



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools  
Division Superintendent**

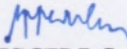
DEC 2021

DIVISION MEMORANDUM  
No. 1021, s. 2021


**DISSEMINATION OF DIVISION POLICY MANUAL ON REWARDS AND  
RECOGNITION SYSTEM OF SCHOOLS DIVISION OF NEGROS ORIENTAL**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Division Education Program Supervisors/Education Program Specialist  
Public Schools District Supervisors/District In-Charge  
Public Elementary & Secondary School Heads  
All Others Concerned

1. This office disseminates the **Division Policy Manual on Rewards and Recognition System of Schools Division of Negros Oriental** 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 accomplishment and other personal efforts which contribute to the efficiency and improvement in government operations, or for other extraordinary acts or services in the public interest.
2. Schools are advised to craft their contextualized Rewards and Recognition (R&R) Manual in line with the division R&R Policy.
3. Immediate and wide dissemination of this memorandum is desired.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

12/3/2021

  
SPP/ MKP-JMA-NLR/OASDS-A/ JMA/ slbt  
December 3, 2021



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Republic of the Philippines  
**Department of Education**  
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Schools Division of Negros Oriental

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# **DIVISION POLICY MANUAL ON REWARDS AND RECOGNITION SYSTEM OF SCHOOLS DIVISION OF NEGROS ORIENTAL**

**JULY 2021**



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**PROGRAM ON REWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) SYSTEM OF THE SCHOOLS DIVISION OF NEGROS ORIENTAL (SDNO) – TEACHERS ALTOGETHER PRAISE OUTSTANDING COLLEAGUES (TAPOC)**

**I. TITLE AND LEGAL BASES**

Section 1. **Title** – This Policy Manual shall be known as the Program on Reward and Incentives for Service Excellence (PRAISE) System of the Schools Division of Negros Oriental (SDNO) - Teachers Altogether Praise Outstanding Colleagues (TAPOC), for brevity.

Section 2. **Legal Bases** – This Division Policy Manual on Rewards and Recognition System of the Schools Division of Negros Oriental is promulgated based on the following legal bases and other existing policies:

- Executive Order No. 8, s. 2012, Directing the Adoption of a Performance-Based Incentive System for Government Employees
- Executive Order No. 201, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel
- Republic Act No. 10911, An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties therefor;
- Republic Act 7277, Magna Carta for Women, An Act Providing for the Rehabilitation, Self-Development, and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes
- Republic Act 6713, Code of Conduct and Ethical Standards
- CSC-DBM Circular No. 1, s. 1990
- CSC Resolution No. 1000432, dated Nov. 22, 2010 - Guidelines on the Availment of the Special Leave Benefits for Women under R.A. 9710 (An act Providing for the Magna Carta of Women)

Acronym	Meaning
• CSC MC No. 07, s. 2007	(Program on Awards and Incentives for Service Excellence)

- CSC MC No. 06, s. 2002 – Revised Policy on the Grant of Loyalty
- CSC Resolution No. 010112 and CSC MC No. 01, s. 2001- Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS)
- DepEd Order No. 54, s. 2015 – Amendment to DepEd Order No.55, s. 2003 (Increase of Payment of Loyalty Cash Gift)
- DepEd Order No.9, s. 2002 - Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education
- Regional Memo No.0273, s. 2020- Policy of the Department of Education Regional Office VII PASIDUNGOG
- Regional Memo No. 0141, s. 2021- DepEd RO7 Criteria for Most Outstanding Program Implementers (OPI).

## II. COVERAGE, LANGUAGE CONSTRUCTION AND INTERPRETATION, ACRONYMS AND DEFINITION OF TERMS

Section 3. **Scope** - This Program on Rewards and Recognition for Service Excellence (PRAISE) System of the Schools Division of Negros Oriental (SDNO) - Teachers Altogether Praise Outstanding Colleagues (TAPOC) with Equal Opportunity Principle (EOP) policy shall apply to all employees of the Schools Division Office (SDO), district office (DO), schools and community learning centers (CLCs) belonging to the career and non-career service of DepEd Schools Division of Negros Oriental.

Section 4. **Language Construction and Interpretation** – This policy is written in English and shall be understood in general manner except those specifically defined herein. All doubts in the implementation of any provision of this manual shall be interpreted in favor to all teaching, teaching- related, and non- teaching personnel in adherence to EOP policy and against any form of discrimination, bias, prejudice, and unfair treatment of any individual or group of individuals, subject to applicable laws, rules, and regulations.

### Section 5. Acronyms

Acronym	Meaning
AIP	Annual Implementation Plan

<b>ALS</b>	Alternative Learning System
<b>APP</b>	Annual Procurement Plan
<b>ASDS</b>	Assistant Schools Division Superintendent
<b>BE</b>	Brigada Eskwela
<b>BKD</b>	Barkada Kontra Druga
<b>BOSY</b>	Beginning of the School Year
<b>CAPA</b>	Corrective Actions and Preventive Actions
<b>CCA</b>	Climate Change Adaptation
<b>CIGPs</b>	Concerns, Issues, Gaps, Problems
<b>CFSS</b>	Child Friendly School System
<b>CES</b>	Chief Education Supervisor
<b>CID</b>	Curriculum Implementation Division
<b>CIP</b>	Continuous Improvement Program
<b>CLC</b>	Community Learning Center
<b>CO</b>	Central Office
<b>COA</b>	Commission on Audit
<b>CSC</b>	Civil Service Commission
<b>CSO</b>	Civic Society Organization
<b>CTO</b>	Compensatory Time-off
<b>DBM</b>	Department of Budget and Management
<b>DLP</b>	Daily Lesson Plan
<b>DO</b>	District Office
<b>DOA</b>	Deed of Acceptance
<b>DOD</b>	Deed of Donation
<b>DORP</b>	Dropout Reduction Program
<b>DRRM</b>	Disaster Risk Reduction and Management
<b>DsMEA</b>	District Monitoring, Evaluation, and Adjustment
<b>EBEIS</b>	Enhanced Basic Education Information System
<b>EiE</b>	Education in Emergencies
<b>EOP</b>	Equal Opportunity Principle
<b>EOSY</b>	End of the School Year
<b>EPS</b>	Education Program Supervisor
<b>EPS II</b>	Education Program Specialist II
<b>ESIAS</b>	Employees Suggestions and Incentive Awards System
<b>GAD</b>	Gender and Development
<b>GPP</b>	Gulayan sa Paaralan Program
<b>HAP</b>	Hero and Public Servants
<b>HRD</b>	Human Resource and Development

