadership was ineffective. Strategies were not adopted by colleagues or failed upon implementation, producing no positive results to support the curriculum. 1 point*	D. Activity Documentation Report (ADR)			

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

B. Domain 2: Strengthening Shared Accountability 25%			
Modelled exemplary skills in the provision of technical assistance by designing and implementing gender-responsive interventions based on quality assurance, and monitoring and evaluation results (2.2.4)	<u>Relevance</u> • *Interventions are deeply rooted in a comprehensive analysis of QA and M&E results. The design is highly innovative, perfectly addresses the identified gaps, and serves as an exemplary model for integrating gender-responsive principles. 4 points* • *Interventions clearly address the core findings from recent QA and M&E data. The design is appropriate, relevant, and successfully integrates meaningful gender-responsive strategies. -3 points* • *Interventions show some connection to QA or M&E data but may overlook key findings. Efforts to make the design gender-responsive are present but might be superficial, generic, or not fully tailored to the specific context. 2 points* • *Interventions lack clear connection to actual QA and M&E results. The design ignores gender-responsive needs or fails completely to address the documented gaps in performance or quality. -1 point* <u>Results</u> • *The provision of technical assistance was exemplary and actively sought out by others. The implementation led to highly significant, measurable, and sustainable improvements directly*	A. Approved Technical Assistance (TA) Plan for School Heads or Supervisors on Instructional Supervision B. TA Log/report C. Signed Client's Compliance Report	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	tied to the M&E baseline data. 4 points • *Technical assistance was provided effectively and efficiently. Interventions were successfully implemented and yielded clear, positive outcomes that resolved the primary issues identified in the M&E results. 3 points* • *Technical assistance was provided but had limited effectiveness or reach. Interventions met with mixed success during implementation, resulting in only minor or inconsistent improvements. 2 points* • *The modeling of technical assistance was ineffective. Interventions failed to produce positive results upon implementation, leaving the issues identified in the M&E data unresolved. 1 point*		
Exhibited best practice in applying technology-based innovations including ICT to strengthen shared accountability and foster a culture of continuous improvement (3.2.4)	<u>Relevance</u> • *Technology and ICT innovations applied are highly relevant, cutting-edge, and serve as a clear "best practice" model for the organization. They are perfectly aligned to target both shared accountability and systemic continuous improvement. 4 points* • *Applied technology/ICT solutions are relevant and appropriate for the context. The innovations are clearly designed and utilized to support tracking, feedback, and collaborative goals. -3 points* • *Technology/ICT is used, but the innovations lack*	A. Approved proposal B. Implementation Plan Comprehensive narrative report on ICT/Technology application C. Documented Results/Impact (showing improvement) D. Evidence of sharing /benchmarking certificate	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	strong alignment with the goals of accountability or improvement. The application may be basic, poorly suited to the users, or used more for novelty than function. -2 points • *Technology/ICT applications are irrelevant, poorly chosen, or entirely absent. There is no clear link between the tools used and the need for accountability or improvement. 1 point* <u>Results</u> • *Implementation resulted in a transformative impact. There is widespread, measurable evidence of a deep-rooted culture of continuous improvement and highly strengthened, transparent shared accountability among all stakeholders. 4 points* • *Innovations were successfully adopted, resulting in clear, positive evidence of strengthened shared accountability. 3 points* • *Colleagues actively use the systems to engage in continuous improvement cycles. 2 points* • *Implementation yielded inconsistent or limited results. 1 point*		
Led colleagues in developing a compendium of effective and efficient instructional leadership to address the identified priority needs of divisions/districts/schools and/or learning centers (3.1.4)	<u>Relevance</u> • *The compendium is highly comprehensive and innovative, showing perfect alignment between the Needs Assessment and the TA Plan. It provides diverse, evidence-based strategies that serve as a*	A. Needs assessment report B. Technical assistance Plan C. TA log/report D. Activity Documentation Report (ADR) E. Any documents to show that compendium development was made	10%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	benchmark model for instructional leadership across the division. -4 points • *The compendium clearly aligned with identified priority needs. The strategies included are practical, effective, and appropriately tailored to the specific context of the districts or learning centers. 3 points* • *The compendium shows partial alignment with needs. Strategies are present but may be generic, inconsistent, or lack full relevance to the specific challenges identified in the Needs Assessment report. -2 points* • *The compendium lacks alignment with priority needs. The content fails to provide effective instructional leadership strategies or ignores the findings of the Needs Assessment report entirely. 1 point* <u>Results</u> • *Exceptional leadership led to the full integration of the compendium. MOVs (TA logs/ADR) show sustained improvements in school performance and 100% resolution of identified priority needs. 4 points* • *Successful leadership led to the consistent use of the compendium. MOVs demonstrate measurable progress in addressing priority needs and efficient delivery of technical assistance. 3 points* • *Leadership led to limited or inconsistent application of the*		

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	compendium. MOVs show only superficial changes or incomplete follow-through on the Technical Assistance Plan. 2 points • *Leadership failed to produce a functional compendium or ensure its use. There is no measurable impact on the identified priority needs of the division or schools. 1 point*		
Exhibited exemplary skills in institutionalizing communities of practice for continuous improvement in the delivery of basic education services (3.4.4)	Relevance *(Design & Alignment)* • *The CoP design is highly innovative and fully institutionalized, showing perfect alignment with division goals for continuous improvement. It serves as a best-practice model, featuring proactive sharing mechanisms and highly structured collaborative learning.* *-4 points* • *The CoP is clearly aligned with continuous improvement standards. The design successfully integrates collaborative practices tailored to the needs of the service delivery, with clear evidence of benchmarking and structured sharing.* *-3 points* • *The CoP shows partial alignment with improvement goals. Attempts at institutionalizing collaborative practices are present but may be superficial, inconsistent, or lack a clear structure for long-term sustainability. 2 points* • *The CoP lacks alignment with continuous*	A. TA PLAN B. TA report C. Approved Division Memorandum D. Approved Proposal E. Activity Documentation Report (ADR) F. Evidence of sharing /benchmarking certificate	5%

	improvement needs. The design fails to foster a collaborative culture or ignores the principles of Communities of Practice entirely. 1 point Results *(Impact & Institutionalization)* • *Exceptional leadership led to sustained, system-wide improvement. Evidence shows the CoP has become a standard operational culture, yielding measurable and widespread gains in the delivery of basic education services.* • *Successful leadership led to the consistent implementation of the CoP. MOVs (TA Reports/ADR) demonstrate that collaborative practices have improved service delivery and addressed key performance gaps.* • *Leadership led to limited or localized application of the CoP. Evidence of sharing or benchmarking is present but hasn't yet translated into a noticeable shift in the delivery of basic education services.* • *Leadership failed to institutionalize the CoP. There is no measurable improvement in service delivery, and evidence of sharing or benchmarking is absent or unverified. -1 point*		
C. Domain 3: Fostering a Culture of Continuous Improvement 10%			
Modelled exemplary skills in conducting, analyzing and communicating research findings to improve practice (3.3.4)	Relevance *(Research Quality & Alignment)* • *Research is highly innovative and perfectly aligned with identified*	A. Needs assessment/research findings report B. Certification of approved action research C. Documentation of the research conducted, analyzed and communicated	10%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	school/division needs. Methodology is robust, and communication of findings is exemplary, serving as a benchmark model for evidence-based decision-making. - 4 points • *Research is clearly aligned with priority needs. The analysis is sound, and findings are effectively communicated to relevant stakeholders through appropriate channels (reports, presentations, or forums). -3 points* • *Research shows partial alignment with needs. The analysis or communication of findings may be superficial or lack clarity, making it difficult for stakeholders to apply the results to actual practice. -2 points* • *Research lacks alignment with actual priority needs. The analysis is flawed or incomplete, and findings were not effectively communicated to the intended audience. 1 point* <u>Results</u> *(Impact & Utilization)* • *Exceptional leadership in research led to transformative changes in practice. MOVs (Utilization docs) show that findings were integrated into policy or large-scale programs, yielding measurable and sustained improvement.4 points* • *Successful leadership led to the consistent utilization of research findings. MOVs*	D. Documents to show that findings were utilized	

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	demonstrate that the research was used to modify existing practices, resulting in clear, positive outcomes in the learning environment. 3 points • *Leadership led to limited application of research findings. While research was conducted, there is little evidence that it significantly changed or improved instructional or administrative practices. -2 points* • *Leadership failed to bridge the gap between research and practice. There is no evidence of utilization or impact on the delivery of education services. - 1 point*		
Domain 4: DEVELOPING SELF AND OTHERS D. Professional Growth and Outstanding Accomplishment - 20%			
A. Outstanding Employee	<u>Presentation of MOVs</u> • *Presented all 2 required MOVs - 4 points* • *Presented only 1 MOV - 2 points*	A. Certificate/Photos/Invitation/Memo or Bulletin of Winners/ Poster/ Announcement B. Any valid document/s which prove the award/s received *(Note: should have undergone search or contest)*	4
B. Consultancy/ Speakership	<u>Presentation of MOVs</u> • *Provided All required MOVs-4 points* • *Provided MOVs A-C- 3 points* • *Provided MOVs A-B- 2 points* • *Provided MOVs A -1 points*	A. Memorandum signed by concerned official *(e.g. SDO-SDS, RO-RD)* B. Training design or training matrix were his/her name is indicated. C. Certificate of Recognition D. Slide Deck and Session Guide *(Note: speakership, sessions, topics must be relevant to the function/KRAs as EPS)*	4
C. Rewards and Recognition Best practice in providing enhanced support in the implementation of rewards and recognition mechanisms to acknowledge performance of personnel in regions/divisions/district	Presentation of MOVs • *Presented all MOVs - 4 points* • *Presented 2 out 3 MOVs - 3 points* • *Presented only 1 MOV -1 point*	A. Division R and R Guidelines B. Activity proposal for R and R Events C. Document to show sharing of best practice in providing enhanced support in the implementation of rewards and recognition mechanisms Division/District/School and/or learning center	4

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

s/schools and/or learning centers (4.5.4)			
D. Education Pursued any of the following: • Doctoral Degree • Complete Academic Requirements for Doctoral Degree • Master's Degree	Education • *Doctorate Degree- 4 points* • *CARDE/CARDP- 3 points* • *18-24 units Doctoral- 2 points* • *Master's Degree- 1 point* Application of Education • *Provided All MOVs- 5 points* • *Provided MOVs A-B- 3 points*	Education A) Transcript of Records *(certified true copy signed by the registrar)* B) Certification *(certified true copy signed by the registrar)* Application of Education A) Action plan approved by the Head of Office. B) Accomplishment Report verified by the Head of Office C) Certification of the utilization/adoption signed by the Head of Office.	4
Attendance and participation in seminars, workshops, and/or trainings organized by DepEd, DepEd-recognized, or DepEd-endorsed organizations *(each event must be at least 3 days and only the highest level will be given corresponding points/score)*	• *Provided All MOVs -5 points* • *Provided MOVs A-C -3 points* • *Provided MOVs A-B - 2 points* • *Provided MOV A- 1 point*	A. Memorandum signed by concerned official *(e.g. SDO-SDS, RO-RD)* B. Certificate of Participation or Attendance signed by concerned official *(e.g. SDO-SDS, RO-RD)* C. Learning Application Plan *(e.g. WAP, Re-entry Plan, JEL)*	4
E. Position and Accomplishment to Professional Organization - 5%			
Modelled exemplary practice in leading and engaging colleagues through professional networks to maximize potential and enhance practice	• *National Level - 5 points* • *Regional Level - 4 points* • *Division Level - 3 points* • *District Level - 2 points* • *School Level - 1 point*	A. Memorandum signed by concerned *official (e.g. SDO-SDS, RO-RD)* with attached official list of officers and members B. Certificate of Membership or Officership	5
Exemplary Behavior/Conduct - (10%)			
Showed evidences of 8 Norms of Conduct of Public Officials and Employees	*Points for this criterion will be based on the average rating from the individual checklist completed by the nominee and the validator.*		10
TOTAL			100%

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Public Schools District Supervisor

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.		10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years)	10 %
II. Instructional Leadership PPSS Indicators - (20%) Domain 1: Supporting Curriculum Management and Implementation				
Demonstrated exemplary leadership skills in applying a wide range of intervention strategies based on results of learning outcomes assessment in developing gender sensitive intervention strategies to support districts/schools and/or learning centers (1.6.4)		Results • *75–100% improvement in learning outcomes – 10 points* • *50–74% improvement in learning outcomes – 7 points* • *25–49% improvement in learning outcomes – 4 points* • *Less than 25% improved - 1 point* Relevance • *90–100% of intervention activities directly target identified learning gaps from assessment data – 10 points* • *70–89% of intervention activities directly target identified learning gaps from assessment data – 7 points* • *50–69% of intervention activities directly target identified learning gaps from assessment data –*	A. Learning outcomes assessment results B. Intervention design C. Approved appropriate intervention proposal for teachers/school heads D. Strengthen stakeholder's feedback as inputs in the preparation/designing appropriate GEDSI sensitive intervention *(report, attendance, documentation, recommendation)* E. Contextualization of the curriculum *(sample, lesson plan, instructional materials, assessment - documentations)*	10 %

	4 points • *50% Below of intervention activities directly target identified learning gaps from assessment data* *– 1 point* <u>Presentation of MOVs</u> • *Presented All MOVs* *- 4 points* • *Presented but lacks 1 MOV - 3 points* • *Presented but lacks 2-3 MOVs - 2 points* • *Presented but lacks more than 3 MOVs* *-1 point*		
Led in designing and managing gender-responsive support for curriculum implementation through efficient and effective programs, projects and activities aligned with curriculum standards (1.1.4)	<u>Relevance</u> • *Outstanding Programs, projects, and activities (PPAs) are highly innovative and show perfect alignment with curriculum standards. They demonstrate a deep, proactive integration of gender-responsive principles that serve as a best-practice model for others. 4 points* • *Satisfactory are clearly aligned with current curriculum standards. The design successfully and appropriately integrates gender-responsive support tailored to the learners' needs. 3 points* • *Developing show partial alignment with curriculum standards. Attempts at gender-responsive support are present but may be superficial, inconsistent, or lack full relevance to the context. 2 points* • *Beginning lack alignment with curriculum standards. The design fails to incorporate meaningful*	A. Needs Assessment results *(school heads/teachers/research findings)* B. Approved training/activity design and proposal C. Implementation Plan D. Activity Documentation Report *(ADR)*	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	gender-responsive principles or ignores them entirely. 1 point Results • *Exceptional leadership led to highly efficient and effective PPAs. Resources were optimized, yielding measurable, widespread, and sustained positive impacts on curriculum implementation. 4 points* • *Capable leadership resulted in efficient and effective PPAs. The initiatives successfully supported curriculum implementation and achieved their intended, tangible outcomes. -3 points* • *Leadership was present, but PPAs faced noticeable challenges in efficiency or effectiveness (e.g., delayed timelines, budget overruns). This resulted in a limited overall impact on curriculum implementation. 2 points* • *Leadership was ineffective. PPAs were implemented inefficiently and failed to produce the desired outcomes, providing little to no actual support for curriculum implementation. 1 point*		
Led colleagues in innovating strategies to support curriculum contextualization (1.3.4)	Relevance • *Strategies introduced are highly innovative and perfectly tailored to the specific local/learner context. They demonstrate a deep understanding of the community and serve as an exemplary model for curriculum alignment. 4 points*	A. Minutes of the Meeting on the conduct of Curriculum Review B. Cert of the contextualized materials developed or approved training proposal C. Implementation Plan	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	• *Strategies introduced are innovative and clearly appropriate for the learners' context. They successfully bridge the gap between the standard curriculum and local realities.3 points* • *Strategies show some attempt at innovation but lack deep relevance to the specific context, or they only partially align with the overarching curriculum goals.* *-2 points* • *Strategies lack innovation and fail to address the local context. There is no clear alignment with the actual needs of the learners or the curriculum. 1 point* <u>Results</u> • *Exceptional leadership fostered enthusiastic collaboration. Innovations were widely adopted by colleagues, leading to highly measurable, significant improvements in student engagement and curriculum delivery.4 points* • *Effective leadership resulted in active participation from colleagues. Strategies were successfully implemented, producing tangible positive outcomes in how the curriculum was taught. 3 points* • *Leadership efforts had mixed success. Colleague participation was limited, and the implemented strategies*	D. Activity Documentation Report (ADR)	

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	yielded minimal or inconsistent results in the DISTRICT. 2 points • *Leadership was ineffective. Strategies were not adopted by colleagues or failed upon implementation, producing no positive results to support the curriculum. 1 point*		
B. Domain 2: Strengthening Shared Accountability (25%)			
Modelled exemplary skills in the provision of technical assistance by designing and implementing gender-responsive interventions based on quality assurance, and monitoring and evaluation results (2.2.4)	<u>Relevance</u> • *Interventions are deeply rooted in a comprehensive analysis of QA and M&E results. The design is highly innovative, perfectly addresses the identified gaps, and serves as an exemplary model for integrating gender-responsive principles. 4 points* • *Interventions clearly address the core findings from recent QA and M&E data. The design is appropriate, relevant, and successfully integrates meaningful gender-responsive strategies.* -3 points • *Interventions show some connection to QA or M&E data but may overlook key findings. Efforts to make the design gender-responsive are present but might be superficial, generic, or not fully tailored to the specific context.* *2 points* • *Interventions lack clear connection to actual QA and M&E results. The design ignores gender-responsive needs or fails completely to address the*	A) Approved Technical Assistance (TA) Plan for School Heads or Supervisors on Instructional Supervision B) TA Log/report C) Signed Client's Compliance Report	5%

	documented gaps in performance or quality. -1 point Results • *The provision of technical assistance was exemplary and actively sought out by others. The implementation led to highly significant, measurable, and sustainable improvements directly tied to the M&E baseline data. 4 points* • *Technical assistance was provided effectively and efficiently. Interventions were successfully implemented and yielded clear, positive outcomes that resolved the primary issues identified in the M&E results. 3 points* • *Technical assistance was provided but had limited effectiveness or reach. Interventions met with mixed success during implementation, resulting in only minor or inconsistent improvements. 2 points* • *The modeling of technical assistance was ineffective. Interventions failed to produce positive results upon implementation, leaving the issues identified in the M&E data unresolved.* 1 point		
Exhibited best practice in applying technology-based innovations including ICT to strengthen shared accountability and foster a	Relevance • *Technology and ICT innovations applied are highly relevant, cutting-edge, and serve*	A. Approved proposal B. Implementation Plan Comprehensive narrative report on ICT/Technology application	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

culture of continuous improvement (3.2.4)	*as a clear "best practice" model for the organization. They are perfectly aligned to target both shared accountability and systemic continuous improvement. 4 points* • *Applied technology/ICT solutions are relevant and appropriate for the context. The innovations are clearly designed and utilized to support tracking, feedback, and collaborative goals.* *-3 points* • *Technology/ICT is used, but the innovations lack strong alignment with the goals of accountability or improvement. The application may be basic, poorly suited to the users, or used more for novelty than function. 2 points* • *Technology/ICT applications are irrelevant, poorly chosen, or entirely absent. There is no clear link between the tools used and the need for accountability or improvement. 1 point* <u>Results</u> • *Implementation resulted in a transformative impact. There is widespread, measurable evidence of a deep-rooted culture of continuous improvement and highly strengthened, transparent shared accountability among all stakeholders.*	C. Documented Results/Impact (showing improvement) D. Evidence of sharing /benchmarking certificate	

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	-4 points • *Innovations were successfully adopted, resulting in clear, positive evidence of strengthened shared accountability. Colleagues actively use the systems to engage in continuous improvement cycles.* *-3 points* • *Implementation yielded inconsistent or limited results. While some data might be tracked, it has not significantly strengthened shared accountability or fostered a noticeable shift toward continuous improvement. 2 points* • *Implementation was ineffective or failed. The technology had no positive impact, and there is no evidence of shared accountability or a culture of continuous improvement resulting from these efforts.* *1 point*		
Led colleagues in developing a compendium of effective and efficient instructional leadership to address the identified priority needs of districts/schools and/or learning centers (3.1.4)	<u>Relevance</u> *(Quality & Alignment)* • *The compendium is highly comprehensive and innovative, showing perfect alignment between the Needs Assessment and the TA Plan. It provides diverse, evidence-based strategies that serve as a benchmark model for instructional leadership across the division. 4 points* • *The compendium clearly aligned with identified priority needs. The strategies*	A. Needs assessment report B. Technical assistance Plan C. TA log/report D. Activity Documentation Report (ADR) E Any docs to show that compendium development was made	10%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	included are practical, effective, and appropriately tailored to the specific context of the districts or learning centers. 3 points • *The compendium shows partial alignment with needs. Strategies are present but may be generic, inconsistent, or lack full relevance to the specific challenges identified in the Needs Assessment report. 2 points* • *The compendium lacks alignment with priority needs. The content fails to provide effective instructional leadership strategies or ignores the findings of the Needs Assessment report entirely. 1 point* <u>Results</u> *(Impact & Utilization)* • *Exceptional leadership led to the full integration of the compendium. MOVs (TA logs/ADR) show sustained improvements in school performance and 100% resolution of identified priority needs. 4 points* • *Successful leadership led to the consistent use of the compendium. MOVs demonstrate measurable progress in addressing priority needs and efficient delivery of technical assistance. 3 points* • *Leadership led to limited or inconsistent application of the compendium. MOVs show only superficial changes or incomplete*		

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	follow-through on the Technical Assistance Plan. 2 points • *Leadership failed to produce a functional compendium or ensure its use. There is no measurable impact on the identified priority needs of the division or schools. 1 point*		
Exhibited exemplary skills in institutionalizing communities of practice for continuous improvement in the delivery of basic education services (3.4.4)	<u>Relevance</u> (Design & Alignment) • *The CoP design is highly innovative and fully institutionalized, showing perfect alignment with division goals for continuous improvement. It serves as a best-practice model, featuring proactive sharing mechanisms and highly structured collaborative learning.* *-4 points* • *The CoP is clearly aligned with continuous improvement standards. The design successfully integrates collaborative practices tailored to the needs of the service delivery, with clear evidence of benchmarking and structured sharing.* *-3 points* • *The CoP shows partial alignment with improvement goals. Attempts at institutionalizing collaborative practices are present but may be superficial, inconsistent, or lack a clear structure for long-term sustainability.* *-2 points* • *The CoP lacks alignment with*	A. TA PLAN B. TA report C. Division Memorandum D. Approved Proposal E. Activity Documentation Report (ADR) F. Evidence of sharing /benchmarking certificate	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	continuous improvement needs. The design fails to foster a collaborative culture or ignores the principles of Communities of Practice entirely. *-1 point* <u>Results</u> (Impact & Institutionalization) • *Exceptional leadership led to sustained, system-wide improvement. Evidence shows the CoP has become a standard operational culture, yielding measurable and widespread gains in the delivery of basic education services.* *-4 points* • *Successful leadership led to the consistent implementation of the CoP. MOVs (TA Reports/ADR) demonstrate that collaborative practices have improved service delivery and addressed key performance gaps.* *-3 points* • *Leadership led to limited or localized application of the CoP. Evidence of sharing or benchmarking is present but hasn't yet translated into a noticeable shift in the delivery of basic education services.* *-2 points* • *Leadership failed to institutionalize the CoP. There is no measurable improvement in service delivery, and evidence of sharing*		