<b>HRMO</b>	Human Resource Management Officer
<b>IP</b>	Individualized Plan
<b>IPCRF</b>	Individual Commitment Review Form
<b>JEL</b>	Job Embedded Learning
<b>KPI</b>	Key Performance Indicator
<b>LAC</b>	Learning Action Cell
<b>LARDO</b>	Learners at Risk of Dropping Out
<b>LGU</b>	Local Government Unit
<b>LIS</b>	Learners Information System
<b>MEA</b>	Monitoring, Evaluation, and Adjustment
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MOOE</b>	Maintenance & Other Operating Expenses
<b>MOV's</b>	Means of Verifications
<b>MRF</b>	Material Recovery Facility
<b>MT</b>	Master Teacher
<b>NAPSSHI</b>	National Association of Public Secondary School Heads, Inc.
<b>NDEP</b>	National Drug Education Program
<b>NEU</b>	National Employees Union
<b>NGA</b>	National Government Agencies
<b>NGO</b>	Non-government Organization
<b>OK sa DepEd</b>	Oplan Kalusugan sa DepED
<b>OPCRF</b>	Office Performance Commitment Review Form
<b>OPI</b>	Outstanding Program Implementer
<b>PBB</b>	Performance-Based Bonus
<b>PEI</b>	Productivity Enhancement Incentive
<b>PESPA</b>	Philippine Elementary Schools Principals Association
<b>PIP</b>	Program/Project Implementation Plan
<b>PRAISE</b>	Program on Rewards and Incentives for Service Excellence
<b>PRIME-HR</b>	Program to Institutionalize Meritocracy and Excellence in Human Resource
<b>PSDS</b>	Public Schools District Supervisor
<b>PTA</b>	Parent Teachers Association
<b>ReACh</b>	Reaching All Children
<b>RO</b>	Regional Office
<b>R and R</b>	Rewards and Recognition
<b>SBFP</b>	School -Based Feeding Program
<b>SBM</b>	School-Based Management
<b>SDNO</b>	Schools Division of Negros Oriental

<b>SDO</b>	Schools Division Office
<b>SDS</b>	Schools Division Superintendent
<b>SEPS</b>	Senior Education Program Specialist
<b>SGC</b>	School Governing Council
<b>SGOD</b>	School Governance and Operations Division
<b>SIP</b>	School Improvement Plan
<b>SMEA</b>	School Monitoring, Evaluation, and Adjustment
<b>SOB</b>	School Operating Budget
<b>SPED</b>	Special Education
<b>SPG</b>	Supreme Pupil Government
<b>SH</b>	School Heads
<b>SSG</b>	Supreme Student Government
<b>SWM</b>	School Waste Management
<b>TA</b>	Technical Assistance
<b>TAPOC</b>	Teachers Altogether Praise Outstanding Colleagues
<b>TIC</b>	Teacher In-Charge
<b>TOR</b>	Terms of Reference
<b>TWG</b>	Technical Working Group
<b>WinS</b>	WASH in School Program (WASH- Water, Sanitation and Hygiene)
<b>WMC</b>	Waste Management Committee
<b>WFP</b>	Work and Financial Plan

## Section 6. Definition of Terms

- a. **Agency** – refers to the Department of Education, Schools Division of Negros Oriental
- b. **Awards** – recognition which may be monetary or non-monetary conferred on individual, group of individuals, and school/office for ideas, suggestions, innovations, breakthroughs, superior accomplishments, exemplary behaviors, heroic deeds, extraordinary acts, or services in the public interest which contribute to the efficiency, economy, and improvement in government operations which lead to organizational productivity
- c. **Breakthrough** – is the uncovering of something previously existing but found or learned for the first time which will improve access, quality, and governance
- d. **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.

e. **Contribution** – any input which can be in the form of an idea or performance (See also Idea type and Performance type contribution)

➤ **Types of Contribution**- Under the System, any of the following types of contribution shall be entitled to an award:

- **Idea type contribution** – this shall refer to an idea, a suggestion, or a breakthrough for improvement to effect economy in operation, to increase production (access, quality, governance) and improve working conditions
- **Performance type contribution** – this shall refer to: (1) performance of an extraordinary act or service in the public interest in connection with or related to one's official employment; or (2) outstanding community service or heroic acts in the public interest; or (3) sustained work performance for a minimum period of one (1) year which is over and above the normal position requirement of the individual or group; and (4) exemplary service and conduct

f. **Incentive** – monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, breakthroughs, ideas, outstanding accomplishment/s, notable practices, or demonstration of exemplary behavior based on agreed performance standards and norms

h. **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 particular project for which purpose employment was made

i. **Suggestion** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government, best interest of the learners, and the learning community.

j. **System** – the Agency awards and incentives program for employees

### III. BASIC POLICIES

Section 6. **Essential Features** – Schools Division of Negros Oriental (SDNO) PRAISE system shall be designed to encourage creativity, innovativeness, breakthroughs, efficiency, integrity, and productivity in the public service by recognizing and rewarding teaching, teaching- related, and non-teaching personnel individually, in groups, and program implementers for continuously improving the education's ACCESS, QUALITY, and GOVERNANCE at the SDO, district, schools, and CLCs. It embraces the equal



opportunity principle (EOP) policy and inclusivity in the workplace recognizing their contributions to the holistic development of the Filipino learners.

Section 7. **Bases of Providing Incentives** – SDNO PRAISE System shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas, and exemplary behavior worthy of emulation of teaching, teaching- related, and non- teaching personnel and promotes inclusivity. It promotes equity and embraces people with diverse background without discrimination free from barriers, prejudices, or preferences.

Section 8. **Timeliness of Award or Recognition** - SDNO PRAISE System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during formal awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in the schools, CLCs, districts, and SDO.

Section 9. **Principles** - SDNO PRAISE shall adhere to the EOP and inclusivity of providing incentives and awards based on performance, innovative ideas, breakthroughs, and exemplary behavior.

Section 10. **Awards** - SDNO PRAISE System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, exemplary performance, and ethical behavior of employees through formal and informal mode. For this purpose, the system shall encourage the grant of non-monetary awards

10.1. **Monetary Awards-** shall be granted only when the innovations, superior accomplishments and other personal efforts result in monetary generation. However, monetary awards may also be granted to any accomplishments brought pride and honor to the schools, CLCs, districts, and SDO. Funds may be sourced from LGUs or other external partnership.

10.2. **Non-monetary Award-** shall be granted to the loyalty, dedication, and exemplary performance of personnel, i.e., certificates, medals, plaques, pins, rings, etc.

Section 11. **Mandatory Five Percent (5%) Allocation for Human Resource Development (HRD) and Gender and Development (GAD)** – At least 5% of the HRD and GAD Funds shall be allocated for the PRAISE and incorporated in the SDO annual Work and Financial Plan (WFP).

#### IV. OBJECTIVES

Section 12. **General Objectives** –general objective of SDNO PRAISE is to encourage, recognize, and reward employees, individually or in groups for their performance, innovative ideas, breakthroughs, and exemplary behavior worthy of emulation and other contributions for the effective and efficient delivery of basic educational services, instituting good governance and school operations which lead to organizational productivity. It shall observe with utmost respect the principles of equality, equity, and fairness.

Section 13. **Specific Objectives.** – The specific objectives of the SDNO PRAISE System shall be as follows:

13.1. To establish a mechanism for identifying, selecting, rewarding, and providing incentives for deserving teaching, teaching-related, and non- teaching personnel in the schools, CLCs, districts, and SDO;

13.2. To identify outstanding accomplishments, loyalty and dedication to the agency, and best practices of teaching, teaching- related, and non- teaching personnel that exemplified continuous improvement;

13.3. To recognize and reward accomplishments and innovations/breakthroughs periodically or as the need arises;

13.4. To provide incentives and interventions to motivate teaching, teaching-related, and non- teaching personnel who have contributed ideas, suggestions, innovations, breakthroughs, superior accomplishments, and other personal efforts that have positive impact in the organization; and

13.5. To recognize outstanding program implementers (OPI) of different programs and projects implemented in the schools, GLCs, districts, and SDO.

#### **V. INSTITUTIONALIZATION OF THE PRAISE SYSTEM, COMPOSITION, ROLES AND RESPONSIBILITIES OF THE PRAISE COMMITTEES AND SECRETARIAT**

Section 14. **Institutionalization** – The SDNO PRAISE System is hereby institutionalized for guidance and compliance of all concerned.

Section 15. **Authority to Oversee the System-** The Schools Division Superintendent (SDS) shall be responsible in overseeing the SDNO PRAISE operations.

**Section 16. Constitution and Composition of the PRAISE Committee and Secretariat-** SDNO PRAISE committee shall be constituted to screen and recommend eligible candidates for Regional, National awards, and likewise grant informal awards based on the CSC and DepEd PRAISE awards. This committee shall ensure efficiency, wide participation and transparency in all processes, the following PRAISE Committee shall compose the following:

Division Level	District Level	School Level
Chair: ASDS duly designated by the SDS	Chair: Public Schools District Supervisor	Chair: Principal/ School Head
Vice- Chairs: SGOD Chief : CID Chief	Members: all School Heads in the district	Vice-Chair: Assistant Principal (if available)
Focal Person: HRDS SEPS/ EPSII	District Teachers' League President	Members: at least 2 Master Teachers/ Head Teachers/Grade Leaders
Members: Admin Officer V Budget Officer Division Accountant HRMO PSDS President/Rep PESPA Pres NAPSSHI Pres Teachers' League Pres NEU Pres GAD Focal (Section Heads as maybe assigned by the SDS)	Secretariat: non-teaching personnel in the district	<ul style="list-style-type: none"> <li>• Faculty President</li> </ul> Secretariat: non-teaching personnel (designated by the SH in case no non-teaching)
Secretariat: non-teaching personnel in the SDO	Observer: District Federated PTA President	Observer: School General PTA President
Observer: Division Federated PTA President		

**Section 17. The PRAISE committee shall have the following functions:**

17.1. Establish a system of incentives and awards to recognize and motivate officials/employees for their performance and conduct;

17.2. Formulate and adopt internal rules, policies, and procedures to govern the conduct of the implementation of the DepEd SDNO PRAISE;

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

17.4. Prepare mechanism to review and evaluate the effectiveness and efficiency of the PRAISE system;

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

17.6. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the system;

17.7. Coordinate with other Program to Institutionalize Meritocracy and Excellence in Human Resource (PRIME-HR) subsystems' committees for interventions on reskilling and upskilling of employees and for schools to sustain best practices. The result of the annual recognition shall be integrated in the data-based system;

17.7. Conduct the search process which includes paper screening or documents review and background validation;

17.8. Prepare a shortlist of Top three (3) nominees per category per level, who showed superior qualities over the other nominees. They shall then be endorsed for the next level of the search process;

17.9. Conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category when necessary;

17.10. The Focal Person is responsible in ensuring that all PRAISE activities shall be facilitated, attend meetings when called for, and provide feedback to the committee;

17.11. The secretariat shall perform the following tasks:

17.10.1. Document all PRAISE activities including noting down minutes of meetings; and

17.10.2. Ensuring the orderliness in the screening process including the schedule of activities. He/ She is responsible in documenting the whole process but NOT allowed to give rating.

17.12. The Observer can observe and may provide suggestions on the different processes but is not allowed to participate in decision making nor give rating in the

selection process.

## **VI. TYPES OF AWARDS AND INCENTIVES**

Section 18. The agency shall continue to search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service.

### **A. Monetary Incentives**

- In accordance with the guidelines issued by the Department of Budget and Management (DBM) and Executive Order and/or promulgation of implementing rules and regulations by appropriate authorities.

#### **a.1. Loyalty Cash Incentive**

A cash incentive granted to an official/employee who has completed at least ten (10) years, and every five years thereafter, of continuous and satisfactory service to the government. The grant of this incentive is in accordance with CSC MC No. 06, s.2002 and DepEd Order No. 54, s. 2015.

#### **a.2. Length of Service Incentive**

Given to all employees who have rendered three (3) years of continuous satisfactory service in the same position. The cash incentive shall be incorporated in the salary adjustments following the joint CSC-DBM Circular No. 1, s. 1990.