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	or benchmarking is absent or unverified. -1 point		
C. Domain 3: Fostering a Culture of Continuous Improvement 10%			
Modelled exemplary skills in conducting, analyzing and communicating research findings to improve practice (3.3.4)	<u>Relevance</u> *(Research Quality & Alignment)* • *Research is highly innovative and perfectly aligned with identified school/division needs. Methodology is robust, and communication of findings is exemplary, serving as a benchmark model for evidence-based decision-making -4 points* • *Research is clearly aligned with priority needs. The analysis is sound, and findings are effectively communicated to relevant stakeholders through appropriate channels (reports, presentations, or forums). -3 points* • *Research shows partial alignment with needs. The analysis or communication of findings may be superficial or lack clarity, making it difficult for stakeholders to apply the results to actual practice. 2 points* • *Research lacks alignment with actual priority needs. The analysis is flawed or incomplete, and findings were not effectively communicated to the intended audience. 1 point*	A. Needs assessment/research findings report B. Certification of approved action research C. Documentation of the research conducted, analyzed and communicated D. Documents to show that findings were utilized	10%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	Results *(Impact & Utilization)* • *Exceptional leadership in research led to transformative changes in practice. MOVs (Utilization docs) show that findings were integrated into policy or large-scale programs, yielding measurable and sustained improvement.* *- 4 points* • *Successful leadership led to the consistent utilization of research findings. MOVs demonstrate that the research was used to modify existing practices, resulting in clear, positive outcomes in the learning environment.* *- 3 points* • *Leadership led to limited application of research findings. While research was conducted, there is little evidence that it significantly changed or improved instructional or administrative practices.* *-2 points* • *Leadership failed to bridge the gap between research and practice. There is no evidence of utilization or impact on the delivery of education services.* *-1 point*		
Domain 4: DEVELOPING SELF AND OTHERS D. Professional Growth and Outstanding Accomplishment - (20%)			
A. Outstanding Employee	Presentation of MOVs • *Presented all 2 required MOVs* *- 4 points*	A. Certificate/ Photos/Invitation/Memo or Bulletin of Winners/ Poster/ Announcement	4%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	• *Presented only 1 MOV - 2 points*	B. Any valid document/s which prove the award/s received *(Note: should have undergone search or contest)*	
B. Consultancy/Speakership	<u>Presentation of MOVs</u> • *Provided All required MOVs -4 points* • *Provided MOVs A-C -3 points* • *Provided MOVs A-B -2 points* • *Provided MOVs A -1 point*	A. Memorandum signed by concerned official *(e.g. SDO-SDS, RO-RD)* B. Training design or training matrix were his/her name is indicated. C) Certificate of Recognition D) Slide Deck and Session Guide *(Note: speakership, sessions, topics must be relevant to the function/KRAs as EPS)*	4%
C. Rewards and Recognition Best practice in providing enhanced support in the implementation of rewards and recognition mechanisms to acknowledge performance of personnel in regions/divisions/districts/schools and/or learning centers (4.5.4)	<u>Presentation of MOVs</u> • *Presented all MOVs -4 points* • *Presented 2 out 3 MOVs- 3 points* • *Presented only 1 MOV - 1 point*	A. Division R and R Guidelines B. Activity proposal for R and R Events C. Document to show sharing of best practice in providing enhanced support in the implementation of rewards and recognition mechanisms Division/District/School and/or learning center	4%
D. Education Pursued any of the following: • Doctoral Degree • Complete Academic Requirements for Doctoral Degree • Master's Degree	<u>Education</u> • *Doctorate Degree - 4 points* • *CARDE/CARDP - 3 points* • *18-24 units Doctoral - 2 points* • *Master's Degree - 1 point* <u>Application of Education</u> • *Provided All MOVs - 5 points* • *Provided MOVs A-B -3 points*	<u>Education</u> A. Transcript of Records *(certified true copy signed by the registrar)* B. Certification *(certified true copy signed by the registrar)* Application of Education A. Action plan approved by the Head of Office. B. Accomplishment Report verified by the Head of Office C. Certification of the utilization/adoption	4%

		signed by the Head of Office.	
E. Attendance and participation in seminars, workshops, and/or trainings organized by DepEd, DepEd-recognized, or DepEd-endorsed organizations *(each event must be at least 3 days and only the highest level will be given corresponding points/score)*	• *Provided All MOVs- 5 points* • *Provided MOVs A-C- 3 points* • *Provided MOVs A-B- 2 points* • *Provided MOV A- 1 point*	A. Memorandum signed by concerned official *(e.g. SDO-SDS, RO-RD)* B. Certificate of Participation or Attendance signed by concerned official *(e.g. SDO-SDS, RO-RD)* C. Learning Application Plan *(e.g. WAP, Re-entry Plan, JEL)*	4%
E. Position and Accomplishment to Professional Organization - (5%)			
Modelled exemplary practice in leading and engaging colleagues through professional networks to maximize potential and enhance practice	• *National Level -5 points* • *Regional Level-4 points* • *Division Level- 3 points* • *District Level- 2 points* • *School Level- 1 point*	A. Memorandum signed by concerned official (e.g. SDO-SDS, RO-RD) with attached official list of officers and members B. Certificate of Membership or Officership	5%
Exemplary Behavior/Conduct - (10%)			
Showed evidences of 8 Norms of Conduct of Public Officials and Employees	*Points for this criterion will be based on the average rating from the individual checklist completed by the nominee and the validator.*		10%
TOTAL			100%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Related- Teaching Personnel

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.		10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years)	10
II. Performance Management (30%)				
	Contributed to measurable improvements in learner outcomes, teacher and school performance, or program effectiveness.	Indicators: Relevance solves a specific problem in the target context. Impact creates significant positive changes or improvements in the system, process, or user experience Collaboration and Stakeholders Engagement involves collaboration, sharing knowledge, and incorporating feedback from various stakeholders, such as educators, students, and experts Adaptability and Sustainability can be expanded or adapted to serve larger populations or different contexts	Relevance A. Needs Assessment Reports B. Stakeholders Feedback C. Memorandum D. Program Proposal approved by the SDS Impact A. Comparative Results B. Feedback from the client C. Monitoring and Assessment Tools Collaboration and Stakeholders Engagement Documentation of Partnerships *(minutes of the meetings/signed agreements/accomplishments reports/post-program reports)*	30

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		without losing effectiveness and viable over the long term, considering resources, costs, and maintenance Gender-Responsive prioritize fairness, equity, and respect for all individuals, ensuring that actions, decisions, and systems are just and accessible to everyone, regardless of their background, identity, or circumstances Cost Effectiveness provides value relative to its cost, ensuring it is affordable for the intended users or stakeholders • *All of the indicators are met - 20 points* • *5 out of 6 indicators are met - 17 points* • *4 out of 6 indicators are met - 14 points* • *3 out of 6 indicators are met - 10 points* • *2 and below out of 6 indicators are met - 5 points*	<u>Adaptability and Sustainability</u> A. Benchmarking Activities evidence/Plans *(such as but not limited to the Strategic Plan, Monitoring and Evaluation (M&E) Plan, and Work and Financial Plan (WFP) or Work Application Plan)* B. Include a workplace application accomplishment report demonstrating the implementation, impact, and sustainability of initiatives <u>Gender-Responsive -Disaggregated Data Analysis</u> Demonstrate the use of disaggregated data analysis to inform programs, plans, and decisions, highlighting how gender considerations are integrated and addressed in the workplace or projects.	
III. Outstanding Accomplishment (30%)				
III.A. Research or Innovation	Conducted and implemented research project related to their positions which findings were adopted and implemented that contributed to improvements in learning outcomes/ teacher's performance/ efficacy or simplification	<u>Results of the Research/Innovation</u> • *Research resulted to 10% and above improvement (High) -20 points* • *Research resulted to 6-9% improvement (Marginal) - 15 points* • *Research resulted to 5% improvement (Low) - 10 points* *Impact or improvements must be based on Baseline versus Result*	A. Proposal duly approved by the Head of Office or the designated research committee per DO No. 16 s. 2017 B. Accomplishment Report verified by the head of office C. Certification of Utilization D. Certification of Adoption	20

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	of work-processes or such	Presentation of MOVs • *Provided All MOVs- 5 points* • *Provided MOVs A-C- 4 points* • *Provided MOVs A-B- 3 points* • *Provided MOV A- 1point*		
III.B. Awards and Recognition	Received an award or recognition from any DepEd-recognized or DepEd-endorsed award-giving body related to the job	Scope of Award • *National and higher level -5 points* • *Regional - 4 points* • *Division - 3 points* • *District - 2 points* • *School - 1 point*	A. Copy of Memorandum/ Issuance/ Invitation/Program that the award has undergone the selection committee and selection criteria. B. Plaques/Certificate of Recognition *All MOVs must be provided.*	5
III.C. Resource Speakership within the Organization	Served as Organizer/ Speaker/ Facilitator in DepEd-organized and other agencies/ institutions *(either private or government)* related to the job	Level 1 - Reaction This level focuses on the immediate response of the participants to the session Level 2: Learning evaluates the extent to which the audience has acquired knowledge, skills, or attitudes as a result of the session. It measures the immediate learning outcomes. Level 3: Behavior measures the extent to which participants apply the knowledge and skills gained from the session in their work or personal lives. It evaluates whether the learning is transferred into behavior change. • *3 levels are met – 15 points* • *2 levels are met – 10 points* • *1 level is met - 5 points*	A. Issuance/ Memorandum/ Invitation/ Training Matrix B. Certificate of Recognition/ Merit/ Commendation/ Appreciation C. Slide deck/s used and/ or Session guide/s	15

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

IV. Professional Growth	Member or served as an officer on any DepEd related and recognized group or organization.	• *National Level -5 points* • *Regional Level–4 points* • *Division Level– 3 points* • *District Level – 2 points* • *School Level – 1 point*	A. Memorandum signed by concerned official *(e.g. SDO-SDS, RO-RD)* with attached official list of officers and members B. Certificate of Membership or Officership	5
V.C. Application of Education	Contribution made by the nominee to their workplace as a result of their learnings from the education degree/s or units earned.	<u>Education</u> • *Doctorate Degree-5 points* • *CARDE/CARDP-4 points* • *18-24 units Doctoral - 3 points* • *Master's Degree-2 points* • *CARMA-1 point* • *18-24 units MA/MS degree0.5 point* <u>Application of Education</u> • *Provided All MOVs -5 points* • *Provided MOVs A-B -3 points* • *Provided MOV A -1 point*	<u>Education</u> A. Transcript of Records *(certified true copy signed by the registrar)* B. Certification *(certified true copy signed by the registrar)* <u>Application of Education</u> A. Action plan approved by the Head of Office. B. Accomplishment Report verified by the Head of Office C. Certification of the utilization/adoption signed by the Head of Office.	5
VI. Exemplary Behavior/ Conduct (10%)				
Showed evidences of 8 Norms of Conduct of Public Officials and Employees		*Points for this criterion will be based on the average rating from the individual checklist completed by the nominee and the validator.*		10
TOTAL				100

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Non- Teaching Personnel (Level 1)

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.		10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years)	10
III. Outstanding Accomplishment (50%)				
II.A. Innovation/ Continuous Improvement/ Streamlining of Processes	Conducted and implemented an innovation related to their position that improved work processes.	<u>Relevance of the Innovation to the Position</u> • *Directly addresses a significant and priority work-related concern or operational need clearly aligned with the nominee's duties - 10 points* • *Addresses a relevant work-related concern aligned with the nominee's duties but with moderate impact.5 points* • *Has indirect, minimal, or unclear relevance to the nominee's assigned duties and addresses only a minor or undefined concern. 1 point*	A. Approved proposal signed by the Head of Office B. Accomplishment / Narrative report indicating the results of the innovation and documentation verified by the immediate supervisor	10
		<u>Effectiveness in the Delivery of Work Outputs</u> • *Tasks are consistently delivered on or ahead of schedule with*		5

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		sustained improvement in quality of outputs. -5 points • *Tasks are delivered within the required timeframe, with evident improvement in the quality of outputs over time. 3 points* • *Tasks are frequently delayed or completed inconsistently. 1 point*		
		<u>Contribution to Simplification of Work Processes</u> • *Significantly simplified procedures, eliminated unnecessary steps, and substantially improved workflow efficiency. 5 points* • *Simplified some procedures and improved workflow efficiency in a noticeable but moderate manner. 3 points* • *Showed minimal procedures- 1 point*		5
		<u>Sustainability and Replicability</u> • *Sustainable, continuously used, and replicated by other personnel or offices without major modifications. 5 points* • *Sustainable and replicable with minor adjustments in other contexts or offices. -3 points* • *Not sustainable, difficult to maintain, or has limited to no potential for replication. -1 point*		5
II.B. Performs Additional Tasks Beyond Regular Functions	Performs additional tasks assigned by the immediate supervisor, beyond the	• *4 and more Additional Tasks - 10 points* • *1-3 Additional Tasks - 5 points*	A. Designation / Memorandum / Assignment Order signed by the immediate supervisor	10

	duties stated in the TOR or KRA for SG 1-9, and accomplishes these tasks accurately and within the required timeframe.		B. Accomplishment / Narrative report verified by the immediate supervisor	
III.C. Awards and Recognition	Received an award or recognition from any DepEd-recognized or DepEd-endorsed award-giving body	Scope of Award • *National and higher level - 10 points* • *Regional - 8 points* • *Division - 5 points* • *District - 3 points* • *School - 1 point* *All MOVs must be provided.*	A. Copy of Memorandum/ Issuance/Invitation/ program that the award has undergone the selection committee and selection criteria. B. Plaques/Certificate of Recognition	10
III.D. Community Linkages	Initiated or served as coordinator/or ganizer of a community-based project or activity that significantly contributes to the learning outcomes.	Presentation of MOVs • *Regional Level or Higher Level- 10 points* • *City/Municipality/ Division - 8 points* • *Barangay/District - 5 points*	A. Barangay/ Municipal/ City/Provincial Resolution citing the proponent and the name of the project B. Certification of program involvement/ project implemented	10
III. Professional Development and Linkages (30%)				
III.A. Learning and Development	Participated in programs organized by DepEd and other agencies or institutions (public or private), including scholarship grants, relevant to the job.	Participation • *Provided All MOVs -5 point* • *Provided one of the MOVs - 2 points*	A. Memorandum duly signed by the concerned official *(e.g., SDO–SDS, RO–RD)* B. Certificate of Participation/ Completion duly signed by the concerned official/ program focal	10
III.B. Professional Networks	Member or served as an officer on any DepEd related and recognized group or organization relevant to the job.	• *National Level -5 points* • *Regional Level-4 points* • *Division Level-3 points* • *District Level-2 points* • *School Level - 1 point*	A. Memorandum duly signed by the concerned official *(e.g., SDO–SDS, RO–RD),* with an attached official list of officers and members B. Certificate of Membership	5

III.C. Education	Educational Attainment	A.1 Educational attainment (for SG 7-9) • *Master's Degree - 5 points* • *CARMA -4 points* • *With units in MA -3 points* • *Bachelor's Degree -2 points* A.2 Educational attainment (for SG 1-6) • *Undergraduate College- 5 points* • *High School Graduate- 4 points* • *Undergraduate High School- 3 points*	A. Diploma B. TOR / F137 / Certificate of Enrollment	5
		B. Skills Advancement • *NC related to work - 5 points* • *Certificate of Competency- 3 points* • *Enrolled - 1 point*		5
VI. Exemplary Behavior/ Conduct (10%)				
Showed evidences of 8 Norms of Conduct of Public Officials and Employees		*Points for this criterion will be based on the average rating from the individual checklist completed by the nominee and the validator.*		10
TOTAL				100

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Non- Teaching Personnel (Level 2)

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.		10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years)	10
III. Outstanding Accomplishment (60%)				
II. A. Research and Innovation	Conducted and implemented research project related to their positions which findings were adopted and implemented that contributed to improvements in simplification of work-processes or such	<u>Results of the Research</u> • *Research resulted to 10% and above improvement (High) -15 points* • *Research resulted to 6-9% improvement (Marginal) - 10 points* • *Research resulted to 5% improvement (Low) - 5 points* *Impact or improvements must be based on Baseline versus Result* <u>*Presentation of MOVs*</u> *1. Provided All MOVs -5 points* *2. Provided MOVs A-C -4 points* *3. Provided MOVs A-B -3 points* *5. Provided MOV A-1point* *4 and more Additional Tasks - 10 points*	A. Approved proposal B. Accomplishment report verified by the head of office C. Certification from the head of office/school on innovative practice/s done *Plus factor: Data interpretation on SDD presented* D. Narrative Report indicating the results/impact of the innovation/Testimonies/ Documentation	30

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		1-3 Additional Tasks - 5 points		
II.B. Renders other tasks as required by the immediate head (activities that are not stipulated in their TOR or KRA)	Willingly performs additional tasks assigned by the immediate supervisor, beyond the duties stated in the TOR or KRA, and accomplishes these tasks accurately and within the required timeframe.		A. Accomplishment report verified by the head of office B. Designation/ Assignment Order Memorandum, Letter of invite *(To consider those who are assigned in the higher level)*	10
III.C. Awards and Recognition	Received an award or recognition from any DepEd-recognized or DepEd-endorsed award-giving body	<u>Scope of Award</u> • *National and higher level - 5 points* • *Regional - 4 points* • *Division - 3 points* • *District - 2 points* • *School - 1 point* *All MOVs must be provided.*	A. Copy of Memorandum/ Issuance/ invitation/ Program that the award has undergone the selection committee and selection criteria. B. Plaques/Certificate of Recognition	10
III.D. Community Linkages	Initiated or served as coordinator/or ganizer of a community-based project or activity that significantly contributes to the learning outcomes.	<u>Impact</u> • *Linkages resulted to 10% and above improvements of Learning Outcomes - 5 points* • *Linkages Resulted to 6-9% improves in learning outcome - 3 points* • *Linkages resulted to 5% or below improvements in learning outcomes - 1 point* <u>Presentation of MOVs</u> • *Regional Level or Higher Level- 10 points City/Municipality/* • *Division - 8 points* • *Barangay/District - 5 points*	A. Approved Program/project Proposal B. Barangay/ Municipal/ City/Provincial Resolution citing the proponent and the name of the project C. Certification of program involvement/ project implemented	10
III. Professional Development and Linkages (20%)				

III.A. Learning and Development	Participated in programs organized by DepEd and other agencies or institutions (public or private), including scholarship grants, relevant to the job.	<u>Participation</u> • *Provided All MOVs - 5 points* • *Provided one of the MOVs - 2 points*	A. Memorandum duly signed by the concerned official *(e.g., SDO–SDS, RO–RD)* B. Certificate of Participation/Completion duly signed by the concerned official/ program focal	5
III.B. Professional Networks	Member or served as an officer on any DepEd related and recognized group or organization relevant to the job.	• *National Level - 10 points* • *Regional Level - 8 points* • *Division Level - 5 points* • *District Level - 3 points* • *School Level - 1 point*	A. Memorandum duly signed by the concerned official *(e.g., SDO–SDS, RO–RD)* B. With an attached official list of officers and members C. Certificate of Membership	10
III.C. Education	Educational Attainment	A.1 Educational attainment (for SG 7-9) • *Master's Degree - 5 points* • *CARMA - 4 points* • *With units in MA - 3 points* • *Bachelor's Degree - 2 points*	A. Diploma B. TOR / F137 / Certificate of Enrollment	5
		A.2 Educational attainment (for SG 1-6) • *Undergraduate College- 5 points* • *High School Graduate- 4 points* • *Undergraduate High School- 3 points*		
VI. Exemplary Behavior/ Conduct (10%)				
Showed evidences of 8 Norms of Conduct of Public Officials and Employees		*Points for this criterion will be based on the average rating from the individual checklist completed by the nominee and the validator.*		10
TOTAL				100

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Elementary and Secondary Researcher

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.		10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years)	10
II. Significant Accomplishments/Status (20%)				
	Number of completed research studies within the last three years. Note: It should be sustained and should be based on the KRAs.	• *With at least 3 completed research - 5 points* • *With 2 completed research- 3 points* • *With 1 completed research- 1 point*	A. Copy of the Research Paper B. Certification/ Memorandum for each of the completed research paper – entry C. SDO/School Memo organizing or establishing School/Cluster/District Research Committee	5
	Number of published research studies in peer-reviewed journals/other professional journals. Both offline and online journals are accepted	• *With at least 3 published research papers - 5 point* • *With 2 published research papers - 3 points* • *With 1 published research- 2 points*	A. Copy of the Research Paper B. Copy of the Journal *(e-copy/hard copy)* C. Website/link of publication	5
	Number of research presented in conferences or fora	• *With at least 3 research presented- 6 points* • *With 2 research presented- 3 points*	A. Certification from the sponsoring institution with a QR Code	5

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		• *With 1 research presented- 2 points*	B. Memorandum/ Invitation C. Travel Authority (if onsite presentation in invitational forum) D. Copy of the research paper E. Indicative Program/ Activity Matrix F. Copy of Slide Decks/ Poster/Video Recording	
	Number of citations and replicated studies	• *With at least 3 research papers with proof of citations and replications- 5 points* • *With 2 research papers with proof of citations and replications* *- 3 points* • *With 1 research paper with proof of citations and replications- 1 point*	A. Copy of the full researcher's paper *(e-copy/hard copy)* B. Copy of the full research paper of the one who replicated *(e-copy/hard copy)* C. Proof of citation and replication	5
III. Impact of Research (30%)				
	Scope/Level of dissemination and utilization of the research	• *With Regional (or with among other divisions or higher)- 10 points* • *6 points - with Division (or with among other schools)* • *3 points - School*	A. Certification of Adoption/Utilization B. Narrative Report duly signed by the Head of Office	10
	Percentage (%) of beneficiaries (learners, teachers, employees, community) benefited by the research conducted	• *At least 75% of the population are beneficiaries- 10 points* • *50% to 74% of the population are beneficiaries- 6 points* • *Below 50% of the population are beneficiaries- 3 points*	Certification/Report from the School head/PSDS/SDSs showing the percentage of the beneficiaries of the research studies	10
	Percentage (%) of increase in the performance of learners and other stakeholders,	• *With at least 5% increase- 15 points* • *With 3%-4% increase- 10 points* • *With an increase of 2% or below- 5 points*	Duly signed report showing analysis on increase in the performance that can be attributed to the research study, duly signed by the head of office	10
IV. Innovation (10%)				
	Number of Contributions to the body of	• *At least 3 adopted/accepted/*	A. Certificate of Adoption/ Acceptance/ Utilization of the Body of Knowledge.	5

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	knowledge in terms of Theory, Concept, Strategies, Approaches, Framework, Output, Programs used/utilized/ adapted in the locality	*utilized body of knowledge- 5 points* • *2 adopted/ accepted/ utilized body of knowledge- 3 points* • *1 adopted/ accepted/ utilized body of knowledge- 1 point*	B. Duly signed Narrative Report/Testimony of the usefulness of the Body of Knowledge	
	Scope/Level of utilization of program or project aligned to the introduced body of knowledge	• *National/ International - 5 points* • *Regional/Division Level- 3 points* • *School Level- 1 point*		5
III.B. Awards and Membership (20%)				
	Number of research-related awards	• *3 or more awards - 10 points* • *2 awards- 8 points* • *1 award- 5 points*	A. Certificate of Recognition named to the researcher issued by DepEd or DepEd/government-endorsed private institutions B. DepEd/RO/SDO Advisory indicating the Call for Submissions	10
	Level of research-related awards	• *National/ International - 5 points* • *Regional/Division Level- 3 points* • *School Level- 1 point*		5
	Number of research-related affiliations	• *3 or more affiliations - 5 points* • *2 affiliations- 3 points* • *1 affiliation- 1 point*	A. Proof of Membership B. At least one (1) Certificate of Attendance/Participation to the activities conducted by the organization	5
VI. Exemplary Behavior/ Conduct (10%)				
Showed evidences of 8 Norms of Conduct of Public Officials and Employees		*Points for this criterion will be based on the average rating from the individual checklist completed by the nominee and the validator.*		10
TOTAL				100%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Researcher
(Non-Teaching and Related-Teaching)

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.		10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years	10
II. Significant Accomplishments/Status (20%)				
	Number of completed research studies within the last three years. Note: *It should be sustained and should be based on the KRAs.*	• *With at least 3 completed research - 5 points* • *With 2 completed research- 3 points* • *With 1 completed research- 2 points*	A. Copy of the Research Paper B. Certification/ Memorandum for each of the completed research paper – entry *SDO/School Memo organizing or establishing School/Cluster/District Research Committee*	5
	Number of published research studies in peer-reviewed journals/other professional journals. Both offline and online journals are accepted	• *With at least 3 published research papers -5 points* • *With 2 published research papers- 3 points* • *With 1 published research- 2 points*	A. Copy of the Research Paper B. Copy of the Journal (e-copy/hard copy) C. Website/link of publication	5
		• *With at least 3 research presented - 5 points* • *With 2 research presented-3 points* • *With 1 research presented-2 points*	A. Certification from the sponsoring institution with a QR Code B. Memorandum/ Invitation	5