#### **a.3. Performance-Based Incentive**

- The maximum number of employees that may be granted Step Increment/s that may be granted Step Increment/s due to meritorious performance in any given year shall be limited to five percent (5%) of all incumbent officials and employees in an agency.
  - Two (2) step increments due to meritorious performance may be granted to a qualified official or employee who has attained two (2) ratings "Outstanding" ratings during the two (2) rating periods within the calendar
  - Such performance rating shall be based on the agency Performance Management System (PMS) approved by the CSC.

#### **a.4. Performance-Based Incentive System**

- Productivity Enhancement Incentive (PEI)) and
- Performance-Based Bonus (PBB)

## **B. Non-Monetary Incentives**

➤ The forms of non-monetary awards and incentives are the following:

**b.1. Compensatory Time-Off (CTO)-** granted to an employee who has worked beyond his regular office hours on a project without overtime pay.

**b.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.

**b.3. “Salu-salo”-** meal hosted by superiors or supervisors for the awardees or employees who have made significant contributions which may be in the form of a testimonial party or dinner.

**b.4. Personal Growth Incentives -** incentives which may be in the form of attendance in conferences and scholarship program on official business, membership in professional organizations, and other learning opportunities.

**b.5. Token – Pins, Medallion & Gold ring-** token to recognize the loyalty and dedication of all personnel who have rendered services in the Department of Education **ONLY** regardless of office/station.

10 years – Bronze Pin

15 years – Bronze Medal

20 years – Silver Pin

25 years – Silver Medal

30 years – Gold Pin

35 years – Gold Medal

40 years and above – Gold Ring

### **b.5. Certifications/ Plaque – National & International Coach Winners**

All coaches- teachers, teaching related, and non-teaching personnel shall be granted certificate of recognition for the invaluable services as winning coach both national and international levels.

### **b.6. Other Non- Monetary Incentives**

Incentives in kind which may be in the form of trophies, plaques, certificates, medal/pin. Token, travel package, reserved parking space, recognition posted at the magazine/publication and newspaper/print media, social media website, and others.

## **C. Award Categories**

### **C.1. Individual Category**

#### c.1.1. Most Outstanding Teacher

c.1.1.1. T1-MT2 (K-6 teachers)

c.1.1.2. T1-MT2 (G7-G12 teachers)

c.1.1.3. SPED (K-12)

c.1.1.4. ALS

#### c.1.2. Most Outstanding School Head

c.1.2.1. Elementary

c.1.2.2. Secondary

#### c.1.3. Most Outstanding Teaching-Related Personnel

c.1.3.1. District

c.1.3.1.1. Public Schools District Supervisors (PSDS)

c.1.3.2. Division

c.1.3.2. 1. Chief Education Supervisor

c.1.3.2. 2. Education Program Supervisor

c.1.3.2.3. Education Program Specialist II (EPS II)/Senior Education Program  
Specialist (SEPS)

#### c.1.4. Most Outstanding Non-Teaching Personnel

c.1.4.1. Level 1 (School & Division) SG1-9

c.1.4.2. Level 2 (School & Division) SG10-21

### **C.2. School Category**

#### c.2.1. Most Outstanding Elementary School

c.2.1.1. Small

c.2.1.2. Medium

c.2.1.3. Large

c.2.1.4. Very Large

**c.2.2. Most Outstanding Secondary School**

c.2.2.1. Small

c.2.2.2. Medium

c.2.2.3. Large

c.2.2.4. Very Large

**C.3. Most Outstanding Program Implementers (OPI)**

**c.1. School category**

c.1.1. Adopt a School Category

C.1.2. Brigādā Eskwēlā & BE Jiņģlē

C.1.3. Brigada Opisina & 5s

C.1.4. Child Friendly School System (CFSS)

c.1.5. Continuous Improvement Program (CIP)

c.1.6. Disaster Risk Reduction and Management (DRMM)

c.1.7. Dropout Reduction Program (DORP)

c.1.8. ECO Friendly

c.1.9. Gulayan sa Paaralan (GPP) (Urban & Rural)

c.1.10. Learning Action Cell (LAC)

c.1.11. LIS/EBEIS

c.1.12. National Drug Education Program (NDEP)

c.1.13. School Governing Council (SGC)

c.1.14. School Monitoring, Evaluation and Adjustment (SMEA)

c.1.15. School-Based Management (SBM)

c.1.16. School-based Feeding Program (SBFP)

c.1.17. Special Program School Implementer

c.1.18. Solid Waste Management

**c.2. District Level**

c. 2.1. District Monitoring, Evaluation and Adjustment (DsMEA)

c. 2.2. Learning Action Cell (LAC)



## VII. GUIDELINES/MECHANICS FOR THE SEARCH AND SCREENING

Section 19. **General Guidelines** – The following guidelines/mechanics should be followed:

19.1. **For the National Awards** –for the Presidential or Lingkod Bayan, Dangal ng Bayan and CSC Pagasa Awards, the following procedures are followed:

a. All nominations must be submitted by the Division PRAISE in the prescribed Nomination Form to the office, provincial, regional or Central Committee on PRAISE for the Committee's evaluation.

b. Nominations must be approved and endorsed by the Division PRAISE and in case necessary it shall be endorsed to the Regional Committee PRAISE which, in turn, endorses the nomination to the Honor Awards Program (HAP) Secretariat through the CSC Field/Provincial or Regional Offices. In the absence of a duly constituted and operational PRAISE Committee, the department/agency (office/unit) cannot nominate or endorse nominations of its officials and employees to the HAP Secretariat. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.

c. The following information must be adequately provided: For group nomination (Presidential Lingkod Bayan and CSC Pagasa Awards): Names of group or team members, including disqualified member/s, with their respective positions and contributions are enumerated in detail. For group nominee with member/s who failed to qualify, the reason for his/her disqualification shall be stated. Only members who meet the qualification requirements shall be included in the grant of award if chosen as awardee. Please refer to HAP form No. 1-A for details.

19.1. **For the Regional PASIDUNGOG Awards** – The Division PRAISE shall endorse the nominee declared as the Division Outstanding Awardee (Individual, Group, and Outstanding Program Implementer)

19.2. **For other Award-giving Institutions** – The Division PRAISE shall endorse the nominee when required by the institutions.

19.3. **For the Division TAPOC Awards** – The following guidelines/mechanics should guide all interested teaching, non-teaching, and teaching-related from the schools, CLCs, district, and SDO:

19.3.1. **Qualifications/ Eligibility Requirements** - Nominees for all categories must strictly meet the following qualifications:

- ✓ With permanent appointment or official designation to the position applied and has been in the Department of Education at least five (5) consecutive years.
- ✓ Must **NOT** have been suspended or sanctioned for violation of administrative policies, rules and regulations and no pending administrative/civil/criminal case.
- ✓ Has been rated at least "Very Satisfactory" or its equivalent for the last three (3) performance rating periods prior to the nomination.
- ✓ A person of integrity both in public and private life and has exhibited excellent relationship with co-workers, partners, stakeholders, and community people.
- ✓ Does not have any record of unliquidated cash advance as of the date of nomination.
- ✓ **Teaching Personnel:** (Public Elementary (K-6) & Secondary School (Grades 7-12) teachers only) include: Teachers 1-3, Master Teachers, Mobile Teachers (ALS), Multi-grade Level Teachers, and Madrassah Teachers.
- ✓ **School Head:** Teachers In-charge (TIC), Officers In-charge duly designated by Schools Division Superintendent, Head Teacher and Principal. Assisting School Head covers Assisting Principals duly designated by the School Division Superintendent who has served as Assisting Principal for at least one (1) year prior to the nomination date.
- ✓ **Teaching Related Personnel:** Education Program Specialist II (EPS-II), Senior Education Program Specialist (SEPS), Public Schools District Supervisor (PSDS) Education Program Supervisor (EPS) Chief Education Supervisor (CES).

- ✓ **Non-teaching Personnel:** Level 1 with salary grades one (1) to nine (9) (School & Division) and Level 2 salary grades ten (10) to twenty-one (21) (School & Division).

### **19.3.2. Grounds for Disqualifications of Nominations**

- ✓ Non-compliance with the foregoing guidelines or any misrepresentation made in any of the documents submitted shall be a ground for disqualification and disciplinary action against the certifying nominee/authority pursuant to the applicable CSC laws and rules.
- ✓ 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 words for the accomplishment write-up, clearances, and other required documents).

### **19.3.3. Required Nomination Documents**

- ✓ Each nomination requires the submission of one (1) original nomination folder and soft (PDF) containing the following:
  - ✓ Fully accomplished Rewards and Recognition Forms
    - Nomination Form (Form 1 Annex E)
    - Nominee's Write-ups on the Highlight of Accomplishments (Form 2 Annex E)
- ✓ Updated PDS with passport size (1 ½ x2) photo with name tag taken within the last six (6) months prior to the nomination.
- ✓ Endorsement letter from School and District PRAISE Committees or their equivalent, that the nomination has undergone deliberation by the Committees.
- ✓ 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 previous year. 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.
- ✓ Certificate of no pending administrative /civil/criminal case signed by the chairman of Division Investigation Committee/Agency's Legal Officer

- ✓ Updated service records 60 days before the deadline of submission of the nomination duly certified by the agency's Human Resources Management Officer (HRMO).
- ✓ Performance Rating for the last three (3) performance rating periods prior to the nomination.
  - PRIVACY NOTICE: SDNO recognizes its responsibilities under the Data Privacy Act of 2012 (R.A. 10173).
    - As a nominee in the TAPOC, the Division office will collect and use the nominee's personal information such as name, address, occupation, family background, contact details, etc. for administrative and documentation purposes during his/her participation in the TAPOC.
    - All nomination folders and documents submitted shall be considered records of the Division Office, thus, the office has the discretion to retain or return the documents.
    - All personnel information/documents collected will be stored in a secure location; retained in accordance with the office retention policies; and only authorized employees will have access to them.

#### **19.3.4. Write-up Accomplishments**

- ✓ The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three (3) 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 of specific terms. Define / clarify terms such as "assisted", "contributed" or "facilitated"
  - State outstanding accomplishment of exemplary norms displayed and impact in brief, factual and in bullet form
  - Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and / or transactions facilitated
  - The nomination write-up of heads of offices, agency should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency.

#### **19.3.5. Limitations on Nominations**

- Minimum of 250 words and Maximum of 500 words (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact, and other information.

- The Portfolio
  - Part A. Qualifications/Eligibility Requirements
  - Part B. Nomination Requirements
  - Part C. Other Suggested Documents
- Client/ customer satisfaction report
- Testimonies of clients, peers, stakeholders and superior
- Magazine / journal clippings of accomplishments
- Project impact assessment report
- Project brief

### 19.3.6. Criteria for Evaluation

- ✓ As an Exemplary Public Servant
  - Exhibits extra ordinary transparency, honesty accountability and personal integrity and professionalism. Shows consistent and uncompromising adherence to strong moral and ethical principles and values.
- ✓ Consistency of Performance
  - The degree of consistency manifested by Very Satisfactory and / or Outstanding performance based on historical data/work record.
    - Performance rating for the last three (3) rating periods.
    - If the three (3) ratings are not in percentage, these will be converted to percentage, after which, the average will be computed.
    - If less than three (3) ratings are submitted, the sum of the available ratings will be divided by three (3).
    - If an applicant has been sent to a scholarship program (with proof) for one or more rating periods, the three (3) latest available ratings will be accepted.
    - Has sustained increase of performance in the last three (3) ratings periods.
- ✓ Team Support and Influence
  - the extent the nominee manifests motivation and support with each other within the group / organization or the degree to which group members positively influence each other.
  - should have verifiable/actual contribution in the attainment of the organization/office accomplishment.
- ✓ Financial Management

- shows maximum utilizations of all financial resources as reflected in the status report of the budget utilization (obligation and disbursement rate) of the schools covering the search period and incumbency of the nominee.
- ✓ Innovation
  - tangible outputs/products/ processes /services which significantly raised, performance, efficiency, and effectiveness of the office/organization.
  - only one applicable innovation output/product will be considered as major innovation and maybe supported and other innovations
  - an innovation is valid for five (5) years from its implementation and accepted only if it is supported by:
    - a. Innovation output/product; and
    - b. A school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation.
  - The applicant must show proof or certification duly signed by the Head of Office/Proper Authority that the innovation has not been credited in previous TAPOC.
  - In case of group innovation, the applicant shall receive the fraction thereof of the score of the output divided by the total number of proponents of the innovation.
  - The innovation must show a strong potential that the milestone of accomplishment can be replicated outside the target beneficiary group.
  - It must show evidence that the milestone of accomplishment was/can be replicated outside the target beneficiary.
  - The innovation must have an impact to the beneficiaries/ systems/structures and/or organization.
- ✓ Integrity
  - demonstrates transparency, honesty, accountability, personal integrity, and professionalism. Shows consistency in words and actions and models high standards of ethics.
  - Manifests internal Linkages/Group Dynamics
  - the extent the nominee manifests motivation and support with each other within the group/organization or the degree to which group members positively influence each other. Should have verifiable/actual contribution in the attainment of the organization/office accomplishment.
- ✓ Noteworthiness in the Organization & Community Developments / Services
  - the degree of uniqueness and originality of outstanding contribution/s; implemented breakthroughs in the structure, systems, and procedures in the

delivery of services resulting to improved efficiency, effectiveness, and customer satisfaction.