			C. Travel Authority *(if onsite presentation in invitational forum)* D. Copy of the research paper E. Indicative Program/Activity Matrix F. Copy of Slide Decks/ Poster/Video Recording	
	Number of research presented in conferences or fora	• *With at least 3 research presented -5 points* • *With 2 research presented- 3 points* • *With 1 research presented-2 points*	A. Certification from the sponsoring institution with a QR Code B. Memorandum/ Invitation C. Travel Authority (if onsite presentation in invitational forum) D. Copy of the research paper E. Indicative Program/Activity Matrix *Copy of Slide Decks/ Poster/ Video Recording*	5
	Number of citations and replicated studies	• *With at least 3 research papers with proof of citations and replications- 5 points* • *With 2 research papers with proof of citations and replications -3 points* • *With 1 research paper with proof of citations and replications-1 point*	A. Copy of the full researcher's paper (e-copy/hard copy) B. Copy of the full research paper of the one who replicated (e-copy/hard copy) C. Duly signed proof of citation and replication	5
III. Impact of Research (25%)				
	Scope/Level of dissemination and utilization of the research	• *With Regional (or with among other divisions) or higher-10 points* • *With Division (or with among other schools - 5 points* • *School-3 points*	A. Certificate of Adoption/Utilization B. Narrative Report duly signed by the Head of Office	10
	Percentage (%) of beneficiaries (learners, teachers, employees, community)	• *At least 75% of the population are beneficiaries- 10 points* • *50% to 74% of the population are beneficiaries- 5 points*	Certification/Report from the School head/PSDS/SDSs showing the percentage of the beneficiaries of the research studies	10

	benefited by the research conducted	• *Below 50% of the population are beneficiaries- 3 points*		
	Percentage (%) of increase in the performance of learners and other stakeholders	• *At least 5% increase -5 points* • *With 3%-4% increase -3 points* • *With an increase of 2% or below- 2 points*	Duly signed report showing analysis on increase in the performance that can be attributed to the research study, duly signed by the head of office,	5
IV. Innovation (15%)				
	Number of Contributions to the body of knowledge in terms of Theory, Concept, Strategies, Approaches, Framework, Output, Programs used/utilized/ adapted in the locality	• *At least 3 adopted/ accepted/ utilized body of knowledge -5 points* • *2 adopted/ accepted/utilized body of knowledge -3 points* • *1 adopted/ accepted/utilized body of knowledge- 2 points*	A. Certificate of Adoption/Acceptance/ Utilization of the Body of Knowledge. B. Duly signed Narrative Report/Testimony of the usefulness of the Body of Knowledge	5
	Scope/Level of utilization of program or project aligned to the introduced body of knowledge	• *National/ International- 5 points* • *Regional/Division Level- 3 points* *School Level- 1 point*		5
III.B. Awards and Membership (10%)				
	Number of research-related awards	• *3 or more awards -10 points* • *2 awards -8 points* • *1 award- 5 points*	A. Certificate of Recognition named to the researcher issued by DepEd or DepEd/government-endorsed private institutions B. DepEd/RO/SDO Advisory indicating the Call for Submissions	10
	Level of research-related awards	• *National/ International- 5 points* • *Regional/Division Level- 3 points* • *School Level- 1 point*		5
	Number of research-related affiliations	• *3 or more affiliations - 5 points* • *2 affiliations- 3 points* • *1 affiliation- 1 point*	A. Proof of Membership B. At least one (1) Certificate of Attendance/ Participation to the activities conducted by the organization	5
VI. Exemplary Behavior/ Conduct (10%)				

Showed evidences of 8 Norms of Conduct of Public Officials and Employees	*Points for this criterion will be based on the average rating from the individual checklist completed by the nominee and the validator.*		10
TOTAL			100%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

GAWAD ALA EH CRITERIA

(Based on the DepEd CALABARZON Gawad Patnugot Criteria)

Stage 2: Onsite Validation

Award Category: Outstanding Elementary and secondary School Head

Criteria	Indicators	Points per Criterion	Means of Verification	Points
I. Performance Rating (10 pts)				
Nominee should have obtained an Outstanding (O) descriptive rating for three consecutive school/fiscal years in their current position.		10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /3*2*	A. Duly signed IPCRF in their current position for the required three consecutive school/fiscal years B. Certified true copy duly signed by authorized personnel if the original copy is not presented. C. Certification of the Summary of Ratings for three consecutive years)	10%
Leading Strategically (10%)				
1. Served as a role model in the school and the wider school community in embodying the DepEd vision, mission and core values to sustain shared understanding and alignment of school policies, programs, projects and activities.		Implemented PPAs with stakeholders, aligned with the DepEd VMC. •*3 PPAs - 5 points* •*2 PPAs - 3 points* •*1 PPA - 1 point* **All MOVs must be presented.*	A. Implemented PPAs aligned with the DepEd VMC. *a.1. School Manual / Handbook reflecting VMV integration* *a.2 Child Protection Policy, Code of Conduct dissemination* B. Approved School Improvement Plan (SIP) & Annual Implementation Plan (AIP) *Clearly aligned with DepEd Vision, Mission, and Core Values* C. Project Proposals / Concept Papers *Programs promoting values (Makadiyos, Makatao, Makakalikasan, Makabansa)* D. Reports and Accomplishment Reports *d.1. Narrative reports showing leadership and modeling of values* *d.2. M&E Results*	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		d.3. Results of Feedback and Intervention E. Communication & Advocacy Materials, Copies of: *e.1. Speeches / Messages emphasizing DepEd core values* *e.2. Memos / Advisories integrating VMV* *e.3. Social media posts or newsletters:* *e.4. Highlighting initiatives aligned with DepEd values*	
2. Shared with fellow school heads best practice in the development and implementation of school plans aligned with institutional goals and policies.	<u>Number of activities conducted</u> • *3 activities conducted – 5 points* • *2 activities conducted – 3 points* • *1 activity conducted – 1 point* *All MOVs must be presented.*	A. Memorandum/Letter Request indicating as: *a.1 Peer Mentoring, Coaching, and Technical Assistance provider in district, division* *a.2 Resource Speaking and Professional Presentations* *a.3 Material Dissemination and Policy Contributions - systems or tools developed and have been adopted or adapted by other educational institutions.* B. Program / Activity Design (any of these) *b.1 LAC Session, Cluster Meeting, or Division Training where you served as speaker* *b.2 INSET or SLAC sessions with other school heads* C. Presentation Materials PowerPoint presentations on: *c.1 SIP/AIP development* *c.2 Implementation strategies* *c.3 Monitoring and evaluation practices* D. Certificates / Recognition *Certificate as Resource Speaker / Facilitator* E. Documents Showing Knowledge Sharing *e.1 Session Guides / Training Designs* *e.2 Modules or guides used in sharing best practices* F. Minutes of Meetings *f.1 Showing your participation and contributions (a.1 & a.3)*	5%

		f.2 Indication that you presented or shared practices G. Reports *g.1 Narrative or terminal reports of the activity* *g.2 Accomplishment reports highlighting your role* *g.3 Photo / Video* Documentation Photos of: *a. You presenting during cluster/division meetings* *b. Workshop facilitation with other school heads* *c. Screenshots (if virtual): Zoom/Google Meet sessions showing your presentation* H. Output / Evidence of Shared Practices like: *h.1 Sample School Plans Shared* *h.2 SIP, AIP, OPCRF-aligned plans used as models* *h.3 Templates / Tools Developed* *h.4 Planning templates* *h.5 Monitoring tools* *h.6 Evaluation checklists* *h.7 Compiled Best Practices Document* *h.8 Write-up or portfolio of your school's practices shared to others* I. Evidence of Adoption / Impact *(present any of the following)* *i.1 Reports or messages from other schools Indicating they adopted your shared practices* *i.2 Follow-up meeting notes showing continued collaboration or replication* *i.3 Comparative data (if available)* *i.4 Improvements after adopting shared practices*	
3. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement.	Promoted a culture of research • *All MOVs are presented - 4 points* • *Incomplete MOVs presented - 1 point*	A. Approved School Programs / Projects *a.1 Intervention programs (e.g., reading, numeracy, remediation, enrichment)* *a.2 Learner support programs (e.g., guidance, health, DRRM)* B. Approved School Improvement Plan (SIP) / Annual Implementation Plan (AIP)	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		b.1.With identified learner needs and corresponding programs Needs Assessment Results of Learning assessments (e.g., Phil-IRI, NAT, formative tests) *b.2 Surveys (learner, parent needs)* *b.3 IDP/E-SAT for Teachers* C. Project Proposals / Concept Papers *c.1 Developed collaboratively with teachers Evidence of Leadership and Empowerment Memoranda / Designation Orders* *c.2 Assigning teachers as program coordinators or leaders* D. LAC Session / INSET Designs *d.1. Focused on program development and implementation Coaching and Mentoring Records* *d.2. Coaching logs, observation notes, or feedback forms* E. Minutes of Meetings Showing collaborative planning and decision-making F. Evidence of Utilization in Decision-Making *f.1 Minutes of Meetings -Showing discussion of learner feedback* *f.2 Decisions made based on learner input* *-Policy Revisions / New Policies* *f.3 Discipline policies* *- School rules or programs revised due to learner feedback* G. Implementation Evidence *g.1 Program Implementation Reports Narrative and accomplishment reports* *g.2 Activity Designs and Work Plans Timelines, Gantt charts, action plans* *g.3. Monitoring and Evaluation Tools*	

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		H. Checklists, tracking sheets, progress reports I. PPA/Intervention for empowering/developing school personnel *i.1 Individual Development Plan (IDP) / Consolidated IDP* *i.2 Implementation Plan* *i.3 PPA/Intervention* *i.4 Accomplishment Report* *i.5 Result of the intervention for learners* *i.6 M&E*	
4. Systematized processes in utilizing learner voice and/or opinions to inform policy development and decision-making towards school improvement	Number of activities implemented resulting from the consolidated learners' feedback • *3 activities - 5 points* • *2 activities - 3 points* • *1 activity - 1 point*	A. System / Process Documents These show that the process is organized, regular, and institutionalized (not one-time). *a.1 Guidelines / School Policy on Learner Voice* *Written procedures on how learner feedback is gathered and used* *a.2 Standard Operating Procedures (SOPs)* *Steps for collecting, analyzing, and using learner opinions* *a.3 Inclusion in SIP / AIP* B. Evidence that learner voice is part of planning and decision-making C. Data Collection Tools *c.1 Survey Questionnaires* *Learner satisfaction surveys* *Feedback forms after activities* *c.2. Focus Group Discussion (FGD) Guides Questions used to gather deeper insights* *c.3. Suggestion Box / Digital Feedback System Google Forms, QR code feedback tools, etc.* D. Data Analysis *d.1 Consolidated Survey Results* *d.2. Data Analysis report* *d.3 Learner Voice Reports: Documentation of common concerns and suggestions* E. Evidence of Utilization in Decision-Making *e. 1 Minutes of the Meeting*	5

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		-showing discussion of the learner feedback *e.2 Decision made based on learner input* *-policy revisions/ new policies* *e.3 Discipline policies* *- school rules on programs revised due to learner feedback* *e.4 Action Plans - Programs designed in response to learner needs* F. Evidence of Impact *f.1 Before-and-After Comparisons* *- Improved policies, programs, or school environment* *f.2 Improved Learner Outcomes* *-Engagement, attendance, behavior* *f.3. Feedback from Learners* *- Indicating they feel heard and involved* G. Feedback Mechanism *g.1. Consolidated learners' feedback* *g.2. Analysis of learners' feedback* *g.3. Intervention* *g.4 Accomplishment Report highlighting the utilization of learners' voice for policy recommendation and decision making*	
5. Led in the institutionalization of effective monitoring and evaluation processes and tools to promote learner achievement.	Number of M & E tools developed/adopted in the school with the leadership of the school head • *3 M & E tools - 5 points* • *2 M & E tools - 3 points* • *1 M & E tools - 1 point* *All MOVs must be presented.*	A. M and E plan of action in the institutionalization of effective monitoring and evaluation processes and tools B. Memorandum C. LAC session/FGD/Meetings D. Crafted/Adopted Monitoring & Evaluation Tools E. Analysis Report on the utilization of M & E tools	5%
Managing School Operations and Resources (10%)			
1. Exhibited best practice in managing schools' data and information using technology,	Documents related to school data management:	A. Utilize ICT in managing the school data	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

including ICT, to ensure efficient and effective school operations.	*a. Utilize ICT in managing the school data* *b. Manage the school data with confidentiality (Data Privacy Act)* *c. Utilize the school data (baseline/historical) in designing PPAs* *d. Capacitate school personnel in the proper utilization of the school data* *e. Supervise the school personnel in the proper utilization of the school data* • *All 5 practices are exhibited - 5 points* • *Only 4 practices are exhibited - 4 points* • *Only 3 practices are exhibited - 3 points* • *Only 2 practices are exhibited - 2 points* • *Only 1 practice is exhibited - 1 point*	B. Manage the school data with confidentiality *(Data Privacy Act)* C. Utilize the school data (baseline/historical) in designing PPAs D. Capacitate school personnel in the proper utilization of the school data E. Supervise the school personnel in the proper utilization of the school data	
2. Created and implement a checking mechanism to sustain efficient and effective management of finances while adhering consistently to policies, guidelines and issuances in allocation, procurement, disbursement and liquidation aligned with the school plan.	SH created and implemented a checking mechanism to sustain efficient and effective management • *A, B, C, D are evident - 5 points* • *A, B, C are evident - 3 points* • *A, B are evident - 2 points* • *Only one among the MOVs is present - 1 point*	A. Designation of Inspectorate Team, Bids & Awards Committee Member, and School Planning Team with terms of reference B. School resource mobilization plan aligned with the SIP/AIP/WFP/APP C. MOOE Liquidation Reports D. Donation Reports E. Transparency Board	5%
3. Systematized processes in managing school facilities and equipment in adherence to policies, guidelines and issuances on acquisition, recording, utilization, repair and maintenance, storage and disposal.	SH systematized processes in management of school facilities and equipment • *A, B, C, D are evident - 5 points*	A. Designation of School property custodian B. Updated National School Building Inventory	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	• *A, B, C are evident - 3 points* • *A, B are evident - 2 points* • *Only one among the MOVs is present - 1 point*	C. Physical Plant & Equipment inventory Report- Dashboard D. Report on procurement, distribution, storage, and disposal	
4. Empowered school personnel in sustaining effective management of staff in adherence to laws, policies guidelines and issuances based in the needs of the school.	SH empowered school personnel in sustaining effective management • *A, B, C, D are evident - 5 points* • *A, B, C are evident - 3 points* • *A, B are evident - 2 points* • *Only one among the MOVs is present - 1 point*	A. SF 7 and Teachers' Profile B. DO 005 and DO 002 Implementation Report C. Designation Order with TOR D. Minutes of Meeting highlighting that the SH disseminates policies, issuance and guidelines to school personnel E. M and E Report	5%
5. Institutionalized the effective management of school safety for disaster preparedness mitigation and resiliency to sustain continuous delivery of instruction.	PPAs for effective management of school safety for disaster preparedness mitigation and resiliency as evidenced by MOVs for the last 3 years • *5 PPAs - 5 points* • *4 PPAs - 4 points* • *3 PPAs - 3 points* • *2 PPAs - 2 points* • *1 PPA - 1 point*	A. DRRM Contingency Plans and Child Protection Policy Committees B. Signages/ Hotlines, Copy of CPP Handbook C. DRRM & CPP Accomplishment Reports D. Engagement of the stakeholders/Community Support/Participation	5%
Focusing On Teaching and Learning (25%)			
1. Shared exemplary practice in the review, contextualization and implementation of learning standards to effectively assist teachers in making the curriculum relevant for learners.	Shared exemplary practice in the review, contextualization and implementation of learning standards to effectively assist teachers in making the curriculum relevant for learners. SH shared exemplary practices in the review contextualization and implementation • *A, B, C, D, E are evident - 5 points* • *A, B, C, D are evident*	A. Curriculum review *(School Memo, attendance, Minutes, Accomplishment Report)* B. SLAC on contextualization C. Contextualized materials quality assured by the Division LR D. Benchmarking/ Adoption of Contextualized materials	5%

	- 4 points • *A, B, C are evident* *- 3 points* • *A, B are evident* *- 2 points* • *Only 1 MOV is evident* *- 1 point*	E. Utilization report	
2. Exhibited best practice in providing technical assistance to teachers for them to develop exemplary practices consistent with teaching standards and pedagogies within and across learning areas	SH exhibited best practice in providing TA to teachers • *A, B, C, D, E are evident - 5 points* • *A, B, C, D are evident - 4 points* • *A, B, C are evident - 3 points* • *A&B are evident - 2 points* d. Only one among the MOVs is present - 1 point	A. Consolidated COT B. TA Plan prepared by the SH C. Instructional Plan and Supervisory Report D. Intervention/ Mentoring, Coaching activities *(Performance Monitoring & Coaching Form)* E. Accomplishment Report/Feedback/Client Satisfaction Measurement	5%
3. Exhibited exemplary skills in effectively using validated feedback obtained from learners, parents and other stakeholders to help teachers improve their performance.	SH exhibited exemplary skills in effectively using validated feedback • *A, B, C, D, E are evident - 5 points* • *A, B, C, D are evident - 4 points* • *A, B, C are evident - 3 points* • *A, B are evident - 2 points* • *Only one among the MOVs is present - 1 point*	A. Consolidated and validated feedback B. Analysis in addressing the gaps and challenges C. Action Plan based on feedback D. Accomplishment Report E. M and E Report	5%
4. Mentored fellow school heads in sustaining learner achievement and in attaining other performance indicators to promote accountability within and beyond school contexts.	SH mentored fellow school heads in sustaining learner achievement and in attaining other performance indicators • *10 SHs mentored - 5 points* • *8-9 SHs mentored - 4 points* • *6-7 SHs mentored - 3 points* • *4-5 SHs mentored – 2 points* • *3 SHs mentored - 1 point*	A. Consolidated and validated feedback B. Analysis in addressing the gaps and challenges C. Action Plan based on feedback D. Accomplishment Report E. M and E Report	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

5. Led initiatives on the innovative use of learning assessment tools, strategies and results consistent with curriculum requirements to ensure accountability in achieving higher learning outcomes.	SH led initiatives on the innovative use of learning assessment tools, strategies and results. • *5 initiatives led by the SH - 5 points* • *4 initiatives led by the SH - 4 points* • *3 initiatives led by the SH - 3 points* • *2 initiatives led by the SH - 2 points* • *1 initiative led by the SH - 1 point*	A. List of initiatives led by the SH B. Gap Analysis and Results C. Intervention / Results of the Assessment / Student Performance D. Teacher-Made Learning Assessment Tool validated and approved by the SH E. Accomplishment Report *Note: Applicability depends on the initiatives led by the SH*	5%
Developing Self and Others (10%)			
1. Served as a learning resource to fellow school heads in upgrading personal and professional competencies aligned with the Philippine Professional Standards for School Heads.	Number of activities conducted with number of fellow school heads mentored (Resource Speaker, Mentor, Sharing of Best Practice) with MOV showing how the competencies of fellow school heads are upgraded. • *5 activities - 5 points* • *4 activities - 4 points* • *3 activities - 3 points* • *2 activities - 2 points* • *1 activity - 1 point*	A. Plan of Action for Mentoring B. Invitation/ letter request/Memo C. PPT presentation/Slide deck used D. Accomplishment Report E. Monitoring and Evaluation F. Certificate as Resource person	5%
2. Modeled exemplary leadership practices within and beyond school contexts in critically evaluating practice and setting clearly defined targets for professional development.	• *Modeled exemplary leadership practices in critically evaluating practice and set clearly defined targets for at least 5 professional development activities – 5 points* • *Modeled exemplary leadership practices in critically evaluating practice and set clearly defined targets for at least 4 professional development activities – 4 points*	A Narrative Report/Accomplishment Report highlighting the exemplary leadership practice of the SH that led to critically evaluating teachers' practice B. Needs-based analysis C. Training / Activity Proposals based on clearly-defined targets D. Training / Activity Matrix	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	• *Modeled exemplary leadership practices in critically evaluating practice and set clearly defined targets for at least 3 professional development activities – 3 points* • *Modeled exemplary leadership practices in critically evaluating practice and set clearly defined targets for at least 2 professional development activities –2 points* • *Modeled exemplary leadership practices in critically evaluating practice and set clearly defined targets for at least 1 professional development activities – 1 point*	E. Summary of Teachers' Individual Development Plans	
3. Exhibited exemplary practice in the efficient and effective implementation of the performance management system to ensure career advancement for individual school personnel, and to sustain improved office performance.	• *Exhibited at least 5 exemplary practices in the efficient and effective implementation of the performance management system – 5 points* • *Exhibited at least 4 exemplary practices in the efficient and effective implementation of the performance management system - 4 points* • *Exhibited at least 3 exemplary practices in the efficient and effective implementation of the performance management system - 3 points* • *Exhibited at least 2 exemplary practices in the efficient and effective implementation of the*	A. Narrative Report/Accomplishment Report/Write-up of the exemplary practice B. Performance Analysis of school personnel based on their IPCRFs C. Summary of school personnel's Individual Development Plans D. Intervention Plan that aims to improve performance E. Accomplishment Report on the conduct of the 4 phases of performance management system	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	performance management system -2 points • *Exhibited at least 1 exemplary practice in the efficient and effective implementation of the performance management system - 1 point*		
4. Modeled exemplary practice in the implementation of professional development initiatives to enhance strengths and address performance gaps among school personnel.	SH modeled exemplary practice in the implementation of professional development initiative that enhanced strengths and address performance gaps among school personnel. •*Modeled 5 exemplary practices - 5 points* •*Modeled 5 exemplary practices - 4 points* •*Modeled 5 exemplary practices - 3 points* •*Modeled 5 exemplary practices - 2 points* •*Modeled 5 exemplary practice - 1 point*	A. School Memorandum B. Proposed Training indicated in the SIP/AIP C. Training Matrix, Program of Activities D. Completion Report E. Accomplishment Report on the exemplary practices modeled by the SH in the implementation of professional development initiatives	5%
5. Institutionalized the implementation of the school rewards system with support from the wider school community in recognizing and motivating learners, school personnel and other stakeholders for sustained exemplary performance and/or continued support.	SH institutionalized the implementation of the school rewards system •*The SH has consistently implemented school rewards system for 5 years with support from the school community – 5 points* •*The SH has consistently implemented school rewards system for 4 years with support from the school community – 4 points* •*The SH has consistently implemented school rewards system for 3 years with support*	A. School Rewards & Recognition Policy B. Integration into School Plans (SIP) C. Collaboration & Stakeholder Engagement *c.1 Minutes of Meetings- PTA, SGC, or community partner meetings supporting the rewards system* *c.2 Letters / MOAs from Partners (if applicable)* *- Indicating contributions or sponsorship for rewards* *c.3 Feedback / Endorsements- From teachers, learners, parents, or stakeholders acknowledging the system* *c.4 Impact Analysis* *-Correlation between rewards and learner/teacher motivation or performance*	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	from the school community- 3 points • *The SH has consistently implemented school rewards system for 2 years with support from the school community- 2 points* • *The SH has implemented school rewards system for 1 year with support from the school community- 1 point*	D. School Rewards System *4.1 School Praise Committee* *4.2 School Guidelines on R&R* *4.3 School Memorandum* *4.4 Results (Awarding of Learners, Personnel, Stakeholders)* *4.5 Accomplishment Report highlighting the support of the school community*	
Building Connections (10%)			
1. Exhibited exemplary skills in strengthening relationships with authorities, colleagues, parents and other stakeholders to sustain an enabling and supportive environment for learners.	Exhibited exemplary skills in strengthening relationships with authorities, colleagues, parents and other stakeholders. • *A, B, C, D, E are evident - 5 points* • *A, B, C, D are evident - 3 points* • *A, B, C are evident - 2 points* • *Only one among the MOVs is present - 1 point*	A. Updated List of DepEd Partnership Data Based-System B. MOU/MOA, Deed of Donations and Acceptance with partners C. Activities conducted with partners (eg Stakeholders Convergence, SOSA, Meetings, etc.) D. Accomplishment Report E. Award and Recognition to Stakeholders	5%
2. Exhibited exemplary practice in managing school organizations, such as learner organizations, faculty clubs, and parent-teacher associations, to support the attainment of institutional goals.	Exhibited exemplary practices in managing school organizations that support the attainment of institutional goals for at least: • *5 exemplary practices - 5 points* • *4 exemplary practices - 4 points* • *3 exemplary practices - 3 points* • *2 exemplary practices - 2 points* • *1 exemplary practice - 1 point*	A. Memorandum of the List of School Organizations with TOR B. SIP showing the purpose and functions of each school organization C. Organizations' By-Laws D. Organizations' Action Plan E. Accomplishment Report with highlight on how the school organizations have supported the school goals	5%
3. Created a culture of inclusivity in the school and the community	SH implemented/ exhibited practices	A. Action Plan	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

through practices, such as gender sensitivity, physical and mental health awareness and culture responsibility, to promote and strengthen awareness, acceptance and respect.	that created a culture of inclusivity for at least • *3 PPAs - 5 points* • *2 PPAs - 3 points* • *1 PPAs - 1 point*	B. Training Matrix C. Memorandum D. Proof of stakeholders' support and involvement E. Accomplishment Report F. M and E Report	
4. Exhibited exemplary skills in communicating effectively in speaking and in writing to teacher, learners, parents and other stakeholders to facilitate information sharing, collaboration and support, and to ensure positive use of communication platforms within and beyond the school.	SH exhibited exemplary skills in communicating effectively in speaking and writing to teacher. • *A, B, C, D are evident - 5 points* • *A, B, C are evident - 3 points* • *A, B are evident - 2 points* • *Only one among the MOVs is present - 1 point*	A. SOSA B. SRC C. Social media platform/News Letter/School Paper D. Memorandum, Letters issued E. Accomplishment Report	5%
5. Led the community, including parents, alumni, authorities, industries and other stakeholders, in creating collaborative actions in solving complex issues in learner development, as well as school and community improvement.	SH led the community, including parents, alumni, authorities, industries and other stakeholders in creating collaborative actions that solved at least complex issues in learner development, as well as school and community improvement for at least • *5 Activities - 5 points* • *4 Activities - 4 points* • *3 Activities - 3 points* • *2 Activities - 2 points* • *1 Activity - 1 point*	A. School Memorandum/Letter B. Assembly, Forum, Meetings in solving complex issues C. Accomplishment Report highlighting the collaborative actions and how these actions have solved the complex issues in learner development, as well as school and community improvement D. Feedback/ Monitoring Tool	5%
Outstanding Accomplishments (10%)			
1. Outstanding Employee Award or other awards received from DepEd (1st place only)	• *National Level - 5 points* • *2. Regional Level – 4 points* • *3. Division Level - 3 points* • *4. District Level - 2 points*	A. Copy of Memorandum/ issuance/invitation/ program that the award has undergone the selection committee and selection criteria. B. Plaques/Certificate of Recognition	5%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

2.Iinnovations significantly contributed to school learning outcomes	• *Adopted to Division Level - 5 points* • *Adopted to District Level - 3 points* • *Adopted to School Level- 1 point*	Complete package of innovations with certification	5%
3. Publication	• *Sole authorship - 5 points* • *Co-authorship - 3 points* *(Divided by the number of authors)*	Research published journals	5%
Professional Growth (5%)			
Participated in training, workshops and scholarship programs, which are DepEd-organized and other agencies/ institutions *(either private or public)*	<u>Scope:</u> • *National Level - 5 points* • *Regional Level - 4 points* • *Division Level - 3 points* • *District level- 2 points* • *School Level- 1 point* <u>MOVs</u> • *Provided All MOVs -5 points* • *Provided MOVs A-B - 3 points* • *Provided MOVs A - 1 point*	A. Memorandum B. Certificate of Participation/ Attendance Approved Learning Application Plan *(WAP, Re-entry Plan, JEL)*	5%
Education degree/s or units earned	<u>Education</u> • *Doctorate Degree - 5 points* • *CARDE/CARDP -4 points* • *18-24 units Doctoral -3 points* • *Master's Degree - 2 points* • *CARMA- 1 point* • *18-24 units MA/MS Degree- 0.5 point*	<u>Education</u> A. Transcript of Records *(Certified true copy signed by the registrar)* or B. Certificate of Earned Units *(Certified true copy signed by the registrar)*	5%
VI. Exemplary Behavior/ Conduct (10%)			
Showed evidences of 8 Norms of Conduct of Public Officials and Employees	*Points for this criterion will be based on the average rating from the individual checklist completed by the nominee and the validator.*		10%
TOTAL			100

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX C

GAWAD ALA EH CRITERIA
Stage 3: External Interview

Award Category: Outstanding Awards (Individual Categories)

Criteria	MOV	Performance Indicators			
		Outstanding (4)	**Very Satisfactory (3)**	**Satisfactory (2)**	**Needs Improvement (1)**
Communication Skills (20 pts)	Conveys ideas clearly, confidently, and professionally; listens and responds appropriately to questions.	Consistently communicates ideas with exceptional clarity, confidence, and professionalism. Demonstrates active listening, responds accurately and thoughtfully to all questions, and engages effectively with the audience.	Communicates ideas clearly and professionally with confidence. Listens attentively and provides appropriate, relevant responses to most questions.	Conveys ideas adequately but may lack clarity, confidence, or professionalism at times. Responds to questions with some guidance or limited elaboration.	Has difficulty expressing ideas clearly and confidently. Responses to questions are incomplete, unclear, or inappropriate, and listening skills need significant improvement.
Knowledge of Duties and Responsibilities (20 pts)	Demonstrates a thorough understanding of the nominee's role, responsibilities, and contributions to the organization.	Demonstrates a comprehensive and accurate understanding of the nominee's role, key responsibilities, accomplishments, and significant contributions to the organization. Provides clear, specific, and relevant examples that highlight the nominee's impact.	Demonstrates a clear understanding of the nominee's role, responsibilities, and contributions. Provides relevant examples that support the nominee's qualifications.	Demonstrates a basic understanding of the nominee's role and responsibilities but provides limited or general information about the nominee's contributions. Examples may lack specificity.	Demonstrates little understanding of the nominee's role, responsibilities, or contributions. Information is incomplete, inaccurate, or unsupported by examples.
Professionalism and Ethical Conduct (20 pts)	Exhibits integrity, accountability, respect, and adherence to public service values and ethical standards.	Consistently demonstrates the highest level of integrity, accountability, professionalism, and respect. Upholds public service values and ethical standards at all times, serves as a	Demonstrates integrity, accountability, and respect in carrying out duties. Consistently adheres to public service values and ethical standards with	Generally demonstrates integrity and accountability but occasionally requires reminders to consistently observe ethical standards or	Frequently demonstrates behaviors inconsistent with integrity, accountability, respect, or public service values. Requires significant improvement in

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

		role model, and promotes ethical behavior in the workplace.	minimal supervision.	professional conduct.	adhering to ethical standards and professional conduct.
Impact and Accomplishments (25 pts)	Clearly articulates significant achievements, innovations, and contributions that benefited the office, school, or stakeholders.	Innovation is adopted for implementation in school and its impact was evaluated and reported to concerned officials.	Completed the innovation and was adopted by schools for implementation.	Completed innovation.	Approved for implementation
Vision, Initiative and Commitment to Continuous Improvement (15 pts)	Demonstrates commitment to professional growth, innovation, teamwork, and organizational excellence.	Consistently pursues professional development, introduces innovative ideas and best practices, actively fosters teamwork, and makes exceptional contributions to achieving organizational excellence. Serves as a role model for continuous improvement and collaboration.	Demonstrates commitment to professional growth, participates in innovation initiatives, collaborates effectively with others, and contributes positively to organizational goals and excellence.	Participates in professional development and teamwork activities but demonstrates limited initiative in innovation or organizational improvement. Contributions meet expectations but have minimal impact.	Shows limited commitment to professional development, innovation, teamwork, or organizational goals. Rarely participates in collaborative efforts or continuous improvement initiatives.
Total					

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX D

GAWAD ALA EH
Evaluation Tool (RA 6713)

Nominee Details

- **Nominee Name:** _____
- **Position:** _____
- **Employee Category:** [ ] Teaching [ ] Teaching-Related [ ] Non-Teaching (Level 1) [ ] Non-Teaching (Level 2)
- **School/SDO:** _____
- **District/Cluster/Division:** _____

Part I: Narrative of Exemplary Conduct (S-T-A-R Method)

***Instructions for the Nominator/Nominee*:** Use this section to explain how the nominee demonstrated the identified norms and values over the past three years. Present clear, verifiable examples using the **S-T-A-R Method** (Situation, Task, Action, Result) to highlight the nominee's contributions and achievements.

Norm of Conduct	**S-T-A (Situation, Task, Action)** *(Describe the specific challenge and the exact action the nominee took.)*	**R (Result & Impact on Learners/Stakeholders)** *(Describe the measurable outcome.)*	**Rating**
1. **Commitment to Public Interest:** Puts the needs of learners and the community first by using government resources properly and avoiding waste.			
2. **Professionalism**: Performs duties with excellence, follows high ethical standards, and values merit over favoritism.			
3. **Justness and Sincerity:** Serves the public with honesty,			

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

gives proper credit to others, and treats everyone fairly without discrimination.			
4. **Political Neutrality:** Provides fair and equal service to everyone, regardless of political affiliation.			
5. **Responsiveness to the Public**: Provides prompt and courteous service, simplifies processes, and responds within the required 15-day period.			
6. **Nationalism & Patriotism:** Promotes Filipino values and supports the use of locally made products and resources.			
7. **Commitment to Democracy:** Follows the Constitution, acts with accountability, and encourages teamwork and collaboration.			
8. **Simple Living:** Lives simply and avoids showing off wealth both at work and in personal life.			
TOTAL			

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

GAWAD ALA EH CRITERIA
Stage 1: Paper Screening

Award Category: Outstanding Awards (School Category)

Basic Qualifications:	1. Managed by a school head with Outstanding (O) performance OPCRF rating for three (3) consecutive School Years; 2. SBM Degree of Manifestation (school SBM practices are always manifested) 3. With functional School Governance Council and LRP; and 4. With recognized special programs/ offerings in any of the following: *a. Special Program for the Arts (SPA)* *b. Special Program for Journalism (SPJ)* *c.Special Science and Mathematics Program (SSMP)* *d. Special Technical-Vocational Education Program (STVEP)* *e. Rural Farm Schools* *f. Special Program for Sports (SPS)* *g.Special Program for Foreign Language (SPFL)* *h. Special Program for Science, Technology and Engineering (STE)*

Criteria	Performance Indicators	Points per Criterion	Points
Performance Rating (10 pts)	Managed by a school head with Outstanding (O) performance OPCRF rating for three (3) consecutive School Years	10% actual computation of three IPCRF using this formula: *Average of the 3 IPCRF Ratings /5*10*	10
Significant Accomplishments (80 pts)	*Professional Development (20 points)* The school invested in the continuous learning and growth of their teaching and non-teaching personnel.	<u>Proposed and implemented:</u> •*5 or more SDO quality-assured 5 month-LAC plan or PRC accredited PDI- 20 points* •*4 SDO quality-assured 5 month-LAC plan or PRC accredited PDI- 15 points* •*3 SDO quality-assured 5 month-LAC plan or PRC accredited PDI- 10 points* •*2 SDO quality-assured 5 month-LAC plan or PRC accredited PDI- 5 points* •*1 SDO quality-assured 5 month-LAC plan or PRC accredited PDI- 3 points*	20

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	Program/ Project Implementation (20 points) School has sustained programs/ projects in the school	Implemented: • *8 or more programs/ projects - 20 points* • *6-7 programs/ projects - 15 points* • *4-5 programs/ projects - 10 points* • *2-3 programs/ projects - 5 points* • *1 program/ project- 3 points*	20
	Research and Innovation related to Continuous Improvement Program (20 points) Conducted and implemented research project/s that resulted in measurable and sustainable improvements in learner achievement, school governance, or operational efficiency.	Percentage of teachers who benefitted from the innovation • *80 % and above- 20 points* • *60-79 % - 15 points* • *40- 59 % - 10 points* • *39 % and below- 5 points*	20
	Awards Received by Teachers/ Learners' (20 points) The school produced awardees, or received recognitions through its teachers and/or learners, demonstrating sustained excellence and outstanding school performance.	Scope: • *National and higher level –20 points* • *Regional- 15 points* • *Division- 10 points* • *District-5 points*	20
Awards (10 pts)	The school has received awards/ recognitions for its outstanding performance, innovation, exemplary service, or significant contributions during the evaluation period.	Scope: • *National and higher level –20 points* • *Regional- 15 points* • *Division- 10 points* *District-5 points*	10
Total			100 points

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

GAWAD ALA EH CRITERIA
Stage 2: Onsite Validation

Award Category: Outstanding Awards (School Category)

Criteria	Performance Indicators	Points per Criterion	Means of Verification	Points
1. Measure to achieve Access (last 3 years) 20 points	a. Promotion Rate	• *99.01-100% - 5 points* • *97.01-99% - 4 points* • *95.01-97% - 3 points* • *93.01-95% - 2 points* • *93% or below - 1 point*	EBEIS/LIS generated *include graphical presentation for three years*	5%
	b. Graduation Rate	• *99.01-100% - 5 points* • *97.01-99% - 4 points* • *95.01-97% - 3 points* • *93.01-95% - 2 points* • *93% or below - 1 point*		5%
	c. Repetition Rate	• *1.0- 1.49% = 5 points* • *1.5 - 1.9% = 4 points* • *2.0 - 2.49% = 3 points* • *2.5 - 2.49 % = 2 points* • *3.0 and above = 1 point*		5%
	d. Simple Dropout Rate	• *1.0- 1.49% = 5 points* • *1.5 - 1.9% = 4 points* • *2.0 - 2.49% = 3 points* • *2.5 - 2.49 % = 2 points* • *3.0 and above = 1 point*		5%
2. Measures of PPAs to achieve Equity 10 points	a. Percentage of learners provided with inclusive education (i.e IPEd, Madrasah Education, Special Needs Education)	• *At least 2 PPAs covered and produced gains/impact to at least 95% and above Inclusive Education learners – 5 points* • *At least 1-2 PPAs covered and produced gains/impact to 85%-94% of the Inclusive Education learners – 3 points* • *1 PPA covered and produced gains/impact to 75%-84% Inclusive Education learners – 1 point*	A. Database of enrollment in inclusive education, ALS Report *(Completers and Passers)* B. School should be able to provide MOVs of at least two PPAs to obtain scores.	5%
	b. Percentage of ALS Completers/A&E Passers	• *Percentage of Inclusive Ed Completers Per Level 95% - 100= 5 points* • *Percentage of Inclusive Ed Completers Per Level >75% <95%= 3 points* • *Percentage of Inclusive Ed Completers Per Level <75 % = 1 point*		5%
3. Measures of PPAs to achieve Quality	a. Percentage of Improvement in Reading Level (3 years)	• *5.0 - above =10 points* • *4.0 -4.99% = 8 points* • *3.0 -3.99% = 6 points* • *1.99 -2.99% = 4 points*	Comparative Graphical Results of Various Assessments per Grade Level for the	10%

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

25 points	b. Percentage of Improvement in Numeracy Skill *(3 years)*	• *5.0 - above =10 points* • *4.0 -4.99% = 8 points* • *3.0 -3.99% = 6 points* • *1.99 -2.99% = 4 points*	Same Cohort Over the Last Three Years	10%
	c. School Awards Received and Learners' Winnings	• *National Level - 5 points* • *Regional Level - 4 points* • *Division Level - 3 points* • *District Level - 2 points*	A. Copy of Memorandum/ issuance/invitation/program that the award has undergone the selection committee and selection criteria. B. Plaques/Certificate of Recognition	5%
	d. Professional Development	• *Proposed and Implemented at least three (3) SDO-quality assured 5-month LAC Plan or PRC Accredited PDI – 10 points* • *Proposed and Implemented at least three (2) SDO-quality assured 5-month LAC Plan or PRC Accredited PDI – 7 points* • *Proposed and Implemented at least three (1) SDO-quality assured 5-month LAC Plan or PRC Accredited PDI – 5 points*	A. Individual IDP and Consolidated Result B. Consolidated E-SAT result C. PD Plan -for the last 3 years *(Training, LAC, Coaching, etc.)* D. PD Implementation Plan for 3 years E. Activity Documentation Report *(including M and E)* F. CPD accredited Program	10%
	e. School Rewards and Recognition System Presence of Guidelines and Criteria anchored on Regional R&R Program Composition of SDO PRAISE Committee Search, Selection, Awarding Process	*All indicators are met - 5 points* *Not all indicators are met – 0 points*	A. R&R Manual B. Guidelines and Criteria Proposal C. Memoranda D. Program of Awarding Ceremony E. Completion Report	5%
	f. Innovations related to Continuous Improvement Program Scope and Impact of the Program	• *80% and above - 5 points* • *60% - 79% - 4 points* • *40% - 59% - 3 points* • *39% and below - 2 points*	A. Copy of CI Abstract B. CI Implementation Plan C. Approved CI Project D. List of beneficiaries of the CI Program	5%

			List of schools/ institutions who have adapted and were benefited by the program-evidence of utilization and benefits	
4. Measures to achieve Resiliency and Well-Being 35 points	a. Ok sa DepEd Flagship Program	• *Implemented and sustained the 6 Flagship Programs- 2 points* • *Implemented and sustained the 4-5 Flagship Programs - 1.5* • *Implemented and sustained the 1-3 Flagship Programs- 1.0*	OK sa DepEd Flagship Programs: (A) School-Based Feeding Program (SBFP) (B) WASH In Schools (WINS) (C) National Drug Education Program (NDEP) (D) Adolescent Reproductive Health Education (ARHE) (E) Medical, Dental and Nursing Services (MDNS), and (F) Mental Health and Psychological Safety Services (MHPSS) Youth Programs- (A) Learner Government Program (SSLG/SELG), (B) Youth for Environment in Schools Organization (YES-O) (C) Barkada Kontra Droga (BKD) (D) Career Guidance Program (CGP) (E) School Inside a Garden Program (SIGA)and (F) Child Protection Program Reports related to activities (Bullying, Child Abuse and other reports) and Guidance Program Plan, SSLG/SELG Action Plans, Student Handbook, CPC Committee	2%
	b. Youth Program	• *Participated 100% in all programs-2 points* • *Participated 75% in all programs- 1.5 points* • *Participated 50% in all programs- 1 point* • *Participated 49% below in all programs - 0.5 point*		2%
	c. Resolved Complaints/Conflicts	• *100% complaints/conflict resolution- 3 points* • *80-99% complaints/conflicts resolution - 2.5 points* • *60-79% complaints/conflicts resolution - 2.0 points* *40-59% complaints/conflicts resolution- 1.5 points* • *39% below complaints/conflicts resolution - 1 point*		3%
	d. Disaster Risk Reduction and Management	c.1 DRRM drills conducted c. 2 DRRM Evacuation Plan c.3 Grassroot Disaster Resilience Initiative c.4 Doable Contingency Plan	A. Approved School Safety Plan B. Learners Insurance Policy (LGU) C. Approved Plans	2%

		c.5 Integration of disaster reduction competencies taught in the curriculum •*with all 5 indicators - 2 points* •*with 4 indicators - 1.5* •*with 3 indicators - 1.0* •*with below 2 indicators- .5 points*	D. Quarterly DRR drill reports E. DRRM integration in lesson Exemplar F. Mode of learning delivery	
	e. Facility	e.1 School site ownership e.2 Crucial Resources *(manpower, building, furniture and fixtures, instructional and non-instructional room)* •*present of 2 indicators – 3 points* •*present of 1 indicator - 1 point*	A. Title B. Deed of Donation C. Usufruct D. Tax declaration E. KPI (TPR, STR, CPR) F. School inventory of resources G. NSBI H. Schedule and utilization of laboratories, libraries and other resources	3%
	f. Learning Environment	f.1 Clean and Green Program f.2 Waste segregation is evident f.3 Presence of school playground f.4 Safe and Motivating Learning Environment f.5 Adequate lighting, clean and well-ventilated classrooms f.6Accessible and sanitized comfort rooms •*present of all indicators – 3 points* •*present of 4-5 indicators – 2 points* •*present of 1-3 indicators – 1 point*	A. Reduce, Reuse and Recycle (Three "R"s) B. Accomplished CFSS tool C. Result of WINS assessment tool	3%
5. Enabling Mechanism (20)	B. 1 School Financial Utilization (10)	Financial Budget Utilization for Implementing Units (IUs) (EM) BUR (Budget Utilization Report)	A. Quarterly BUR/DR B. MOOE Monthly Downloading and Liquidation Reports	2.5

		• *100 % utilization -2.5 points* • *99% - 90% utilization - 2 points* • *89% - 80% utilization – 1 point*	C. Liquidation of Cash Advances, D. Quarterly BFARs	
		<u>DR (Disbursement Rate)</u> Complete and accurate report Liquidation of Cash Advance: Elementary and for Non-IUs • *Cash advance liquidated within the allowed period – 5 points* • *Cash advance liquidated beyond the allowed period – 1 point*	E. Updated Finance-related Reports F. Annual Procurement Plan G. Month Report of Disbursement H. BMS *(Budget Monitoring System)* Report	2.5
		<u>Transparency Board Updated</u> • *Updated monthly - 5 points* • *Not updated - 0*		5
	B.2. Partnership (5)	<u>Dissemination of DepEd Programs</u> • *with all MOVs - 2.5 points* • *lacking 1 MOV - 2.00 point* • *lacking 2 MOVs - 1.5 points* • *lacking 3 MOVs - 1 point*	A. Info Dissemination B. Conduct of SOSA C. Invitation D. Memo E. Attendance Report F. Narrative Report/ Articles	2.5
		<u>Brigada Eskwela and Oplan Balik Eskwela</u> • *with all MOVs - 2.5 points* • *lacking 1 MOV - 2.00 point* • *lacking 2 MOVs - 1.5 points* • *lacking 3 MOVs - 1 point*	A. MOU/MOA/ DoD/ DoA B. Memorandum C. Attendance report D. Minutes of the Meeting E. Articles, Newsletters, Photo Documentation F. Invitations G. List of Donations H. Accomplishment Report	2.5
Total				100 points

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

AWARDS PROCEDURE, POLICIES AND GUIDELINES

Guidelines for the Implementation of SDO Batangas City PRAISE Gawad Ala Eh.

Scope of the Program

The Gawad Ala Eh of SDO Batangas City is a rewards and recognition program of the Schools Division which is anchored on the Civil Service Commission's (CSC) *Program on Awards and Incentives for Service Excellence* (PRAISE) and on DepEd Order No. 9, s.2002.

At the Schools Division, this program is designed to recognize SDO employees' creativity, innovativeness, integrity, productivity, and other professional achievements in the public service – both teaching and non- teaching personnel. Schools that demonstrate exemplary performance are also included in the search.

In accordance with Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions, employees holding non-permanent positions (e.g., job order, contract of service, and other similar engagement arrangements) are not covered by this Rewards and Recognition Program.

The Division PRAISE Committee shall accept official nominees from the different districts to join the Division search, regardless of religion or belief, physical condition, ethnicity, political affiliation, age, sex, gender, civil status, and social status, in line with the Equal Employment Opportunity Policy (EEOP) and applicable Civil Service Commission (CSC) guidelines.

All districts are strongly encouraged to participate in all award categories and to submit one (1) official nominee per category, subject to compliance with the prescribed criteria and documentary requirements. Head Teachers who meet the qualifications may likewise participate in the Outstanding Teacher Award category, based on their assigned level and function.

The District PRAISE Committee shall conduct initial screening and evaluation of all nomination documents prior to endorsement and submission to the Division Office, ensuring completeness, accuracy, and compliance with established guidelines.

All concerned are advised to strictly observe the following schedule of activities.