- contributions of the nominee to the bigger academic community outside of his/her own school (i.e., within the district, division region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Maintains wholesome relationship with community stakeholders and local partners and initiates, facilitates and builds inter-community relations.
- ✓ External Partnership and Linkages
  - Manifests community wide sustained strong support by the stakeholders through the successful programs/projects implemented in the school/division office.
  - ✓ The programs/projects shall be credited only when supported by the following:
    - Memorandum Agreement / Memorandum of Understanding or any related document to establish partnership and linkage
    - Program Implementation Plan; and
    - Program Implementation Accomplishment Details (which includes attendance sheet, roster of beneficiaries, impact assessment results, etc.)
- ✓ Performance Indicator
  - School shows gains/achievement of the target indicators in the School Improvement Plan/ Annual Implementation Plan (SIP/AIP) specifically on dropouts and cohort survival rates of the school. For evaluation on this criterion, the indicators shall be school- specific, within the search period and must be the actual accomplishment of the nominee during his/her incumbency.

### **VIII. PUBLICATION OF RESULTS, PROTESTS, AWARDING CEREMONIES**

**Section 20. Publication of Results.** - The final screening results shall be published through a memorandum and to be uploaded in the Division website.

**Section 21. Protest.** – A protest for a particular award and awardee shall be filed at the Office of the Schools Division Superintendent within seven (7) working days after publications of the final screening results. The PRAISE Committee concerned shall dispose of the protest within ten working (10) days upon receipt thereof and its decision may be appealed of by any aggrieved party by filing a petition for review before the Committee for PRAISE protest created by the Schools Division Superintendent. The Committee shall have the exclusive jurisdiction to resolve appeal or petition for reviews and its decision thereof shall be final and executory.

Section 22. **Awarding Ceremonies.** – The PRAISE committee shall recommend to the Schools Division Superintendent for the awarding of the exemplary performance, loyalty and dedication, and other achievements in the work of teaching, teaching- related, and non-teaching personnel. It is directly responsible in organizing and undertaking appropriate awarding ceremonies as periodic as possible.

The awarding ceremony shall be consistent for each category to avoid any unnecessary comparison.

The prize or reward given should be in accordance with the guidelines set for each category. No one shall be denied his/her rightful reward as indicated in the guidelines, save for any changes or amendments communicated prior to the nominations.

## VIII. MONITORING AND EVALUATION

Section 23. The PRAISE committee shall regularly monitor the implementation of the Rewards and Recognition (R&R) Program of the Division and to ensure all searches are adherent to the policy.

Section 24. The committee member in-charge in tracking the implementation of the program shall strictly conduct the monitoring tools to 5% of the awardees and analyze the result for recommendation to the PRAISE chair as basis for the resolutions to be approved by the Schools Division Superintendent.

Section 25. The annual search shall follow the process for guidance and implementation and ensure that timelines are strictly observed.

### 25.1. Timelines for the Annual Search

#### 25.1.1. Outstanding Program Implementer

- April - Issuance of Memo for the annual search
- May - School Level
- June - District Level
- July - Division Level
- August- Submission to the Regional Level (Subject to RO timeline)
- December – Division Awarding Ceremony

#### 25.1.2. Outstanding Individual and Group Category

- June – Issuance of Memo for the annual search
- July 1-15 - School Level
- July 16-31 – District Level
- August – Division Level



- September – Submission to the Regional Level (Subject to RO timeline)
- December- Division Awarding Ceremony

## **IX. FUNDING REQUIREMENTS**

Section 26. All expenses relative to the implementation of the PRAISE programs shall be charged against the HRD Funds/GAD and other allowable Division Funds, subject to the usual accounting and auditing rules and regulations and reflected in the Annual Work and Financial Plan and Budget.

## **X. IMPLEMENTING GUIDELINES**

Section 27. **Rule- Making Authority** – The Schools Division Superintendent shall upon the recommendation of the SDNO PRAISE Committee, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective, and efficient implementation of the provisions of this Manual.

Section 28. Review and Amendment of Implementing Guidelines – All implementing guidelines of any and/or all the provisions of this Manual shall be submitted to the Schools Division Superintendent for review and for proposed amendment.

## **XI. AMENDMENT, REVISION, SEPARABILITY, AND EFFECTIVITY**

Section 28. The Revised Policy on Rewards and Recognition of the Schools Division of Negros Oriental shall be effective immediately, unless sooner repealed, amended, or rescinded. All provisions in existing memorandum which are inconsistent with this are hereby rescinded.

**Committee on Program on Awards and Incentives for Service Excellence  
(Teachers Altogether Praise Outstanding Colleagues -TAPOC)**

**SONNY V. UY**  
PSDS, President

**LANI B. YURONG**  
Admin Officer V

**LYDIA D. CASAS**  
Budget Officer III

**MA.JENNIFER P. PIODOS**  
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**EDFEL V. CABAG PhD**  
Principal IV, Pres. NAPSSHI

**ALDRIN T. YAESO**  
Principal I, Pres. PESPA

**ROWENA Z. TROFEO**  
MT, Pres. Teachers' League

**JIAN A. DIAZ**  
AO IV- HRMO

**MARICHYLE P. LAJATO**  
Guidance Pres. NEU

**CARMELITA A. ALCALA, EdD**  
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**NILITA L. RAGAY EdD**  
ASDS/Chief, CID  
Co- Chair

**RACHEL B. PRICARDAL EdD**  
Chief, SGOD  
Vice- Chair

**JOELYZA MIGUEL-ARCILLA EdD, CESE**  
OIC- Assistant Schools Division Superintendent  
Chair

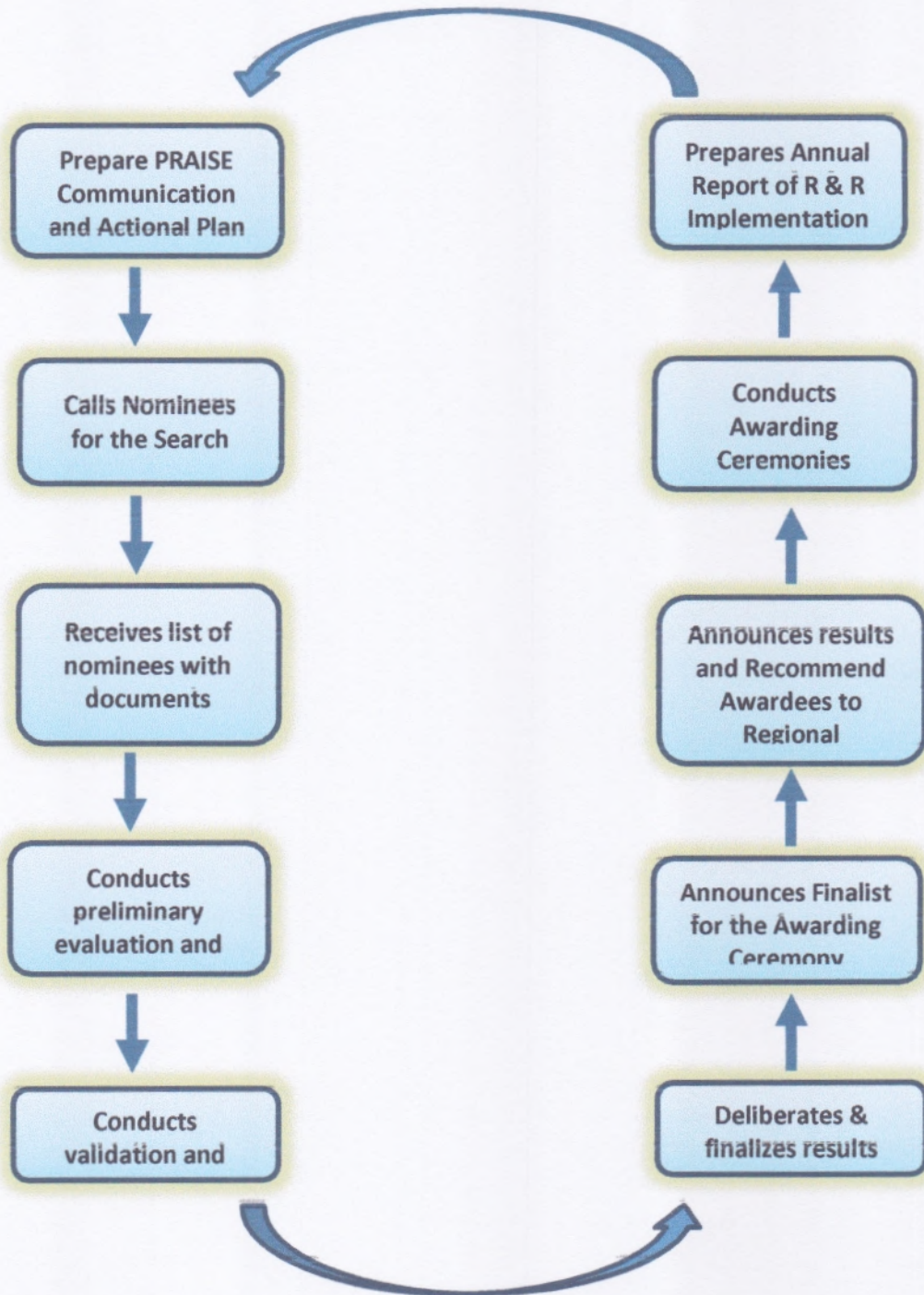
**APPROVED:**

**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

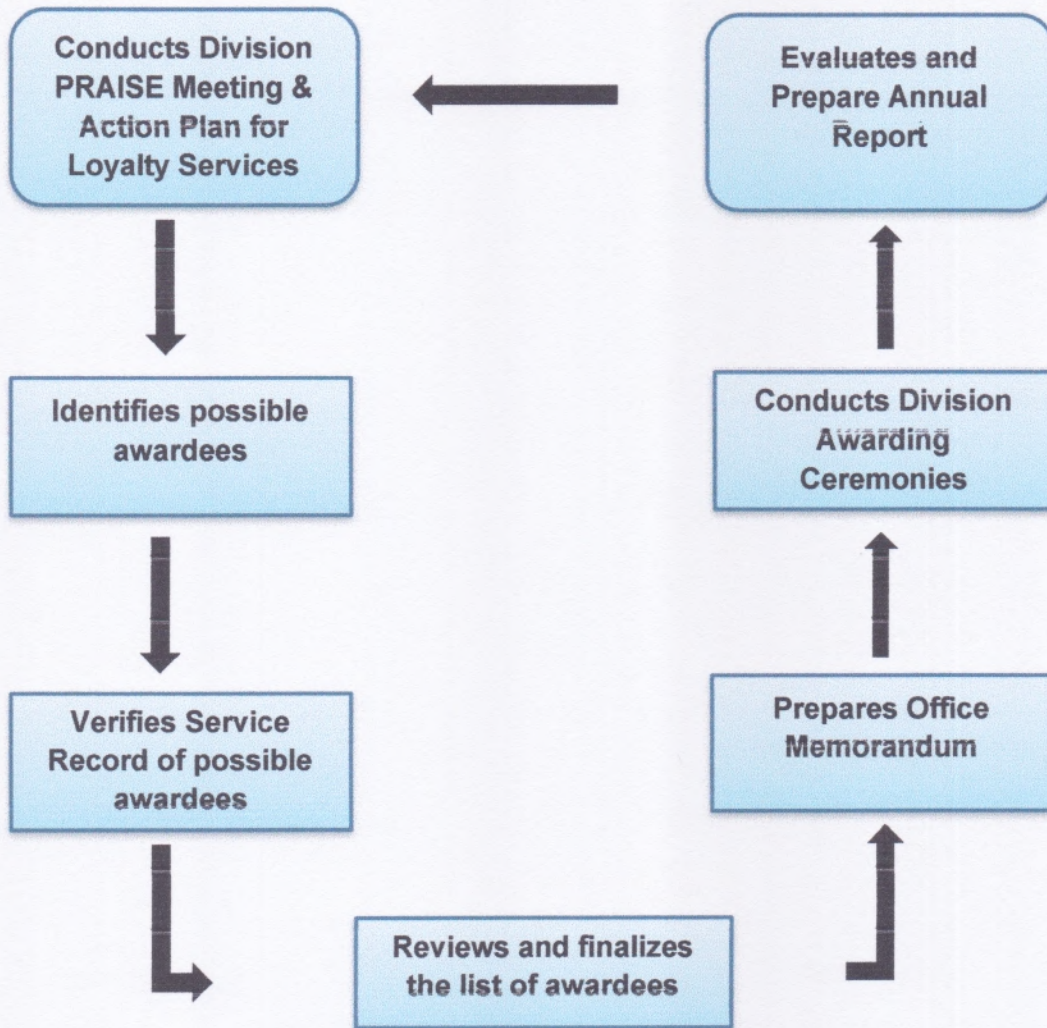
## ANNEXES

### Annex A: Rewards and Recognition Process

#### Annex A.1. Search for Outstanding Schools Division of Negros Oriental Teaching, Teaching-Related and Non- Teaching Personnel, School/Office, and Outstanding Program Implementers (TAPOC Awardees)



**Annex A.2. Loyalty Service Awardees for Schools Division of Negros Oriental Teaching, Teaching- Related and Non-Teaching Employees**



## Annex B. Criteria for Rating

### B. 1. Individual Category

#### B. 1.1. Most Outstanding Teacher

Criteria	Points for Each Criterion	Scoring
<b>Integrity</b>		
➤ Transparency	7%	25%
➤ Honesty	7%	
➤ Accountability	7%	
➤ Professionalism	4%	
<b>b. Innovation</b>		
➤ Adaptability	5%	15%
➤ Sustainability	5%	
➤ Impact	5%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	20%	30%
➤ Consistent Progress of Rating	10%	
<b>d. Noteworthiness in the Organization &amp; Community Development/Services</b>		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own schools/work assignment	7%	
<b>e. Team Support</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

### B.1.2. Most Outstanding School Head

Criteria	Points for Each Criterion	Scoring
<b>Integrity</b>		
➤ Transparency	7%	25%
➤ Honesty	5%	
➤ Accountability	8%	
➤ Professionalism	5%	
<b>b. Innovation</b>		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	15%	20%
➤ Consistent Progress of Rating	5%	
<b>d. Noteworthiness in the Organization &amp; Community Development/Services</b>		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own schools/work assignment	7%	
<b>e. Team Support</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

### B.1.3. Most Outstanding Teaching- Related

Criteria	Points for Each Criterion	Scoring
<b>Integrity</b>		
➤ Transparency	7%	25%
➤ Honesty	7%	
➤ Accountability	7%	
➤ Professionalism	4%	
<b>b. Innovation</b>		
➤ Adaptability	5%	15%
➤ Sustainability	5%	
➤ Impact	5%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	20%	30%
➤ Consistent Progress of Rating	10%	
<b>d. Noteworthiness in the Organization &amp; Community Development/Services</b>		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own schools/work assignment	7%	
<b>e. Team Support</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

#### B.1.4. Most Outstanding Non-Teaching (Level 1)

Criteria	Points for Each Criterion	Scoring
<b>a. Professionalism</b>		
➤ Trustworthiness	5%	25%
➤ Integrity	5%	
➤ Honesty	7%	
➤ Accountability	8%	