Activity	Timeline	Person/s Responsible	Output
1. Planning			
The following activities shall be undertaken during the planning phase: Identify the Technical Working Group (TWG) and sub-committee members; *Finalize the schedule of activities;* *Coordinate with the City Local Government Unit (LGU), Budget Office, Finance Office, and Bids and Awards Committee (BAC) regarding the status of procurement requirements.*	One (1) month prior to the announcement of the search or call for nominations	PRAISE Committee	Minutes of the Meeting Draft Division Memorandum Budget Proposal
2. Implementation			
Call for Nomination Post the Division Memorandum on the Call for Nomination including the following information: *Basic qualifications; Documentary requirements;* *Deadline of submission; Criteria; and*	At least 20 days before the call for nomination	PRAISE Committee	Posted Memorandum

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Instructions on the submission			
The search process shall be disseminated to all concerned personnel, along with the provision of technical assistance (TA) to interested nominees. Facilitate the release of the nomination forms and prescribed templates to ensure standardized submission of entries. *Note:* *Any qualified individual may be nominated, regardless of gender or sexual orientation, age, position, employment status, ability or disability, civil status, religion, ethnicity, or health condition, provided that all minimum requirements and qualifications for the award are met.*		PRAISE Committee	
3. Acceptance of Nomination			
Receive nomination documents on or before the deadline specified in the issued Memorandum. Sort and segregate all submitted documents according to the	Within the week of the nomination being received	PRAISE Secretariat	List of Nominees by Award Category (As per documents received)

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

appropriate award categories. Endorse the complete nomination documents to the concerned validators.			
The following procedures shall be observed during the initial evaluation stage: *Conduct a preliminary review and evaluation of submitted documents based on the approved criteria and guidelines.* *Identify and select the top five (5) nominees who shall advance to the next stage, based on the results of the evaluation. A deliberation shall be conducted to finalize the list of top five (5) nominees.* *Prepare and submit the duly signed results of the initial evaluation to the PRAISE Committee for review and confirmation.* *Prepare and issue a Memorandum announcing the top five (5) qualified nominees who will proceed to the next stage.*	Within the timeline indicated in the Memorandum	Validators PRAISE Committee and Secretariat	Initial Results of Evaluation Minutes of deliberation Division Memorandum announcing the Qualifiers to the next stage
Post on the website the signed memorandum			

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

on the initial results, including the following minimum information: *Date of stage 2 evaluation;* *Criteria; and* *Instructions to qualifiers*			
Stage 2 Evaluation/ Validation The Validators will conduct the following: *On-site or off-site evaluation to validate the initial results using the Stage 2 criteria;* *Interviews, presentation of accomplishments, or demonstration teaching, if applicable;* *Selection of the top three (3) nominees who shall advance to the next stage through deliberation;* *Submission to the PRAISE Committee of the signed results of the evaluation; and*	Within the timeline indicated in the Memorandum	Validators PRAISE Committee and Secretariat	Results of the evaluation signed by the validators Consolidated results in excel format Minutes of Deliberation

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Consolidation of the results.			
The PRAISE Committee convenes for the deliberation of results and prepares the resolution/ recommendation. The Schools Division Superintendent approves the results and signs the resolution. The PRAISE Committee shall undertake the following: *a. Deliberation of results;* *b. Preparation of the resolution/ recommendation;* *c. Submission of the results to the Schools Division Superintendent for approval; and* *d. Signing of the resolution.*	Within the timeline indicated in the Memorandum	PRAISE Committee and Secretariat Schools Division Superintendent	Minutes of the Meeting or PRAISE Resolution on the Results
Announcement of Results and Awarding Ceremony The PRAISE Committee/Secretariat prepares a memorandum announcing the awarding ceremonies,	Within the timeline indicated in the Memorandum	PRAISE Committee	Narrative Report

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

including the list of finalists. During the recognition program, the results are announced and the winners are awarded.			
Updating of the Database The PRAISE Secretariat updates the database of awardees.	A month after the activity	PRAISE Secretariat	Updated database of awardees
4. Evaluation			
Prepare and share the link for the R&R Program Evaluation. Gather, consolidate, analyze the results, and submit them to the PRAISE Committee. Conduct post-implementation review and discuss the results of the evaluation, and possible policy recommendations. Record the issues, concerns, and feedback as bases for policy review and enhancement.	On the day of the awarding At least 1 week after the activity Within the month following the conduct of the activity Within 3 days after the meeting	PRAISE Secretariat M&E Associate PRAISE Committee and Secretariat	Responses by the clients Summarized Results of Evaluation and Analysis Minutes of Meeting

Travel expenses of the onsite validators, an honorarium of the external validators and meals during the conduct of the 2 stages of the search and

expenses to be incurred during the conduct of the awarding ceremony such as trophies, certificates, cash prizes, stage decoration and token of the invited keynote speaker shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For further information and inquiries regarding the conduct of the Search, all concerned may coordinate with the PRAISE Secretariat through the SGOD-Human Resource Training and Development (HRTD) Unit via email at hrtd.batscity@deped.gov.ph.

The Search Guidelines and Checklist of Required Documents are enclosed in this policy. The Nomination Forms may be accessed and downloaded through the following link: bit.ly/gawadALAEH.

Eligibility

Nominated teaching, teaching-related, and non-teaching personnel, schools, and school division offices shall be evaluated based on their outstanding contributions or innovations in the delivery of their functions. They must meet the following qualifications:

Individual Category – Eligibility Requirements

The Individual Category shall be open to Filipino citizens who are active in service and have rendered at least **three (3) years of continuous service in the Department of Education (DepEd)** as of the deadline for submission of nomination documents.

The period of accomplishments to be considered shall be as follows:

For school-based personnel (teachers, school heads, and school personnel), accomplishments must be within the **current School Year or the last three (3) School Years**, as applicable;

For supervisors and non-teaching personnel in Schools Division Offices (SDOs), accomplishments must be within the **Fiscal Year or the last three (3) Calendar Years**, as applicable.

For Outstanding School Head awardees, accomplishments shall be based on the school where they are officially assigned within the relevant period prior to nomination. In cases where nominees are transferred during the conduct of the search, their accomplishments shall be validated in the school where the relevant Programs, Projects, and Activities (PPAs) were implemented.

ADDITIONAL ELIGIBILITY CONDITIONS

All nominees must comply with the following requirements:

a. Must have obtained **Outstanding (O)** Performance Rating for at least three (3) School Years or Calendar Years, as certified by the Administrative Officer V/IV (Personnel Section of the SDO);

b. Must not have been subjected to any administrative disciplinary action;

c. Must have **no outstanding Notice of Disallowance (NOD)** from the Commission on Audit (COA) at the time of nomination; and

d. Must not be on official leave during the conduct of the Search process.

Criteria for Stage 1 Evaluation

Individual Category:

Nominees under this category shall be evaluated based on the following Stage 1 criteria:

1. Performance Rating (IPCRF/OPCRF) – 10 points. This refers to the duly signed and approved *Individual Performance Commitment and Review Form (IPCRF)* or *Office Performance Commitment and Review Form (OPCRF*) for the applicable rating period. For Schools Division Office (SDO) and non-teaching

personnel, the most recent approved IPCRF/OPCRF shall be used; Ratings shall be validated based on submitted certified true copies.

2. Exemplary Behavior and Conduct – 10 points. This refers to the nominee's demonstrated adherence to one or more of the *Eight (8) Norms of Conduct under Republic Act No. 6713*, namely: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living. The nominee shall:

a. Provide a narrative description citing specific instances where such norms were demonstrated;
b. Indicate the circumstances, challenges encountered, and risks involved; and
c. Attach supporting narratives or testimonials from clients, stakeholders, or beneficiaries.

3. Significant Accomplishments (within the last three [3] years) – 70 points. This refers to documented contributions, innovations, or accomplishments of the nominee within the last three (3) years that have significantly impacted the performance of learners, schools, communities, districts, Schools Division Office, or regional operations, and are responsive to current needs and priorities,

The nominee shall provide a comprehensive description of the accomplishment/s, including:

a. the specific problem/s addressed;
b. the individual/s, group/s, office/s, or sector/s benefited;
c. the processes, systems, or transactions improved or facilitated; and
d. whether the accomplishments are part of regular functions/mandated duties or initiatives beyond routine responsibilities.

The nominee shall further justify why the accomplishment/s are considered **exemplary, innovative, or extraordinary**, supported by evidence of impact on organizational effectiveness, efficiency, and service delivery.

3.1. <u>Outstanding Contribution or Innovation- 15 points</u> *Discuss the coverage of the contribution or innovation. Scope and magnitude of how unique and original the contribution or innovation that brought significant impact to education. (Certification from the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation)*

<u>3.2 Beneficiaries - 15 points</u>

Discuss how many have benefited from the contribution or innovation

<u>3.3 Impact of Contribution/Innovation - 30 points</u>

Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation

<u>3.4. Reliability of Contribution/Innovation - 10 points</u>

Descriptions, and explanations on the reliability of contribution or innovation. This criterion includes the following indicators:

a. replicability of the innovation or contribution;

b. support contributed by internal and external stakeholders to the innovation or contribution;

c. knowledge and competence in the implementation of the innovation or contribution within the KRA;

d. clear and concise purpose of innovation; and

e. responsive to the needs of the stakeholders/beneficiaries

4. Awards and Membership -10 points

List or mention major awards/citations received relevant to the category and active membership in a reputable professional organization or reputable civic organization. MOVs shall be checked during the Stage 2 validation.

School and Division Categories:

Nominees under these categories shall be subjected to the Stage 1 Criteria.

The criteria are:

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

a. Performance Rating (OPCRF) – 30 points

Duly signed OPCRF on the specified year

b. **Significant Accomplishment/s within the year - 60 points**

This refers to documented contributions, innovations, or accomplishments of the nominee within the rating period that have significantly impacted the performance of learners, school, community, Schools Division Office, or higher governance levels (district, division, or region), and are relevant to current needs and priorities.

The nominee shall provide a clear and substantial description of the accomplishment/s or innovation/s undertaken, indicating the following:

a. the specific problem/s addressed;
b. the individual/s, group/s, office/s, or sector/s benefited; and
c. the processes, systems, or transactions improved or facilitated.

It must also be clearly indicated whether the accomplishment is part of the nominee's regular functions/mandated duties or an initiative beyond routine responsibilities.

The nominee shall further justify why the accomplishment/s are considered exemplary, innovative, or extraordinary, supported by evidence of impact and contribution to organizational effectiveness, efficiency, and service delivery.

Scope of Outstanding Contribution or Innovation- 15 points. This refers to the extent, coverage, originality, and magnitude of the contribution or innovation and its relevance to improving educational processes and outcomes.

The nominee shall describe the scope of the contribution or innovation, emphasizing its uniqueness, originality, and the level of implementation (e.g., school, district, division, or regional level), and how it has significantly influenced or improved education-related processes or outcomes.

A certification from the immediate superior attesting that the contribution or innovation is original and within the scope of the nominee's official functions shall be validated during Stage 2 of the evaluation process.

Beneficiaries (10 points). This refers to the number and type of individuals, groups, or offices that have benefited from contribution or innovation.

The nominee shall provide a clear discussion on the extent of beneficiaries, including learners, teachers, schools, offices, or communities that have directly or indirectly benefited from the implementation of the contribution or innovation.

Impact of Contribution or Innovation (15 points). This refers to the measurable improvement in performance or outcomes attributable to the contribution or innovation.

The nominee shall present evidence of impact, including percentage increase in performance indicators or other relevant quantitative or qualitative improvements among beneficiaries. Supporting documents and evidence shall be subject to validation during Stage 2 of the evaluation process.

Provision of safe, gender-sensitive and happy working environment – 10 points. This refers to the extent to which the school or office promotes and sustains a safe, gender-sensitive, inclusive, and positive ("happy") working environment for employees and stakeholders.

The nominee shall provide Means of Verification (MOVs) demonstrating the implementation of policies, programs, and practices that ensure workplace safety, gender sensitivity, inclusivity, well-being, and positive organizational climate.

MOVs may include, but are not limited to, documentation of safety protocols, gender and development (GAD)-related initiatives, wellness programs, employee engagement activities, and other relevant evidence that supports a conducive and supportive working environment.

Reliability of Contribution/Innovation - 10 points

Descriptions, and explanations on the reliability of contribution or innovation.

This criterion includes the following indicators:

a. replicability of the innovation or contribution;
b. support contributed by internal and external stakeholders to the innovation or contribution;
c. knowledge and competence in the implementation of the innovation or contribution within the KRA;
d. clear and concise purpose of innovation; and
e. responsive to the needs of the stakeholders/beneficiaries

Awards -10 points

Major awards/citations received in connection to the awards

V. Required Nomination Documents

Each nomination requires the submission of a **certified true copy** of the following:

a. Completely Filled-out Gawad Ala Eh Nomination Form *(Maximum of 10 pages including Executive Summary and Nomination Write-Up)*

Gawad Ala Eh Nomination Form 1- Nomination for the individual category
Gawad Ala Eh Nomination Form 2- Nomination Form for the school category

b. Nominee's updated Form 212 or Personal Data Sheet with passport size photo with name tag taken during the last six months prior to the nomination *(For Individual Category only).*
c. Certification from the Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
d. Letter from the head of the office endorsing the nomination to the Division PRAISE Committee.
e. Certificate of No Pending Case (for Teaching and Related-Teaching c/o Immediate Supervisor/School Head) (*For Individual Category only*).

f. Duly accomplished Self-Certification of No Pending Administrative, Civil, or Criminal Case (refer to the prescribed template);
g. Certified True Copy of Individual Performance Commitment and Review Form (IPCRF) or Office Performance Commitment and Review Form (OPCRF) for the applicable School Year/Fiscal Year (e.g., SY 2020–2021 / FY 2020);
h. Copy of corresponding performance rating forms, which shall be attached to the nomination folder for validation purposes.
i. Updated Service Record *(For Individual Category only)*
j. Copy of the recent CSC appointment *(For Individual Category only)*
k. Updated PRC License *(For Individual Category only*)
l. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant. In the event that COA certification is not feasible, the SDO Accountant may certify and be noted by the SDS. (*For Principal, Supervisors, Non-Teaching Personnel Level 2, and School Category*).

    In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

m. Notarized certification that all information and documents submitted are true and correct. (Please refer to the attached template).

Each completely filled-up nomination form should be accompanied by a write- up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ***ten (10) pages*** *of* ***A4 size bond paper****, using* ***Bookman Old Style font #11****.*

Copies of annual reports, recommendations from institutions/personalities, news clippings, and certificates of training, seminars, and recognition and other

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

MOVs mentioned in the filled-up Nomination Form should be included in the submission of e-nomination. All the required nomination documents shall be uploaded through the submission link.

VI. Write-up of Accomplishments

The write-up must highlight outstanding accomplishments or exemplary contributions, or innovations manifested within the specified School Year or Fiscal Year. Presentation of accomplishments or contributions or innovations manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “innovated”;
- State outstanding accomplishments or contributions or innovations of exemplary performance displayed and impact in brief, factual, and in bullet form;
- Present the impact of significant accomplishments by responding to the indicators presented in criterion 2.

The following information must be adequately provided:

For outstanding contributions or innovations, state that the accomplishments presented are part of the regular duties of the nominee or if these are his/her initiative. Cite justifications on why the contributions or innovations are considered exceptional or extraordinary.

Limitation on Nomination

The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Bookman Old Style #11font) to include the summary of accomplishments, impact, and other information.

While there are 20 awards under the Search, a nominee should be nominated for only one award category.

Procedure for Nomination

The Schools Division Office Gawad Ala Eh Search is open to all qualified nominees. Previous Gawad Ala Eh awardees from the group categories, such as schools, may still participate and be nominated for the same awards. A Hall of Famer recognition shall be conferred on those who maintain their standing for three consecutive years. Meanwhile Gawad Ala Eh individual awardees may be nominated for other individual awards category.

Nomination to the Search may be done by their respective offices, schools, or district.

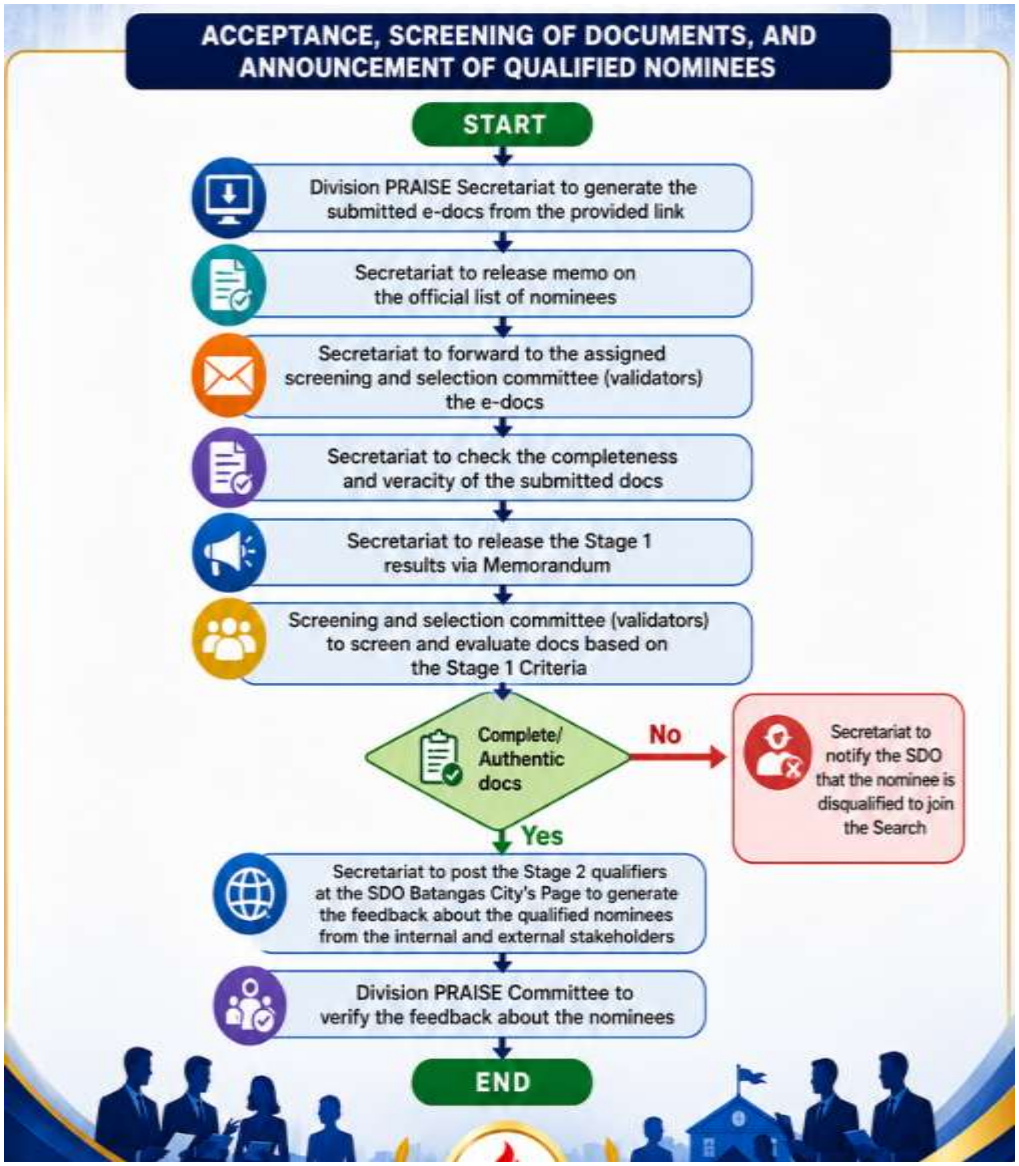
Timeline

Search Stages	Set Deadline
Call for Nomination	Second week of August
Deadline of Submission of Nomination	Second week of October
Announcement of Stage 1 Qualifiers	Every second Tuesday of October
Announcement of Stage 2 Qualifiers	Every third Tuesday of October
Stage 2 Onsite Validation	Every first Tuesday of November
Announcement of Stage 3 Qualifiers	Every third Tuesday of November
Awarding Ceremony	Every second Friday of December

Procedure for Acceptance, Screening and Evaluation of Documents and Announcement of Qualified Nominees

The conduct of the Gawad Ala Eh Search is open to all qualified nominees. Previous Gawad Ala Eh awardees can join and be nominated for the different awards. There shall be a Hall of Famer for those who maintain their standing for three consecutive years. Nomination to the Search may be done by officials, schools, or district offices within the SDO Batangas City.

SDO Batangas City through the Division PRAISE Committee shall spearhead the acceptance, screening and evaluation of the submitted electronic nomination documents of the schools division offices. Only those who pass the Stage 1 evaluation shall be subjected to onsite/offsite validation. A list of Stage 2 qualifiers shall be posted at the Division website depedbatangascity.org and the official division Facebook page depedtayobatangascity to gather feedback about the qualified nominees from the internal and external stakeholders.



Determination of Awardees

There shall be three stages of the Search.

Search Stage	Activity and Description	In-charge
Stage 1	Screening and Table Evaluation The following will be screened and evaluated based on the Stage 1 criteria: *1. Submitted e-copy of the filled-up Nomination Form* *2. Required Documents*	PRAISE Secretariat Gawad Ala Eh Evaluation Team
Stage 2	Onsite Validation, Interview and Demo- Teaching/Skills Validation The Validators will: *1. Validate the submitted MOVs based on the Stage 2 criteria.* *Stage 2 Qualifiers for the Teachers Awards shall proceed to the demonstration teaching in the same school where they are teaching and will deliver the lesson to their own learners. The lesson to be delivered in demo teaching depends on the lesson scheduled on that day.*	Gawad Ala Eh Validation Team
Stage 3	Interview with the External Stakeholders *Stage 3 qualifiers will undergo an interview with the external stakeholders.*	PRAISE Committee

The deep-selection process will help the sub-committees determine the Gawad Ala Eh awardees per award category. Once the qualifiers in each award category pass the

cut off score, they shall be considered for Gawad Ala Eh Awardees. The awardees with the highest rating per category will receive special recognition.

Definition of Terms

Beneficiaries. These are learners, teachers, learning leaders, parents, schools, and community stakeholders that receive help or benefits from innovations or contributions of nominee/s.

Innovation. This refers to something new or a change made to an existing product, idea, or field. (reference: https://www.merriam-webster.com/dictionary/innovation)

Contribution. This refers to the giving or supplying of something that plays a significant part in making something happen. (reference: https://www.merriam-webster.com/dictionary/contribution).

Non-Teaching Personnel-Level 1. These are personnel who are either Administrative Aide IV (driver), Administrative Aide I (Utility), and the Administrative Staff (ADA, ADAS).

Non-Teaching Personnel-Level 2. These include Librarian I, Senior Bookkeeper and Disbursing Officer II. Administrative Officer, Information Technology Officer (ITO), Project Development Officer, Planning Officer, Medical Officer, Dentist, Engineer, Nurse. (Source: DepEd Order No. 77, s. 2010). Head Teacher (HT) without teaching load is considered in this category.

Teaching Personnel. These include Teacher I for pre-elementary, elementary and secondary education, alternative learning system, Madrasah, technical- vocational education and Special Education Teacher I for special education classes. (Source: Deped Order No. 77, s. 2010).

Related-Teaching Personnel. These are personnel who are either Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Head Teachers, Guidance Counselors, School Heads, Education Program Specialists II and Senior Education Program Specialists. (Source: Deped Order No. 77, s. 2010). Head Teacher (HT) with teaching load is considered in this category.

Grounds for Disqualification of Nominations

Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances, and other required documents). Nominations with **incomplete** documents shall **no longer** be processed and the nominee shall receive a letter of disqualification from the PRAISE Committee.

Any misrepresentation made in any of the submitted documents shall be a ground for disqualification and disciplinary action against the certifying nominee/authority under applicable CSC laws and rules.

Grounds for Stripping of Award

The Division PRAISE Committee has the right to revoke the award of a Gawad Ala Eh awardee of the current year if found to display unbecoming behavior as a public servant and proven based on evidence. He/She is disqualified to join the search within 3 years upon revocation of the title.

Disqualification

An awardee of any National Search during the year of the Gawad Ala Eh Search.

**Note: In case there is a lone contender in a specific award category, another call for nomination shall be made.*

Submission of Nomination

Nominations to the Gawad Ala Eh must be submitted in electronic copy following this format School_Name_Award or Category (e.g., banabawestis_rbaual_relatedteaching) and following the checklist of the required nomination documents on the specified date to the Division Memorandum.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL

B. **GAWAD HENYO: H**UWARANG **E**MPLEYADO **N**ATATANGING **Y**AMAN NG **O**RGANISASYON

Rationale

DepEd Batangas City, a school's division office that accelerates learners' achievement with excellence and humility, upholds optimum performance in actualizing the quality mission and policy of the institution.

In accordance with Article IX-B Section 3 of the Philippine Constitution, which mandates the Civil Service Commission to 'adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service' as well as to strengthen the merit and rewards system. Moreover, as stated in CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, every department or agency shall establish its own employee suggestions and incentive awards system called the Program on Awards and Incentives for Service Excellence (PRAISE).

Gawad HENYO is a program designed for all division office employees to create a culture of sustained employee enrichment. This program recognizes all the valuable contributions of employees toward continuous improvement. Furthermore, it builds employee satisfaction and the organization's quality performance.

Objectives:

The program aims to:

a. Recognize the creativity, innovation, and commitment of exemplary employees in carrying out their KRAs;

b. Improve employees' commitment and performance in the organization; and

c. Foster a culture of sustained employee enrichment that recognizes their valuable contributions to continuous improvement.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Scope of the Program:

The Gawad HENYO of SDO Batangas City is a reward and recognition program of the Schools Division which is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives for Service Excellence (PRAISE) and on DepEd Order No. 9, s.2002.