<b>b. Innovation</b>		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	20%	25%
➤ Consistent Progress of Rating	5%	
<b>d. Team Support</b>		
➤ Teamwork	10%	25%
➤ Cooperation	10%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		100%

#### B.1.5. Most Outstanding Non-Teaching (Level 2)

Criteria	Points for Each Criterion	Scoring
<b>a. Professionalism</b>		
➤ Trustworthiness	5%	25%
➤ Integrity	5%	
➤ Honesty	7%	
➤ Accountability	8%	
<b>b. Innovation</b>		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	25%	



➤ Consistent Progress of Rating	10%	35%
<b>d. Team Support</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

## B.2. School Category

### E. 2.1. Most Outstanding School (Elementary & Secondary)

Criteria	Points for Each Criterion	Scoring
<b>a. Performance Indicator</b>		
➤ Dropout Rate	20%	35%
➤ Cohort Survival Rate	15%	
<b>b. Innovation</b>		
➤ Adaptability	5%	35%
➤ Sustainability	15%	
➤ Impact	15%	
➤ Consistent Progress of Rating	10%	
<b>c. Partnership and External Linkages</b>	15%	15%
<b>d. Internal Linkages/Group Dynamics</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

## **Annex C. Criteria for Evaluation (Outstanding Program Implementer)**

### **C.1. Compliance to Project/Program Policy Standards**

- c.1.1. compliance to project/program policy standards  
compliance to required standards of the project/program implementation as stated in the CO/RO memo/order
- c.1.2. Implementation Plan Accomplishments  
Actual accomplishment of the program/project based on approved implementation plan

### **C.2. Impact**

- c.1. 2. Achievement of Objective/s  
Achievement Level of program/project objective/s or goal/s
- c.1. 2. Impact/Outcome  
Level of impact/outcome of the program/project as indicated in the project proposal to wit:
  - People
  - Organization
  - System
  - Environment, etc.

### **C.3. Sustainability/Adaptability/Replicability**

#### **c.3.1. Functional Structure**

Existence/Functionality of the following:

- Project management structure, roles, and functions
- Regular conduct of meetings, policies formulated, etc.

#### **c.3.2. Mechanism**

- Planning
- Implementation
- Monitoring and evaluation
- Continuity, etc.

### **C.4. Innovation**

- Unique/diverse implementation strategy/ies applied as to:
  - c.4.1. New idea/s/ principles applied

- Contextualized process/policy adopted
- New idea/process created and applied

c.4.2. Diverse strategy/used in the Philippines

- Unique/ Variety implementation approach used
- Use of locally available resources
- I. Stakeholder Involvement and sustainability  
Participation of stakeholders on the following:
  - Planning, implementation, etc.
  - Program/project sustainability

C.5. Resources Generated

- Amount of resources generated from stakeholders