At the Schools Division, this program is designed to establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving non-teaching and teaching- related employees who excelled among peers; and who have exhibited exemplary behavior based on the eight norms of conduct as provided by RA 6713.

It is open to all SDO employees regardless of their religion or belief, disability, ethnicity, political opinion, employment status, age, sex, gender, and marital status. Permanent employees are eligible for all award categories, while job orders and contracts of service are qualified only for the Spot Award category.

GAWAD HENYO Award Categories

No.	Award/Category
1	Outstanding Employee of the Year Outstanding Employee of the Month
2	Meritorious Performance Award (OSDS, CID, SGOD)
3	**D**edicated **E**mployees without **A**bsences **L**eaves and **T**ardiness (DEALT) Award
4	Sparkler Award (Most Innovative Employee)
5	Educational Advancement Award *Exam Passer* *Degree Holder*
6	Loyalty Award *10 years* *5 succeeding years thereafter*
7	Special Awards (OSDS, CID, SGOD) A. Individual Performance Awards o Ambassador (Customer-Friendly Public Servant) o Task Champ (Productive Employee) o Most Punctual (Early Bird) o Perfect Attendance o Never Been Missed

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

	o Service Beyond Measure o Cost-Effective Service B. Technical and Service Excellence Awards o Data Analytics Award o Fiscal Advocates o Property/Supply Champions C. Leadership and Management Awards o Captain of the Ship o Navigator's Icon o Program Navigator o Special Awards for Exemplary Leadership D. Team / District / Organizational Awards o Top Performing District – Academic o Top Performing District – Sports o District Navigators E. Innovation, Support, and Collaboration Awards o Resource and Networking Icon o Silent Movers o Big Ticket Iconic F. Emerging and Recognition Awards o Rising Neophyte G. Academic Achievement Awards o Academic Progress Award in NAT

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Outstanding Employee of the Year. It is granted to an employee who consistently demonstrates exemplary performance, professional excellence, and positive work behavior that significantly contributes to the efficiency and effectiveness of the division, section, or office. The award recognizes individuals who not only achieve high-performance ratings but also exhibit outstanding personal qualities, teamwork, innovation, and professional conduct.

Criteria	MOVs	Points
Outstanding Employee of the Month Awardee	Signed IPCRF (Current)	*Prerequisite*
1. Performance Rating, Personal Qualities and Work Attitude		100
2. Exemplary conduct and noteworthiness of behavioral performance		
3. Exceptional ability to foster collaboration among colleagues		
4. Ability to work positively and effectively with others		
5. Accomplishment/Innovation that contributed to the efficiency and effectiveness of the division/ section/ office		
Total		**100**

Outstanding Employee of the Month- It is granted to an employee who demonstrates exemplary performance, professional conduct, and meaningful contributions to the efficiency and effectiveness of the division, section, or office.

Criteria	MOVs	Points
DEALT Awardee	Signed IPCRF (Current)	*Prerequisite*
1. Performance Rating, Personal Qualities and Work Attitude		100
2. Exemplary conduct and noteworthiness of behavioral performance		
3. Exceptional ability to foster collaboration among colleagues		
4. Ability to work positively and effectively with others		

5. Accomplishment/Innovation that contributed to the efficiency and effectiveness of the division/ section/ office		
Total		**100**

Meritorious Performance Award- It is granted to an employee who has consistently demonstrated outstanding performance, exceptional dedication, and significant contributions that exceed the normal expectations of the position. The award recognizes individuals whose exemplary accomplishments, commitment to excellence, and high standards of professionalism have contributed substantially to the attainment of the Schools Division Office's goals, improved organizational performance, and enhanced the delivery of quality public service.

Criteria	**MOVs**	**Points**
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

Dedicated **E**mployees without **A**bsences, **L**eaves and **T**ardiness **(DEALT) Award -** It is granted to employees who demonstrate exemplary discipline and commitment to work by maintaining perfect attendance and punctuality, and by actively participating in official flag ceremonies. This award aims to promote work ethics, responsibility, and consistency in attendance among employees.

Means of Verification: Certification from Personnel Unit

Sparkler Award (Most Innovative Employee) – It is granted to an employee who consistently demonstrates creativity, originality, and the ability to develop new ideas, solutions, or improvements that benefit the organization.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service Has no pending disciplinary actions	Service Record	100
Creativity and Originality Generates unique and practical ideas Thinks "outside the box" Introduces new approaches to tasks or challenges	Copy of Research or CI	
Implementation of Ideas Turns concepts into actionable solutions		
Impact and Results Contributes to the efficiency, productivity, or cost savings		
Total		**100**

Educational Advancement Award - It is granted to employees who pursue and successfully attain higher educational qualifications or professional eligibility, reflecting their commitment to continuous learning and professional growth. This award acknowledges efforts that enhance personal competence and contribute to improved performance in the workplace.

Criteria	MOVs
Test passer	Certificate of Eligibility
Degree completion	Diploma/ Certificate of Completion
Total	**100**

Loyalty Award– It is granted to employees who have served the agency continuously and satisfactorily for at least ten (10) years. The recipient shall be entitled to a cash reward of not less than Php 500.00 but not more than Php 1,000.00 per year during the first ten (10) years. Succeeding awards shall be given every five (5) years thereafter. In addition to the cash award, a certificate of recognition and other tokens, such as wristwatches, rings, and similar items, may also be given.

Special Awards

Individual Performance Awards

1. Ambassador (Customer-Friendly Public Servant Award - It is granted to an employee who consistently demonstrates exemplary professionalism, positive attitude, and strong commitment to excellent public service. This individual serves as a model of courtesy, respect, and cooperation, both within the workplace and in interactions with clients and stakeholders.
Means of Verifications:
Co-Workers' Voting Result (to be facilitated by R&R Committee)

2. Task Champ/Productive Employee Award – It is granted to an employee to an employee who consistently demonstrates high levels of efficiency, productivity, and accountability in the performance of assigned duties. This employee effectively plans, executes, and delivers outputs aligned with organizational goals, particularly key result areas (KRAs). A Task Champ exemplifies strong work discipline, service orientation, and a positive work attitude, contributing significantly to the overall performance and success of the organization.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

3. Most Punctual Employee (Early Bird) OSDS, CID, SGOD – It is granted to an employee who consistently demonstrates excellent time management, reliability, and respect for schedules by arriving and completing tasks on time.
Means of Verification: Certification from Personnel Unit

4. Perfect Attendance– It is granted to an employee who consistently demonstrates exemplary attendance and punctuality yearly by consistently reporting for work as scheduled, observing official working hours, and fulfilling assigned duties without

unauthorized absences or habitual tardiness. He or she is recognized as no absences in a whole fiscal year. The award recognizes an employee who exemplifies professionalism, reliability, and commitment to public service.

Means of Verification: Certification from the Personnel Unit

5. Never Been Missed Award– It is granted to an employee who consistently demonstrates exceptional diligence, reliability, and accountability by ensuring that no official communication, report, data submission, memorandum, request, or assigned task is overlooked or left unattended.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

6. Service Beyond Measure Award– It is granted to an employee who consistently goes above and beyond the expectations of the position by demonstrating exceptional dedication, initiative, and commitment to public service. The award recognizes individuals who voluntarily extend assistance beyond their assigned duties, respond promptly to the needs of clients and colleagues, and make significant contributions that enhance organizational effectiveness and service delivery.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

7. Cost-Effective Service Award– It is granted to an employee who consistently demonstrates prudent use of government resources by implementing cost-saving measures, promoting efficiency, and maximizing available resources without compromising the quality of public service. The award recognizes individuals whose initiatives contribute to reduced operational costs, improved productivity, sustainable resource management, and enhanced organizational performance.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

Technical and Service Excellence Awards

1. Data Analytics Award– It is granted to an employee who demonstrates excellence in the collection, organization, analysis, interpretation, and presentation of data to support evidence-based planning, decision-making, policy development, and service improvement. The award recognizes individuals whose effective use of data contributes to organizational efficiency, accountability, performance monitoring, and the achievement of the Schools Division Office's goals and objectives.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

2. Fiscal Advocates Award– It is granted to an employee who consistently demonstrates exemplary fiscal responsibility, accountability, and stewardship in the management and utilization of government resources. The award recognizes individuals who uphold the principles of transparency, efficiency, economy, and integrity in financial management while ensuring compliance with government budgeting, accounting, procurement, and auditing rules and regulations.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

3. Property/ Supply Champions– It is granted to an employee who consistently demonstrates outstanding competence, integrity, and commitment in the management, safeguarding, and utilization of government property, equipment, supplies, and other resources. The award recognizes individuals who consistently promote accountability, efficiency, and compliance with applicable government policies on property and supply management, thereby contributing to effective service delivery and organizational sustainability.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

Leadership and Management Awards

1. Captain of the Ship Award– It is G=granted upon a supervisor, unit head, or team leader who demonstrates exemplary leadership, strategic direction, and sound management in guiding the organization or work unit toward the successful attainment of its goals and objectives. The award recognizes leaders who inspire excellence, foster collaboration, uphold integrity, and create a positive and high-performing work environment while effectively managing people, resources, and organizational change.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

2. Navigators Icon Award– It is granted to an employee who consistently demonstrates exceptional guidance, coordination, and problem-solving skills in helping the organization and its stakeholders achieve their goals. The award recognizes individuals who effectively navigate complex tasks, provide sound direction, facilitate collaboration, and ensure the smooth implementation of programs, projects, and services.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

3. Program Navigator Award– It is granted to an employee who consistently demonstrates outstanding competence in planning, coordinating, implementing,

monitoring, and evaluating programs, projects, and activities that contribute significantly to the achievement of the Schools Division Office's strategic goals and objectives. The award recognizes individuals who effectively guide programs from conceptualization to completion while ensuring compliance with DepEd policies, efficient resource utilization, and the timely delivery of expected outputs.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

4. Special Awards for Exemplary Service– It is granted to an employee who consistently demonstrates exceptional performance, outstanding contributions, and exemplary commitment in specific areas of work that significantly advance the mission, vision, and strategic goals of the Schools Division Office (SDO) of Batangas City. These awards recognize individuals whose accomplishments, innovations, leadership, and dedication extend beyond the normal expectations of their positions and serve as models of excellence in public service.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

Team/ District/ Organizational Awards

1. Top Performing District- Academic– It is granted to an employee who consistently demonstrates outstanding performance in the delivery of quality basic education through the achievement of exemplary academic outcomes, effective curriculum implementation, and sustained improvement in learner performance. The award recognizes districts that have consistently met or exceeded academic targets while promoting excellence in teaching, learning, instructional leadership, and educational innovation.

Means of Verifications
Indorsement/ Recommendation letter from the PRAISE Committee

2. Top Performing District- Sports– It is granted to an employee who consistently demonstrates outstanding performance in the implementation of sports development programs and has achieved exemplary results in division, regional, and national athletic competitions. The award recognizes districts that actively promote physical education, discover and develop athletic talent, and foster a culture of sportsmanship, teamwork, discipline, and holistic learner development.

Means of Verifications
Indorsement/ Recommendation letter from the PRAISE Committee

3. District Navigator– It is granted upon a **P**ublic Schools District Supervisor (PSDS) who has demonstrated exemplary leadership, strategic direction, and outstanding management in advancing the goals and priorities of the Schools Division Office. The award recognizes district leaders who effectively guide schools in achieving excellence through instructional leadership, sound governance, stakeholder engagement, and efficient implementation of DepEd programs, projects, and policies.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Innovation/ Support, and Collaboration Awards

1. Resource and Networking Icon-It is granted upon an employee, district, or office that constantly demonstrates exceptional leadership and initiative in mobilizing resources and establishing sustainable partnerships that significantly support the programs, projects, and priorities of the Schools Division Office.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

2. Silent Movers– It is granted to an employee who consistently demonstrates exceptional dedication, reliability, and efficiency in carrying out duties that are often performed behind the scenes but are vital to the effective and uninterrupted operations of the Schools Division Office. The award recognizes individuals whose quiet yet significant contributions ensure the successful implementation of programs, timely delivery of services, and smooth day-to-day operations of the organization.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

3. Big Ticket Icon– It is granted upon an employee, office, unit, or implementing team that consistently demonstrates exceptional competence in the efficient, effective, and

accountable utilization of government funds for the successful implementation of programs, projects, and activities. The award recognizes those who have maximized the use of allocated resources, ensured timely fund utilization, complied with government budgeting, procurement, accounting, and auditing regulations, and delivered measurable outcomes that significantly benefited the Schools Division Office, schools, and learners.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

Emerging and Recognition Awards

Rising Neophyte Award– It is granted upon a newly hired employee who consistently demonstrates exceptional potential, outstanding performance, and remarkable commitment during the early years of government service in the Schools Division Office of Batangas City. The award recognizes individuals who have quickly adapted to the organization, consistently exceeded expectations, embraced the Department of Education's core values, and made meaningful contributions to their office, team, or the delivery of public service.

Criteria	MOVs	Points
Must be a regular employee Has rendered at least 1 year in service	Service Record	100
Productivity and Efficiency	IPCRF	
Professionalism and Ethical Conduct	Indorsement/ Recommendation letter from the PRAISE Committee	
Total		**100**

Academic Achievement Awards

Academic Progress Award in NAT– upon a school or Schools District that demonstrates the most significant improvement in learner performance in the *National Achievement Test (NAT)* or other officially recognized national or large-scale assessments administered by the Department of Education. The award recognizes sustained efforts in improving teaching and learning outcomes through effective curriculum implementation, instructional leadership, learner support interventions, and data-driven decision-making.

Means of Verifications
Indorsement/ Recommendation letter from the PRAISE Committee

Who can nominate?

Immediate superiors or anyone from the Office who believes that these employees' extraordinary efforts/service deserve recognition can nominate. Please see the attached nomination form.

Who makes the final decision?

The PRAISE Committee shall validate all the submitted nomination forms. The committee shall notify the awardees through the memorandum.

Working Committees and Terms of Reference

Cash Prize and Token
Chair: Accounting
Co-Chair: Budget Section
Members: Cash Unit

- Prepare a request letter for a cash advance;
- Prepare payroll and cash prizes to be given to the winners; and
- Buy a token for the awardees and the keynote speaker (if any).

Registration
Chair: OSDS
Members: OSDS

- Create an online registration form for the SDO employees and awardees; and
- Provide the PRAISE secretariat with a copy of the registered participants and attendees.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Health Marshall

Chair: Medical Team

Members: Medical Team

- Brief the attendees on the needed health documents to be filled out prior to the attendance to the awarding and secure the documents;
- Orient the attendees on the protocols and guidelines to follow while at the venue; and
- Ensure that all attendees follow physical distancing and other health protocols while the activity is going on (if applicable).

Food

Chair: CID

Members: Supply Office

- Coordinate with PRAISE Committee and the venue for the food choices;
- Prepare meal attendance and have all the attendees sign and forward it to the HRTD Section; and
- Manage distribution of food and/or arrangement for a buffet setting; and
- Ensure that all attendees are served.

Physical Set up and Stage Decoration

Chair: Admin Office

Members: Admin Office

- Coordinate with the PRAISE Committee and the venue management for the stage décor;
- Prepare stage design/layout and present to the PRAISE for approval; and
- Set up stage decorations, table tables, and chairs and dismantle them after the program.

Program Flow

Chair: SEPS, SGOD-SocMob

Members: EPS II, SGOD-SocMob,
Administrative Aide I

- Prepare the program flow and coordinate it with the PRAISE Committee;
- Coordinate with the PRAISE Committee as regards emcee, and special numbers if there are any;
- Coordinate with ICT with regard to persons involved in the awarding; and Prepare a storyboard of the activity and provide the ICT as a guide in recording the entire ceremonies.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Program Evaluation

Chair: SEPS, SGOD-SMME

Members: EPS II, SGOD-SMME & PDO I,
SGOD-Youth Formation

- Prepare an online evaluation link for the conduct of the program;
- Disseminate the link to the attendees; and
- Consolidate the responses and provide the HRTD a copy of the evaluation, five working days after the conduct of the awarding.

Committee on Audio Video Recording

Chair: ICT

Meymbers: ICT, SGOD

- Prepare slide decks on the Gawad Kawani awardees;
- Show the slides to the PRAISE Committee chair for approval; and
- Coordinate with the PRAISE Committee and program committee as regards video recording and slide presentations needed in running the program.

Documentation

Chair: EPS II, SGOD-HRTD

Members: EPSvr-English/Filipino

- Document the entire proceedings of the event; and
- Write an article about the event for posting on the official division Facebook page depedtayobatangascity

Trophy/Plaques, Awards and Certificates

Chair: Personnel

Members: SGOD-BAC, Supply Office

- Design and print certificates and prepare the certificate of recognition for the awardees and keynote speaker (if any);
- Design the trophy/plaque and coordinate with the PRAISE Committee Chair for the approval of the design;
- Once, approved, coordinate with the Supply Office for the procurement of the plaques; and
- Assist the ICT Unit with the needed supplies, materials, documents, and photos to be videoed/recorded for the awarding ceremony.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Please be guided by the following schedule of activities.

Activity	Date	Remarks
Deadline of Submission of E- Nomination Documents	October (Week 1)	Submit the E-Nomination Documents in one pdf via email hrtd.batscity@deped.gov.ph
Screening of the submitted documents	October (Week 2)	PRAISE Committee will have deliberation
Awarding Ceremony	December (Week 2)	Venue (TBU)

Expenses to be incurred during the conduct of the awarding ceremony such as plaques of appreciation, certificates, cash prizes, other incentives in kind, and other related expenses shall be charged against the SDO MOOE or other sources programmed for the PRAISE Program as per CSC MC No. 1, s. 2002, subject to the usual accounting and auditing rules and regulations.

For further information and relevant queries regarding the conduct of the Search, please contact SGOD-HRTD thru hrtd.batscity@deped.gov.ph with attention to PRAISE Secretariat.

Disqualification / Revocation of Award Non-submission/ non-compliance with any of the eligibility requirements.

Any proof of misbehavior/misconduct as against the eight norms of RA 6713 after entries have been submitted until awarding ceremony.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX E

INDORSEMENT FOR GAWAD HENYO
(Date)

This is to respectfully submit list of **Gawad HENYO** awardees for the month of (Month) (Year). The PRAISE Committee have thoroughly evaluated and agreed upon the results of evaluation, and is requesting for your approval.

Awards	Nominees	Office/ Division

Reviewed and Verified by:

SIGNATURE OVER PRINTED NAME
AO V/Member

SIGNATURE OVER PRINTED NAME
Accountant III/ Member

SIGNATURE OVER PRINTED NAME
CES-SGOD/Member

SIGNATURE OVER PRINTED NAME
CES-CID/Member

Recommending Approval:

SIGNATURE OVER PRINTED NAME
Assistant Schools Division Superintendent
Co-Chair

Approved by:

SIGNATURE OVER PRINTED NAME
Schools Division Superintendent
Chair

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL
C. ON-THE- SPOT AWARD/AGARANG GAWAD

Objectives

The Agarang Gawad (AG) is designed to encourage heroic deeds, exemplary behavior and extra ordinary acts or services in public interest.

Specifically, it aims to:
1. Establish a mechanism for identifying, selecting and rewarding incentives to deserving employees; and

2. Acknowledge and provide awards and incentives to employees who display exemplary behavior.

Scope of the Program

The On-the-Spot Award known as "Agarang Gawad" shall apply to all Division Office personnel. It is one of the best and quickest ways to deliver meaningful rewards to employees. It is a form of employee recognition where exemplary behavior is recognized as it observed. It also grants awards to government employees who perform extraordinary acts.

Its main purpose is to reinforce the DepEd core values such as Maka-Diyos, Makatao, Maka-kalikasan at Maka-bansa that are important to the organization. Spot award includes non-monetary forms of appreciation, like certificates and tokens. It aims to improve employee motivation to continue doing good work to the clients and to the organization. It involves giving recognition to employees for their good work almost immediately or as soon as possible.

Studies reveal that timeliness of spot award makes extremely effective in motivating employees in doing something inspiring. In recent years, spot recognition has emerged as one of the most effective ways of boosting employee morale as it harnesses the power of expressing gratitude for the commendable behavior shown.

DepEd PRAISE shall adhere to the equal opportunity principle of providing incentives and awards based on exemplary behavior. In the provision of incentives and awards, this Program shall not discriminate against civil status, age, gender identity, sexual orientation, disabilities and religion.

CRITERIA:

For On-the-Spot Award, the evaluation should focus on the specific act or accomplishment, not on the employee's overall performance. Below is a recommended set of criteria for nominees under the categories of Heroic Deed, Extraordinary Service, and Work Beyond Duty.

1. Heroic Deed
A nominee should have:

- Risked personal safety to protect the life, health, or welfare of others.
- Protected government property or prevented significant loss or damage.
- Demonstrated exceptional courage, presence of mind, and selflessness during an emergency or crisis.

2. Extraordinary Service
A nominee should have:

- Rendered exceptional service beyond what is normally expected.
- Made significant contributions that improved service delivery or organizational performance.
- Received commendation from clients, stakeholders, or management due to outstanding service.

3. Work Beyond Duty
A nominee should have:

- Voluntarily assumed additional responsibilities beyond the position description.
- Successfully completed tasks outside regular working hours or under extraordinary circumstances.
- Demonstrated initiative that significantly benefited the office or school.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX F

AGARANG GAWAD (ON-THE-SPOT AWARD)
NOMINATION FORM

A. NOMINEE INFORMATION

Name of Nominee: _____ *Position/ Designation:* _____
Office/ School/ Unit: _____ *Immediate Supervisor:* _____

B. NOMINATOR INFORMATION

Name of Nominator: _____ *Position:* _____
Office/ School/ Unit: _____ *Contact Number/ Email:* _____
Relationship to Nominee:

☐ Immediate Supervisor ☐ Head of Office/School
☐ Co-worker ☐ Others: (Pls. specify) _____

C. BASIS FOR NOMINATION

Please check the category that best describes the nominee's accomplishment:

☐ **Heroic Deed** – Demonstrated courage or selfless action beyond the call of duty that protected lives, safeguarded government property, or upheld the welfare of others.

☐ **Extraordinary Service** – Rendered exceptional service that significantly benefited the Department, stakeholders, or the community and exceeded normal performance expectations.

☐ **Work Beyond Duty** – Performed responsibilities beyond the official duties and responsibilities of the position, resulting in significant contributions to the office or organization.

D. DESCRIPTION OF THE ACCOMPLISHMENT

Date and Place of the Incident/ Accomplishment: _____
Narrative of the Heroic Deed, Extraordinary Service, or Work Beyond Duty

_____
_____
_____
_____
_____

E. PRAISE ENDORSEMENT

I certify that I have reviewed this nomination and recommend the nominee for Agarang Gawad (On-the-Spot Award).

CATHERINE V. MARANAN
PRAISE Committee Co-Chair

HERMOGENES M. PANGANIBAN, CESO V
PRAISE Committee Chair

Date: _____

APPENDIX G

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Kalihim
Office of the Secretary

Internet address: http://www.deped.gov.ph
E-mail: rroco@starnet.net.ph • roco@deped.gov.ph
Telephone no.: 633.7208 • Fax no.: 636.4876

DepEd ORDER
No. 9, s. 2002

MAR 05 2002

ESTABLISHING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) IN THE DEPARTMENT OF EDUCATION

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Directors of Service/Center and Heads of Units
Regional Directors
School Superintendents
Vocational School Superintendents/Administrators

1. Enclosed is the Department of Education -Program on Awards and Incentives for Service Excellence (PRAISE) as approved by the Civil Service Commission in line with the Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001.

2. The DepEd PRAISE aims to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

3. All officials concerned and regional directors are hereby enjoined to constitute their respective PRAISE committee and to implement immediately provisions of this DepEd PRAISE which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

4. Immediate and wide dissemination of this Order is desired.

Raul S. Roco
DepEd-RSR 0000422 3-4
RAUL S. ROCO
Secretary

ESP/MMR_BWBD
mbq comp. c:\staff\deed\orde\PRAISE2002 order.doc

"Bawat Graduate, Bayani at Marangal"

(Enclosure to DepEd Order No. 9, s. 2002)

Republic of the Philippines
DEPARTMENT OF EDUCATION
Meralco Avenue, Pasig City

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

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**, the Department of Education adopts the herein **Program on Awards and Incentives for Service Excellence (PRAISE)** to be referred to as DepEd **PRAISE**.

I. BASIC POLICIES

1.1 The Department of Education hereby establishes its own employee suggestions and incentive awards system.

1.2 The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the 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 government operations, or for other extraordinary acts or services in the public interest.

1.3 The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

1.4 The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

1.5 The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

1.6 At least 5% of the HRD Fund shall be allocated for the PRAISE and incorporated in the DepEd's annual Work and Financial Plan and budget.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

1.7 The duly established CSC-approved DepEd PRAISE shall be the basis of the grant of the Productivity Incentive Bonus (PIB), and other awards and incentives. An annual PRAISE report shall be submitted to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for nomination to the CSC sponsored national awards.

II. OBJECTIVES

2.1 General

To encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

2.2 Specific

2.2.1 to establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year;
2.2.2 to identify outstanding accomplishments, best practices of employees on a continuing basis;
2.2.3 to recognize and reward accomplishments and innovations periodically or as the needs arises; and
2.2.4 to provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

III. SCOPE

The System shall apply to all officials and employees in the career and non-career service of this department including public and elementary school teachers and the administrative support personnel in the central, regional and division offices and public schools.

IV. DEFINITION OF TERMS

- **AWARD** – recognition which may be monetary or non-monetary conferred on an individual or a group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

- **CAREER** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

- **CONTRIBUTION** – any input which can be in the form of an idea or performance.

- **DISCOVERY** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

- **IDEA TYPE CONTRIBUTION** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

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

- **INVENTION** – the creation of something previously non-existent which will benefit the government.

- **NON-CAREER** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

- **PERFORMANCE TYPE CONTRIBUTION** – refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

- **SUGGESTION** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

- **SYSTEM** – the agency awards and incentives program for employees.

V. PRAISE COMMITTEE

5.1 The PRAISE shall be institutionalized through the creation of a PRAISE Committee in the central and regional offices to be composed of the following:

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Central Office

- Secretary or his or her authorized representative (Undersecretary or Equivalent Position) who will act as Chairperson;
- Head of the Financial Unit or Equivalent;
- Head of Planning Office or Unit or Equivalent;
- Highest ranking employee in-charge of human resource management or the career service employee directly responsible for personnel management; and
- Two (2) representatives from the accredited employees union who shall serve for a period of two years (one from the first level and one from the second level.

Regional Office

A regional PRAISE Committee shall be constituted at the regional office to screen and recommend eligible candidates for national awards. The Regional PRAISE Committee may likewise grant informal awards based on the CSC-approved DepEd PRAISE.

- Regional Director or his/her authorized representative;
- Head of the Financial Unit or Equivalent;
- Division Chief in-Charge of Training or Equivalent;
- Highest Human Resource Management Officer; and
- Two (2) representatives from the accredited employees union who shall serve for a period of two years (one from the first level and one from the second level). In the absence of an accredited union, a general election may be done as an option.

.2 The duly constituted PRAISE Committee in the central and regional offices shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the DepEd. As such, the Committee shall meet periodically to perform the following tasks:

- establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 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 for recognizing the awardees;
- determine the forms of awards and incentives to be granted;
- monitor implementation of approved suggestions and ideas through feedback and reports;
- prepare plans, identify resources and propose budget for the system on an annual basis;
- develop, produce, distribute a system policy manual and orient the employees on the same;
- document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;

- submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
- address issues relative to awards and incentives within fifteen (15) days from the date of submission.

5.3 To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; be open-minded and decisive; must have high tolerance for stress or pressure; and actively participate in all committee meetings.

5.4 The Secretary or his/her authorized representative shall be responsible in overseeing the System's operations and the Human Resource Management Unit shall serve as the System's Secretariat at the national level.

5.5 The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels.

5.6 The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.

5.7 DepEd shall submit its Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Regional Office. The Civil Service Commission Regional or Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.

5.8 Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

VI. TYPES OF AWARDS

6.1 National Awards

The DepEd shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs and other award giving bodies such as the:

6.1.1 **Presidential or Lingkod Bayan Award** – conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.

6.1.2 **Outstanding Public Official/Employee or Dangal ng Bayan Award** – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

6.1.3 **Civil Service Commission or the PAGASA Award** – conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

6.1.4 **Other Awards** – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

6.2 Department/Regional Level Awards

The DepEd shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

6.2.1 **Best Employee Award** – granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide, e.g., Best Division Chief, Best Secretary, Best Legal Officer, Best Driver, Best Utility Worker and other similar awards.

6.2.2 **Gantimpala Agad Award** – given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

6.2.3 **Exemplary Behavior Award** – based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will be automatically nominated by the DepEd PRAISE Committee to the Dangal ng Bayan Award.

6.2.4 **Best Organizational Unit Award** – granted to the top organizational unit, which may be a section, division or office, on the basis of meeting the organization's performance targets and other pre-determined criteria.

6.2.5 **Cost Economy Measure Award** – granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of manhours and cost, or otherwise benefit the DepEd and government as a whole. The

monetary award shall not exceed 20% of the monetary savings generated from the contribution.

6.2.6 **Service Award** – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.

6.2.7 Such other awards which the DepEd may decide to give.

VII. TYPES OF INCENTIVES

The DepEd 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 types of incentives shall be regularly awarded:

7.1 **Loyalty Incentive** – 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 lapel emblem/loyalty pin shall be given as follows:

10 and 15 years	-	Bronze
20 and 25 years	-	Silver
30, 35 & 40 years	-	Gold

Other tokens such as wrist watch, ring and others.

7.2 **Length of Service Incentive** – 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 the Joint CSC-DBM Circular No. 1, s. 1990.

7.3 **Productivity Incentive** – given to all employees who have performed at least satisfactorily for the year covered in accordance with the DepEd's CSC-approved PES. This incentive shall follow relevant existing guidelines.

7.4 **Career and Self-Development Incentive** – granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the DepEd's anniversary celebration.

7.5 **Other Incentives** – 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 by an outside group of a particular achievement.

VIII. FORMS OF AWARDS AND INCENTIVES

8.1 **Compensatory Time-Off** – granted to an employee who has worked beyond his regular office hours on a project without overtime pay.

8.2 **Flexiplace** – work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

8.3 **"Salu-salo" Together** – meal hosted by superiors or supervisors for employees who have made significant contributions.

8.4 **Personal Growth Opportunities** – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.

8.5 **Trophies, Plaques and Certificates**

8.6 **Monetary Award**

8.7 **Travel Packages**

8.8 **Other Incentives** – incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in DepEd publications and others.

IX. FUNDING

The DepEd Central and Regional offices shall allocate at least 5% of their respective HRD funds for the PRAISE and incorporate the same in its annual Work and Financial Plan and budget.

X. EFFECTIVITY

The DepEd PRAISE shall become effective after final evaluation by the CSC. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

XI. COMMITMENT

I hereby commit to implement and abide by the provisions of this DepEd PRAISE which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth day of January to enable our employees to qualify for nomination to the CSC-sponsored national awards.

ERNESTO S. PANGAN
Undersecretary, DepEd

(Date)

CSC Action:

I have evaluated the herein DepEd PRAISE and found it to be in accordance with the provisions of CSC Memorandum Circular No. 01, s. 2001 and may now be implemented.

AGNES D. PADILLA
Director IV
CSC Regional Director
(Signature Over Printed Name)

Date

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX H

CIVIL SERVICE COMMISSION
Republic of the Philippines

MC No. 01, s. 2019

MEMORANDUM CIRCULAR

TO : **HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

SUBJECT : **Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter**

In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers.

The annual Search started in 1965 through the Employee Suggestions and Incentives Awards System (ESIAS) implemented under Section 27 of Republic Act No. 2260 or the Civil Service Act of 1959 to award public servants for extraordinary acts or services that contributed to the efficiency, economy and improvement of government operations.

In 1975, by virtue of Presidential Decree No. 807, new rules and guidelines of the ESIAS modified the types of honor awards as follows: Presidential *Lingkod Bayan* and the Civil Service Commission *Pagasa* Award.

Republic Act No. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees vested in the CSC the administration of the nationwide Search for Outstanding Public Officials and Employees or *Dangal ng Bayan* Award.

The annual Search for Outstanding Government Workers is administered under the HAP in order to recognize government officials and employees who exemplified outstanding performance, to motivate or inspire public servants to improve the quality of public service delivery, and to instill deeper involvement in public service.

To maintain the integrity of the Search and sustain its effective implementation, the Commission revised the Guidelines on the Search for Outstanding Government Workers in 2019 and the years thereafter. Heads of agencies are enjoined to adopt said guidelines.

For queries and concerns, please contact the HAP Secretariat through (02) 931-7993 and (02) 932-0381; and email address: hapsecretariat@yahoo.com.

ALICIA dela ROSA-BALA
Chairperson
13 FEB 2019

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

CIVIL SERVICE COMMISSION
Republic of the Philippines

HONOR AWARDS PROGRAM
Re: Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter
x----------x

Number: 1900138

Promulgated: 12 FEB 2019

RESOLUTION

WHEREAS, in accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers;

WHEREAS, the CSC administers the annual Search to recognize government officials and employees who exemplified outstanding performance, to further motivate or inspire public servants to improve the quality of their performance and to instill excellence in public service;

WHEREAS, pursuant to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, Executive Order No. 292, otherwise known as the Administrative Code of 1987 and its Implementing Rules and Regulations, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, CSC, together with the Office of the President and the constituted Special Committee on Awards, shall confer the Presidential *Lingkod Bayan* and CSC *Pagasa*, two award categories given for outstanding work performance, and the Outstanding Public Officials and Employees or *Dangal ng Bayan* award for exemplary conduct and ethical behavior;

WHEREAS, the Guidelines for the Search requires enhancement for the program's effective implementation;

WHEREFORE, the Commission **RESOLVES** to adopt the attached Revised Guidelines on the Search for Outstanding Government Workers in 2019 and the years thereafter.

Quezon City.

ALICIA dela ROSA-BALA
Chairperson

Official Business

LEOPOLDO ROBERTO W. VALDEROSA JR.
Commissioner

AILEEN LOURDES A. LIZADA
Commissioner

Attested by:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

CIVIL SERVICE COMMISSION
Republic of the Philippines

HONOR AWARDS PROGRAM
Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter

I. Introduction

In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers. The program seeks to recognize and reward state officials and employees for their outstanding contributions and achievements in the delivery of public service.

The annual Search started in 1965 through the Employee Suggestions and Incentives Awards System (ESIAS) implemented under Section 27 of Republic Act No. 2260 or the Civil Service Act of 1959 to award public servants for extraordinary acts or services that contributed to the efficiency, economy and improvement of government operations.

In 1975, by virtue of Presidential Decree No. 807, new rules and guidelines of the ESIAS modified the types of honor awards as follows: Presidential or *Lingkod Bayan* and Silangan Awards, the Civil Service Commission or *Pagasa* Award, and the Agency or *Kapwa* Award.

Meanwhile, Republic Act No. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees vested in the CSC the administration of the nationwide Search for Outstanding Public Officials and Employees *Dangal ng Bayan* Award.

II. Award Categories

A. **Outstanding Work Performance**

- Presidential *Lingkod Bayan (PLB)* Award is conferred to an individual or group **comprised of five members** for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony.
- Civil Service Commission *Pagasa (Pagasa)* Award is conferred to an individual or group **comprised of five members** for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

B. **Exemplary Ethical Behavior**

- Outstanding Public Officials and Employees or the *Dangal ng Bayan (DnB)* Award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of the eight norms provided under Republic Act No. 6713:

  1. Commitment to Public Interest
  2. Professionalism

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

III. Who are Qualified

A. All appointive officials and employees holding permanent, temporary, coterminous, contractual and casual status of employment in the government, whether stationed in the Philippines or abroad.
B. Elective officials.
C. Elective and appointive barangay officials and employees may also be nominated provided they meet all the following conditions pursuant to Civil Service Commission (CSC) Resolution No. 01-1352 dated August 10, 2001 on the "Recognition of the Barangay Secretary and Barangay Treasurer as Government Employees" (Annex A):
   - Respective appointment papers are submitted to the CSC for records purposes;
   - Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
   - Meet the qualification requirements set in the Local Government Code of 1991; and
   - Attendance and service records are kept and maintained in the *barangay* office.

D. Posthumous nominations may be made for a public servant who died in the line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant. Posthumous nominations should be formalized within 12 months from the time of death of the government official or employee.
E. Those who are under extension of service are not qualified.

IV. Qualification Requirements of Nominees

A. Nominated officials and employees must meet the following qualifications:

1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;

2. Have a performance rating of at least *Very Satisfactory* or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination; and

3. Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.

B. Team members who did not meet the abovementioned qualification requirements (Items 1 to 3) shall not be included in the nomination.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

V. Criteria for Evaluation

A. Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

1. Noteworthiness of Outstanding Performance/Contribution – The degree of uniqueness and originality of outstanding performance or contribution/s; implemented breakthroughs in the structure, system and procedures in the delivery of services.

2. Sustainability of Contribution - The extent to which the accomplishment led to innovation/contribution which has been adopted; number of individuals, communities, offices who benefited; and evidence of sustained use or continuous implementation for at least three years or longer.

3. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used and its result; positive outcomes; the resulting paradigm shift; and the amount of money saved.

4. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.

5. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.

6. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent the group members motivate and support each other or the degree to which group members positively influence each other.

   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.

B. Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award

1. Quality and Consistency of Behavioral Performance – The level of consistency to 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. Years of Service – The cumulative years of service that the nominee has rendered in the government *vis-à-vis* his/her accomplishments.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

6. Risk or temptation inherent in the work; and

7. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for *Dangal ng Bayan.*

VI. Required Nomination Documents

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished HAP nomination form, original clearances and other documentary requirements (see Letters A-L); and five (5) additional copies of the original nomination folder **certified as true copies.**

A. Completely filled-out HAP Nomination Form:

HAP Form No. 1 – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Individual Category)

HAP Form No. 2 – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Group Category)

HAP Form No. 2-A – Information on the Members of the Group Nominee

HAP Form No. 3 – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award

Each completely filled-up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable **ten (10) pages of A4 size bond paper, using Arial font #12.**

B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.

C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.

D. Letter from the head of agency or highest official endorsing the nomination to the CSC.

Agencies with nominations endorsed by Agency Heads who are OIC-designates should also submit a letter or a copy of their designation order.

Agencies may submit to the Commission an endorsement for all their nominees and NEED NOT endorse them individually.

Group nominations with team members from two or more departments/agencies shall be separately endorsed by their respective agency heads.

E. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination.

A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.

F. Detailed information on dismissed/decided case/s of the nominee, if any.

G. Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least *Very Satisfactory* (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination. Copy of the rating forms **need not** be attached to the nomination folder.

H. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 of the year prior to nomination.

I. Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified by the head of the SALN Review Committee of the agency.

All individual and group nominees MUST submit their SALN.

J. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).

The service record should indicate the PLANTILLA POSITION of the nominee NOT the designation or rank. The PLANTILLA POSITION indicated in the service record of the nominee shall be the basis of the position to be indicated in the nomination form.

K. Nominee's valid clearances to be secured from the following agencies in the locality:

- National Bureau of Investigation
- BIR Tax Clearance
- Police Clearance

The following clearances shall be secured by the CSC:

1. Clearance for Pendency or No Pendency of Administrative Case shall be issued by the CSC Regional Office.

2. Clearances from Office of the Ombudsman, Sandiganbayan, CSC Central Office – Office for Legal Affairs, and the Commission on Human Rights shall be secured by the HAP Secretariat for the semi-finalists of the Search.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

3. Clearance from the Office of the President shall also be secured by the HAP Secretariat for presidential appointees who shall be selected as semi-finalists of the Search.

L. Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies.

The nomination form and documentary requirements should be placed in legal size folders. Hard-bound and creative covers are discouraged. 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.

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee/s.

VII. Write-up of Accomplishments

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of heads of offices, agencies and local government units should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency or local government unit.

B. The following information must be adequately provided:

1. For Group Nomination (Presidential *Lingkod Bayan* and CSC *Pagasa* awards categories):

   Name of team or group, names of qualified team members with their respective positions, status of appointment, length of government service and contribution/accomplishment of each member enumerated in detail. Please refer to HAP Form Nos. 2 and 2-A for details.

2. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:

- Nationwide impact of the exceptional/extraordinary contribution to public interest, security and patrimony (for Presidential *Lingkod Bayan* award category)

- Impact of the outstanding contribution to more than one department of the government (for CSC *Pagasa* award category)

3. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

C. Limitation on Nomination

1. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.

2. While there are three award categories under the Search, an employee or official should be nominated to only one award category.

3. Honor awardees or those who have been previously conferred with **any** of the three awards: Presidential *Lingkod Bayan*, Outstanding Public Officials and Employees or *Dangal ng Bayan* and Civil Service Commission *Pagasa* can still be nominated to the same or to a different award category **after five 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.

VIII. Procedure for Nomination

Nomination to the Search may be done by individuals or organizations from the government or private sector. The following are the steps on how to nominate outstanding public officials and employees:

A. For government agency-initiated nomination

Government agencies are expected to nominate their exemplars. There is no limit to the number of nominations which the agency may submit in any of the award categories provided the requirements are complied with. The HRMO of the agency shall be responsible for preparing the nomination of the official or employee or group/team.

1. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall review and recommend the nomination for approval of the head of agency. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee or its equivalent and the Agency Head of the lead agency shall approve/endorse the nomination.

2. Nominations of Heads of Departments, Agencies and elective officials need not be submitted to the PRAISE Committee. However, all other documentary requirements have to be complied with.

3. The Agency Head shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the CSC Field or Regional Offices.

   Agency head refers to Department Secretary, Chairperson or President (in national government agencies, constitutional commissions, government-owned and controlled corporations, government financial institutions, and state/local universities and colleges), who has the power to appoint, as well as Governors or Mayors.

   Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members/Staff of the Judiciary	Chief Justice, Supreme Court
Members/Staff of the Senate	Senate President
Members/Staff of the House of Representatives	Speaker of the House of Representatives
Members/Staff of the Local *Sanggunian*	Vice-Governor/Vice Mayor
Governor/Mayor	DILG Secretary
Vice-Governor/Vice-Mayor	Governor/Mayor
Punong Barangay/Kagawad	City/Municipal Mayor

   Where the nominee is the Agency Head, endorsement by the superior official is required, as follows:

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of State/Local Universities and Colleges	Chairperson of the Board of Regents
President of Government-owned and Controlled Corporations	Chairperson of the Board of Directors/Trustees or the Secretary Of the Department to which the the Corporation is attached
General Manager of Local Water District	Chairperson of the Board of Directors

B. For nomination initiated by private individual/organization

   Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the officials or employee or group/team may nominate an individual or group of individuals for a specific category in the Search.

Download nomination form from the CSC website: www.csc.gov.ph or secure copy from the nearest CSC Regional or Field Office and submit the nomination.

IX. Procedure for Screening and Evaluation

A. Regional Level Screening

The CSC Regional Office shall create a five-member Regional Committee on Awards (RCA) composed of the Regional Director, Assistant Regional Director, Public Assistance and Liaison Division (PALD) Chief, and two representatives of the Regional Multi-Sectoral Advisory Council (RMSAC).

The Regional Committee on Awards shall evaluate the qualified nominations based on Sections IV and V of the Guidelines and select the regional winners of the Search.

The PALD shall serve as the Regional HAP Secretariat. It shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines and submit the folders to the Regional Committee on Awards for deliberation.

The CSCROs are responsible for coordinating with the agencies regarding submission of the nominee's lacking documents and for ensuring completion of the same prior to submission to the Regional Committee on Awards for deliberation.

Nominations received by the CSCROs which are not under their jurisdiction shall be forwarded to the CSCRO concerned, not to the National HAP Secretariat.

Only those selected by the RCS as regional winners will advance to the second level screening.

Nomination folders of regional winners should be officially transmitted by the CSCROs to the HAP Secretariat together with the complete list of all the nominations received for the three award categories with complete or incomplete documentary requirements. The list should include the nominee's name, plantilla position, level of position, agency and award category. A soft copy of the list should likewise be submitted.

B. National Level Screening

The Public Assistance and Information Office (PAIO), this Commission shall serve as the national HAP Secretariat. It shall convene the national Committees on Awards composed of the following:

1. Committee on the Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

    - Member of the Commission, CSC

- Chief Protocol Officer of the Office of the President
- Three (3) prominent Filipino citizens who are not in the government service

2. Committee on the *Dangal ng Bayan* Award

- Chairperson of the CSC
- Ombudsman of the Office of the Ombudsman
- Chairperson of the Commission on Audit
- Two (2) government officials/employees appointed by the President of the Philippines

The National Committee on Awards shall deliberate on the extraordinary accomplishments and exemplary ethical behavior of the regional winners and shall shortlist the semi-finalists of the Search. The said Committee shall also select the winners of the CSC *Pagasa* and *Dangal ng Bayan* awards, and the finalists of the Presidential or *Lingkod Bayan* award for decision/approval of the President.

X. Definition of Regional Winners, National Qualifiers and Semi-finalists

Regional Winners	Nominees whose nominations have complete documentary requirements, including agency endorsement, have been shortlisted by the Regional HAP Secretariat based on Sections III and V of the Guidelines and have been selected by the Regional Committee on Awards to advance to the national search. Regional winners are not entitled or will not receive any cash reward as they shall still vie for the national search. They shall be given a Certificate of Participation signed by the CSC Regional Director and members of the Regional Committee on Awards. Nominations of Regional Winners submitted to the HAP Secretariat but have been identified to lack documents (e.g. no agency endorsement, expired clearances or nominees did not meet the qualifications, among others) are **NOT eligible** for the national search.
National Qualifier	Documentary requirements submitted to the HAP Secretariat were evaluated and determined as complete, thus were endorsed to the National Committee on Awards for consideration.
National Semi-finalist	Semi-finalists are those who were shortlisted by the National Committee on Awards from among the qualified national qualifiers and who will be subjected to background investigation.
Presidential *Lingkod Bayan* Finalist	Finalists are those who were selected by the National Committee on Awards from among the semi-finalists and endorsed to the Office of the President for confirmation.

XI. Grounds for Disqualification of Nominations

A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents).

B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.

C. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.

D. Group members with lacking documentary requirements shall be automatically removed from the team and shall be considered ineligible to/disqualified from the Search.

XII. Submission of Nominations

Nominations to the annual Search for Outstanding Public Officials and Employees under the Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC or *Pagasa* Awards categories must be submitted to any Civil Service Commission Field or Regional Office **not later than March 31 of each year.**

Below is the calendar of activities in relation to the Search:

PERIOD	ACTIVITY
January – March	Search for Outstanding Government Workers nomination period
April – May	Regional screening and selection of regional winners
June – August	National deliberation, background investigation/validation of accomplishments and selection of winners
September	Awards Rites for the Outstanding Government Workers

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX I

Republic of the Philippines
CIVIL SERVICE COMMISSION

Office of the Chairman

M.C. No. 18, s. 2001

MEMORANDUM CIRCULAR

TO: DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT, DEPARTMENT OF BUDGET AND MANAGEMENT, GOVERNMENT SERVICE INSURANCE SYSTEM AND ALL LOCAL GOVERNMENT UNITS

SUBJECT: *RECOGNITION OF BARANGAY SECRETARY AND BARANGAY TREASURER AS GOVERNMENT EMPLOYEES*

In recognition of the vital role of the barangay secretary and barangay treasurer in public service and in response to the numerous requests from the local government units relative to the recognition of the barangay secretary and barangay treasurer as government employees, the Commission, under Resolution No. 01-1358 ruled as follows:

"...the barangay secretary and barangay treasurer who are covered by the provisions of the Local Government Code of 1991 may be recognized as government employees provided the following conditions are satisfied:

1. Their respective appointment papers are submitted to the CSC for record purposes;
2. Their positions have fixed salary in accordance with the salary schedule provided for in the Local Budget Circular No. 63, s. 1996;
3. They meet the qualification requirements set in the Local Government Code of 1991; and
4. Their attendance and service records are kept and maintained in the barangay office.

"The Commission further resolved that the services rendered by the barangay secretary and barangay treasurer prior to and after the promulgation of the Local Government Code of 1991 may be accredited by the CSC as government service provided that the said barangay secretary and barangay treasurer were paid fixed salary and subject to compliance with the other requirements for accreditation of services prescribed under CSC MC 8 and 8-A, s. 1997 and CSC MC 5, s. 1999."

Please be guided accordingly.

KARINA CONSTANTINO-DAVID
Chairman

13 August 2001

Ochvlgb/OAC-A/APL/cyrlmc-trgy/sectreas

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Republic of the Philippines
CIVIL SERVICE COMMISSION

Serbisyo Sibil: Isang Daang Taong Paglilingkod

Recognition of the Barangay Secretary and Barangay Treasurer as Government Employees
x----------x

RESOLUTION NO. 011352

WHEREAS, Section 384, Chapter 1, Book III of RA 7160 (Local Government Code of 1991) provided for the creation of the barangay "as the basic political unit and as such serves as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the communities, and as forum wherein the collective views of the people may be expressed, crystallized and considered, and where disputes may be amicably settled";

WHEREAS, pursuant to Sections 394 and 395, Book III of RA 7160, the barangay secretary and barangay treasurer shall be appointed by the punong barangay with the concurrence of the majority of all the **sangguniang** barangay members but shall not be subject to attestation by the Civil Service Commission;

WHEREAS, Article 118, Rule XVIII of the Rules and Regulations Implementing RA 7160 provided for the mandatory appointment of the barangay secretary and barangay treasurer;

WHEREAS, Article 122 of the Rules and Regulations Implementing RA 7160 provided for the qualifications of the barangay secretary and barangay treasurer positions, the respective duties and responsibilities, and the prohibition on nepotism;

WHEREAS, the CSC received numerous requests from the local government sector relative to the recognition of the barangay secretary and barangay treasurer as government employees for purposes of entitlement to benefits;

WHEREAS, the CSC, in response to the said requests, reviewed the duties and functions of the barangay secretary and barangay treasurer under the Local Government Code of 1991 and established that they are the counterpart in the barangay of the sangguniang bayan secretary and municipal treasurer who are both appointive government employees holding permanent appointments in the municipal level;

WHEREAS, the CSC deemed it proper to recognize the vital role of the barangay secretary and barangay treasurer in public service;

NOW, THEREFORE, foregoing premises considered, the Civil Service Commission **RESOLVES** as it is hereby **RESOLVED** that the barangay secretary and barangay treasurer who are covered by the provisions of the Local Government Code of 1991 may be recognized as government employees provided the following conditions are satisfied:

1. Their respective appointment papers are submitted to the CSC for record purposes;
2. Their positions have fixed salary in accordance with the salary schedule provided for in the Local Budget Circular No. 63, s. 1996;
3. They meet the qualification requirements set in the Local Government Code of 1991; and
4. Their attendance and service records are kept and maintained in the barangay office.

The Commission further resolved that the services rendered by the barangay secretary and barangay treasurer prior to and after the promulgation of the Local Government Code of 1991 may be accredited by the CSC as government service provided that the said barangay secretary and barangay treasurer were paid fixed salary and subject to compliance with the other requirements for accreditation of services prescribed under CSC MC 8 and 8-A, s. 1997 and CSC MC 5, s. 1999.

Quezon City, AUG 10 2001

KARINA CONSTANTINO-DAVID
Chairman

JOSE F. ERESTAIN, JR.
Commissioner

J. WALDEMAR V. VALMORES
Commissioner

Attested by:

ARIEL G. RONQUILLO
Director III

Ochingb/OAC-AJAPE/ajr/res-brgysec1695

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX J

Republic of the Philippines
CIVIL SERVICE COMMISSION

Serbisyo Sibil: Isang Daang Taong Paglilingkod

MC No. 01, s. 2001

MEMORANDUM CIRCULAR

T O : **ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER**

SUBJECT : ***Program on Awards and Incentives for Service Excellence (PRAISE)***

Pursuant to CSC Resolution No. 010112 dated January 10, 2001, the Commission hereby adopts the following revised policies on Program on Awards and Incentives for Service Excellence (PRAISE). These policies, developed and refined in consultation with the different sectors of the government, are as follows:

1. Every department or agency shall establish its own **employee suggestions and incentive awards** system.

2. The System shall be designed to encourage creativity, innovativeness efficiency, integrity and productivity in the 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 government operations, or for other extraordinary acts or services in the public interest.

3. The System shall henceforth be called the **PR**ogram on **A**wards and Incentives for **S**ervice **E**xcellence (PRAISE).

4. The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

5. The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

6. The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

   For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

7. At least 5 % of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's annual work and financial plan and budget.

8. The PRAISE shall be institutionalized through the creation of a PRAISE Committee in all agencies of the government.

9. The PRAISE Committee shall preferably have the following composition:

   1) Head of agency or authorized representative who shall act as chairperson;
   2) Head of the financial unit or equivalent;
   3) Head of the planning unit or equivalent;
   4) Highest ranking employee in-charge of human resource management or the career service employee directly responsible for personnel management; and
   5) Two (2) representatives from the rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

10. The head of agency or authorized representative shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.

11. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels.

12. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

13. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties.

14. All government agencies shall submit their Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Regional Office. The Civil Service Regional or Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.

15. Establishment of a CSC-approved PRAISE shall be the basis of the grant of the Productivity Incentive Bonus (PIB), other awards and incentives and revocation of accreditation to take final action on appointments. The Annual PRAISE Report should be submitted by the agency to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for nomination to the CSC sponsored national awards.

16. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

This Circular repeals the provisions of MC 42, s. 1992, MC 48, s. 1992 and other issuances on Employees Suggestions and Incentive Awards Systems (ESIAS) which are inconsistent herewith.

Please be guided by the enclosed model in the preparation of your AGENCY PRAISE which shall be submitted to the Civil Service Commission Regional Office concerned for implementation by June 30, 2001.

CORAZON ALMA G. DE LEON
Chairman

APE/FCT/jdra/mj10:mcpraise
26 January 2001
OAC-A

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Republic of the Philippines
CIVIL SERVICE COMMISSION

Serbisyo Sibil: Isang Daang Taong Paglilingkod

AGENCY

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) (A MODEL)

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. **010112** and CSC MC No. **01** S. 2001, the Agency adopts the herein **P**rogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (PRAISE) to be referred to as AGENCYPRAISE.

I. BASIC POLICIES

1.1 Every department or agency shall establish its own **employee suggestions and incentive awards** system.

1.2 The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the 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 government operations, or for other extraordinary acts or services in the public interest.

1.3 The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

1.4 The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

1.5 The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

1.6 At least 5 % of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's annual Work and Financial Plan and budget.

1.7 The PRAISE shall be institutionalized through the creation of a PRAISE Committee in all agencies of the government.

1.8 The PRAISE Committee shall **preferably** have the following composition:

- Head of agency or authorized representative who will act as chairperson;
- Head of the financial unit or equivalent;
- Head of the planning unit or equivalent;
- Highest ranking employee in-charge of human resource management or the career service employee directly responsible for personnel management; and
- Two (2) representatives from the career rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

1.9 The head of agency or authorized representative shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.

1.10 The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels.

1.11 The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

1.12 The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

1.13 All government agencies shall submit their Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Regional Office. The Civil Service Commission Regional or Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.

1.14 Establishment of a CSC-approved PRAISE shall be the basis of the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual PRAISE Report shall be submitted by the agency to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for nomination to the CSC sponsored national awards.

1.15 Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

II. OBJECTIVES

2.1 General

To encourage, recognize and reward employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

2.2 Specific

2.1.1 to establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year;
2.1.2 to identify outstanding accomplishments, best practices of employees on a continuing basis;
2.1.3 to recognize and reward accomplishments and innovations periodically or as the need arises;
2.1.4 to provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

III. SCOPE

The System shall apply to all employees in the career and non-career service of this agency.

IV. DEFINITION OF TERMS

- **AGENCY** - refers to departments, agencies, bureaus of the national government, government-owned-and-controlled corporations with original charters, state universities and colleges and local government units.

- **AWARD** - recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

- **CAREER** - positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

- **CONTRIBUTION** – any input which can be in the form of an idea or performance (See also Idea type and Performance type contribution).

- **DISCOVERY** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

- **IDEA TYPE CONTRIBUTION**- refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

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

- **INVENTION** – the creation of something previously non-existent which will benefit the government.

- **NON-CAREER** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

- **PERFORMANCE TYPE CONTRIBUTION** - refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

- **SUGGESTION** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

- **SYSTEM** – the agency awards and incentives program for employees.

V. TYPES OF AWARDS

5.1. National Awards

The agency shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs and other award giving bodies such as the:

5.1.1 **Presidential or Lingkod Bayan Award** - conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.

5.1.2 **Outstanding Public Official/Employee or Dangal ng Bayan Award** - granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

5.1.3 **Civil Service Commission or the PAGASA Award** - conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

5.1.4 **Other Awards** - given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

5.2. Department or Agency Level Awards

The agency shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

5.2.1 **Best Employee Award** - granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide, e.g., Best Division Chief, Best Secretary, Best Legal Officer, Best Driver, Best Utility Worker and other similar awards.

5.2.2 **Gantimpala Agad Award** - given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

5.2.3 **Exemplary Behavior Award** - based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will be automatically nominated by the agency PRAISE Committee to the Dangal ng Bayan Award.

5.2.4 **Best Organizational Unit Award** - granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other pre-determined criteria.

5.2.5 **Cost Economy Measure Award** - granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of manhours and cost or otherwise benefit the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.

5.2.6 **Service Award** - conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.

5.2.7 Such other awards which the agency may decide to give.

VI. TYPES OF INCENTIVES

The agency 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 types of incentives shall be regularly awarded:

6.1 **Loyalty Incentive** - 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 of not less than Php 500.00 but not more than Php 1,000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem/loyalty pin shall be given:

10 and 15 years	- Bronze
20 and 25 years	- Silver
30, 35 & 40 years	- Gold

Other tokens such as wrist watch, ring, and others.

6.2 **Length of Service Incentive** - 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 the Joint CSC-DBM Circular No.1, s. 1990.

6.3 **Productivity Incentive** - given to all employees who have performed at least satisfactorily for the year covered in accordance with the agency's CSC-approved PES. This incentive shall follow relevant existing guidelines.

6.4 **Career and Self-Development Incentive** - granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the agency's anniversary celebration.

6.5 **Other incentives** 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 by an outside group of a particular achievement.

VII. FORMS OF AWARDS AND INCENTIVES

7.1. **Compensatory Time-Off** - granted to an employee who has worked beyond his regular office hours on a project without overtime pay.

7.2. **Flexiplace** – work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

7.3. **"Salu-salo" Together** – meal hosted by superiors or supervisors for employees who have made significant contributions.

7.4. **Personal Growth Opportunities** - incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.

7.5. **Trophies, Plaques and Certificates**

7.6. **Monetary Award**

7.7. **Travel Packages**

7.8. **Other Incentives** - incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication, and others.

VIII. PRAISE Committee

The PRAISE Committee at the central, regional and provincial office shall have the following specific responsibilities and composition. It shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. As such, the Committee shall meet periodically to perform the following tasks:

- establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 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 for recognizing the awardees;
- determine the forms of awards and incentives to be granted;
- monitor implementation of approved suggestions and ideas through feedback and reports;
- prepare plans, identify resources and propose budget for the system on an annual basis;
- develop, produce, distribute a System policy manual and orient the employees on the same;

- document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
- address issues relative to awards and incentives within fifteen (15) days from the date of submission.

To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.

The head of agency or authorized representative shall be responsible in overseeing the System's operations and the Human Resource Management Unit shall serve as the System's Secretariat.

The agency may, however, employ an external or independent body to assist the AGENCYPRAISE Committee to judiciously and objectively implement the system of incentives and awards.

Central Office

- Agency Head or authorized representative (Undersecretary or Equivalent Positions);
- Head of the Financial Unit or Equivalent;
- Head of Planning Office or Unit or Equivalent;
- Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management; and
- Two (2) representatives from the career rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one first level and one from the second level).

Regional Office

A regional PRAISE Committee may be composed to screen and recommend eligible candidates for national and agency awards. The Regional PRAISE Committee may likewise grant informal awards based on the CSC-approved AGENCYPRAISE.

- Regional Director or his authorized representative;
- Head of the Financial Unit or Equivalent;
- Division Chief in-Charge of Training;
- Highest HRMO; and

- Two (2) representatives from the career rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

Municipal, City or Provincial Level

- Governor/Mayor or authorized representative;
- Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management;
- The Planning Officer;
- Budget Officer/Treasurer; and
- 2 representatives of the career rank- and- file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the accredited union (one from the first level and one from the second level).

State Universities and Colleges (SUCs)

- President/Vice-President or designated representative;
- Head of Financial Division or Unit or Equivalent;
- Head of Planning Division or Unit or Equivalent;
- Highest HRMO or the career service employee directly responsible for personnel management; and
- Two (2) representatives of the career rank-and- file employees from the academic and non-academic staff who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

Government-Owned or Controlled Corporations (GOCCs)

- Agency Head or authorized representative;
- Head of Administrative/Financial Division or Unit or Equivalent;
- Head of Planning Division or Unit or Equivalent;
- Highest HRMO or any officer/employee in-charge of personnel; and
- Two (2) representatives of the career rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

IX. FUNDING

The agency shall allocate at least 5 % of the HRD funds for the PRAISE and incorporate the same in its annual Work and Financial Plan and budget.

X. EFFECTIVITY

The AGENCYPRAISE shall become effective after final evaluation by the CSC. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

XI. COMMITMENT

I hereby commit to implement and abide by the provisions of this AGENCYPRAISE which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth day of January to enable our employees to qualify for nomination to the CSC-sponsored national awards.

_____
AGENCY HEAD
(Signature over Printed name)

_____
DATE

CSC Action:

I have evaluated the herein agency PRAISE and found it to be in accordance with the provision of CSC MC ____, s. 2001 and may now be implemented.

_____
CSC Regional Director
(Signature over Printed Name)

_____
(Date)

jdra/AGENCYPRAISE(Policies and Model).doc

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX K

Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service:
Civil Service at its Best,
Mamamayan Muna

CSC MC No. 06, s. 2002

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING STATE UNIVERSITIES AND COLLEGES AND GOVERNMENT-OWNED-AND-CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : Revised Policies on the Grant of Loyalty Award

Pursuant to CSC Resolution No. 02-0295 dated Feb. 26, 2002, the Commission amends the policies on the grant of loyalty award. These policies were formulated to recognize the continuous and satisfactory service rendered in the government by officials and employees for a period of ten years. The revised policies are as follows:

1. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.

2. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.

3. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.*

   In the same way, an official or employee who incurred an aggregate of not more than twenty five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.

* (For purposes of computing the ten-year continuous and satisfactory service, the computation of the length of service for the grant of step increment provided for in CSC MC No. 50, s. 1990 shall be adopted. Said Memorandum Circular states that, *"authorized vacation leave without pay for an aggregate of fifteen (15) days, inclusive of Saturdays, Sundays and holidays, shall not interrupt the continuity of the three-year service requirement..."*)

☎ 931-7935/931-7939/931-8092 • cscphil@csc.gov.ph • www.csc.com/ph

4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap.

   Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

5. The awardee shall receive a loyalty memorabilia/souvenir as follows:

10 and 15 years	-	bronze service pin
20 and 25 years	-	silver service ring
30, 35 and 40 years	-	gold service medallion

   or other memorabilia/souvenir as may be provided in the agency PRAISE.

6. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

Please be guided accordingly.

KARINA CONSTANTINO-DAVID
Chairman

March 01, 2002
OAC-AIAPE/mls
MC re: Revised Policies on Loyalty Award

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service, Civil Service at Its Best. Mamamayan Muna

Revised Policies on
The Grant of Loyalty Award
x----------x

CSC RESOLUTION NO. 020295

WHEREAS, Section 35, Chapter 5, Book V of Executive Order No. 292 provides that there shall be established a government-wide employee suggestions and incentive awards system which shall be administered under such rules, regulations and standards as may be promulgated by the Civil Service Commission;

WHEREAS, Section 7(e), Rule 10 of the Omnibus Civil Service Rules and Regulations Implementing Book V of Executive Order No. 292, provides that all members of the government workforce shall receive incentive awards, including the grant of loyalty award based on continuous and satisfactory service;

WHEREAS, Item 2 of CSC MC No. 42, s. 1992 provides that loyalty award be given to government officials and employees who have completed at least ten (10) years of continuous and satisfactory service to the particular agency granting the award;

WHEREAS, this policy recognizes only the continuous and satisfactory service of those who stay in one particular agency for a period of ten years and overlook the services of those who transferred from one government agency to another;

WHEREAS, the Commission acknowledges the need to make the present policies on the grant of loyalty awards encompass all dedicated civil servants who rendered continuous and satisfactory service in the government;

NOW THEREFORE, the Commission hereby adopts the following policies relative to the grant of loyalty award:

1. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.

2. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.

3. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.*

   In the same way, an official or employee who incurred an aggregate of not more than twenty five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.

* For purposes of computing the ten-year continuous and satisfactory service, the computation of the length of service for the grant of step increment provided for in CSC MC No. 50, s. 1990 shall be adopted. Said Memorandum Circular states that, *"authorized vacation leave without pay for an aggregate of fifteen (15) days, inclusive of Saturdays, Sundays and holidays, shall not interrupt the continuity of the three-year service requirement..."*

☎ 931-7935/931-7939/931-8092 • cscphil@csc.gov.ph • www.csc.com/ph

4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap.

   Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

5. The awardee shall receive a loyalty memorabilia/souvenir as follows:

10 and 15 years	-	bronze service pin
20 and 25 years	-	silver service ring
30, 35 and 40 years	-	gold service medallion

   or other memorabilia/souvenir as may be provided in the agency PRAISE.

6. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

RESOLVED FURTHER that the above guidelines shall be implemented effective January 01, 2002.

Quezon City, FEB 2 6 2002.

KARINA CONSTANTINO-DAVID
Chairman

JOSE F. ERESTAIN, JR.
Commissioner

WALDEMAR V. VALMORES
Commissioner

Attested by:

ARIEL G. RONQUILLO
Director III

February 8, 2002
OAC-AIAPE/mla
Resolution-Revised Policies on Loyalty Award

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

APPENDIX L

Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa laumBAYAN

MC No. 24, s. 2016

MEMORANDUM CIRCULAR

TO : **ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND GOLLEGES**

SUBJECT : **Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators**

Pursuant to CSC Resolution No. 1601209 dated October 21, 2016, the Civil Service Commission adopted the PRIME-HRM Enhanced Maturity Level Indicators, thereby, amending Annex A (PRIME-HRM: Maturity Level Indicators) of CSC Memorandum Circular No. 30, s. 2014, dated December 22, 2014. The said indicators are now entitled PRIME-HRM Enhanced Maturity Level Indicators.

A. MATURITY LEVEL INDICATORS

The PRIME-HRM adopts a maturity levels/indicators model. For each of the core HRM system, there are progressive levels with indicators per level.

The PRIME-HRM maturity levels are as follows:

Level 1- Transactional HRM

- Processes are compliant with CSC and other relevant authorities' regulations and guidelines
- Some processes are characterized by projects and are often reactive
- Often produces services and outputs that work but frequently exceed prescribed timelines
- Success depends on competence of people and not by using proven processes

Level 2- Process-Defined HRM

- Processes are attuned to the agency's requirements
- Programs are performed and managed according to documented processes
- Some processes are proactively managed through the use of automated systems, but the integration of data is not fully in place

Annex A provides the complete maturity level indicators for the systems and practices and HRMO competencies for the four (4) core HRM systems.

This Memorandum Circular shall take effect immediately.

ALICIA dela ROSA-BALA
Chairperson

24 OCT 2016

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

Rewards and Recognition				
Pillars	Definition	System Elements	Competencies	References*
1. Governance	Overall structure and processes for setting policies, establishing Rewards and Recognition system and budget, and overseeing management and effectiveness of Rewards and Recognition function and its alignment to the Agency's vision and strategic direction. Defines responsibility centers and roles of key players. Identifies support mechanisms such as information management and system review.	• Policy including EOP • Structure and Roles • Review Mechanisms • Information and Communication	• Policy Review and Formulation • System Review • Use of Technology • Communication	• CSC MC 1, s. 2001 on the Program on Awards and Incentives for Service Excellence (PRAISE) • CSC MC 6, s. 2002 (Revised Policy on the Grant of Loyalty Award) • CSC MC 6, s. 2012 • CSC MC 42, s. 1992 (Amendment and Clarificatory Guidelines on the Grant of Loyalty Award
2. Planning	Processes for developing Rewards and Recognition plans and programs that promote individual and team motivation and performance to achieve Agency's strategic goals.	• Planning	• R&R Planning	
3. Execution	Processes for screening nominees and selecting awardees based on their extraordinary achievements, contributions and performance that contribute to the attainment of the Agency's strategic goals.	• R&R Screening and Selection Criteria and Processes	• Development of R&R Screening and Selection Criteria and Processes	

COMPETENCY	LEVEL 1 – TRANSACTIONAL	LEVEL 2 – PROCESS DEFINED	LEVEL 3 – INTEGRATED	LEVEL 4 – STRATEGIC
R&R Planning	Maintains and updates list of R&R programs that are aligned with CSC policy guidelines.	Develops customized annual R&R plan and programs, which indicates budget for each program/activity, in collaboration with R&R Committee and managers/ supervisors.	Develops R&R plan and programs that are linked to other core HRM areas (e.g., PM) and aligned with Agency's mid-term (2-3 years) plan, in collaboration with top management, R&R Committee and managers/supervisors.	Develops R&R plan and programs that are aligned with Agency's long-term (over 3 years) plan, in collaboration with top management, R&R Committee and managers/supervisors.
	Develops R&R programs that recognize employee's loyalty and outstanding performance.	Develops scheduled and "on-the-spot" monetary and non-monetary rewards and recognition for innovative ideas and exemplary behavior, in collaboration with R&R Committee and managers/supervisors.	Develops institutionalized non-monetary R&R programs (e.g., flexi-time, professional development, etc.) that encourage and recognize outstanding performance, innovative ideas and exemplary behavior, in collaboration with R&R Committee and managers/supervisors.	Leads review of R&R programs to ensure that these continually support achievement of strategic goals and performance objectives.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

PILLAR: IMPLEMENTATION

System and Practice Lens

ELEMENT	LENS	LEVEL 1 - TRANSACTIONAL	LEVEL 2 - PROCESS DEFINED	LEVEL 3 - INTEGRATED	LEVEL 4 - STRATEGIC
R&R Screening and Selection Criteria and Processes	**System**	The Agency has screening and selection criteria and processes to select employees for rewards and recognition based on CSC policies and guidelines.	The Agency's screening and selection criteria and processes for customized R&R programs apply to all employees, consistent with equal opportunity principles.	The Agency's R&R screening and selection criteria and processes are linked to other core HRM areas (e.g., use of performance data), and/or external sources (e.g., feedback from clients/community).	The Agency's R&R screening and selection criteria and processes are regularly reviewed and improved to ensure consistency, fairness and objectivity in selection decisions.
	Practice	The HRMO can describe/explain how nominees for rewards and recognition are identified, screened and selected.	The R&R Committee and managers/supervisors can describe/explain their role in identifying, screening and selecting nominees for rewards and recognition.	The top management can describe/explain how they are involved in identifying, screening and selecting employees for rewards and recognition.	Everyone can describe, explain or cite examples of how the Agency recognizes and values exemplary behavior, outstanding performance and contribution to the unit and Agency's strategic goals.

Competencies

COMPETENCY	LEVEL 1 - BASIC	LEVEL 2 - INTERMEDIATE	LEVEL 3 - ADVANCED	LEVEL 4 - SUPERIOR
Development of R&R Screening and Selection Criteria and Processes	Maintains records of, and orients all employees on screening and selection criteria and processes for the Agency's R&R programs.	Collaborates with the R&R Committee in developing screening and selection criteria and processes for the Agency's customized R&R programs.	Develops R&R screening and selection criteria and processes that take into account inputs from other HRM areas and external sources (e.g., feedback from external clients/ community), in collaboration with R&R Committee.	Leads the proactive review of R&R screening and selection criteria and processes to ensure consistency, fairness and objectivity in R&R decisions.

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org

EFFECTIVITY

This **Policy Manual on Rewards and Recognition System of the Schools Division Office of Batangas City** shall take effect immediately upon signing by the Schools Division Superintendent.

Signed:

HERMOGENES M. PANGANIBAN, CESO V
Schools Division Superintendent
Date:

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
Website: www.depedbatangascity.org