



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

07 July 2026

DIVISION MEMORANDUM

No. 260, s. 2026

**2026 SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES
(SEDOE) GUIDELINES**

TO: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
Public and Private Elementary and Secondary School Heads
All Others Concerned



1. Pursuant to DepEd Order No. 9 s. 2002, or the Establishment of Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, Regional Memorandum no. 236, s. 2024 or the Policy Guidelines for GAWAD Cordillera, and in adherence to Civil Service Memorandum Circular 01 s. 2001 which states that, "Every department or agency shall establish its own Employee Suggestions and Incentive Awards System (ESIAS), this office issues this Service Excellence for DepEd Officials and Employees (SEDOE) guidelines, which aims to provide incentives and awards to its employees based on their performance, innovative ideas and exemplary behavior.
2. This guideline outlines the procedures for assessing, evaluating, and recognizing employee performance across the Benguet Division Office, districts, and schools. These merit-based awards are open to all personnel, strictly upholding our commitment to inclusivity and equal opportunity regardless of age, gender, sexual orientation, religion, ability, or cultural background.
3. The localized Best Teacher Award folders shall undergo the school and district level search evaluation and assessment; while folders of nominees for Dayaw ti Cordillera Award and Outstanding Employee Award shall be directly endorsed by their immediate supervisors to the Division PRAISE committee through the Records Section where assessment and evaluation shall be conducted.
4. The District and Private School PRAISE Committees are required to submit all original nomination documents in a single, complete package to the Records Section on or before the set deadline. This submission must be accompanied by a transmittal letter signed by the PSDS. Late submissions will not be accepted. To avoid automatic disqualification of the folders, teams must strictly adhere to these instructions and ensure the signed transmittal letter is included.

- a. District level list of nominees in all categories (Public Schools) signed by the District PRAISE Committee;
- b. Private Schools list of winners / awardees signed by the Benguet Private Schools – CAR or identified Private Schools’ PRAISE committee; and
- c. One copy of nominee’s / awardee’s folder.

5. Please be guided with the following schedule:

Activities	Remarks	Timeline
Issuance of Division Memo	Division PRAISE committee	July 2026
Conduct of District Level Search (Public and Private Schools)	Dayaw ti Cordillera Award Outstanding Employee Award	Within the month of July or August
	Localized Awards	
Submission of entries / nominees with complete documents at the Division Records Section	Dayaw ti Cordillera Award Outstanding Employee Award	August 7, 2026
	Localized Awards	August 31, 2026
Document assessment for completeness of attachments and appropriateness of documents	Dayaw ti Cordillera Award Outstanding Employee Award	August 12, 2026
	Localized Awards	September 02, 2026
Final Evaluation and Rating of documents by subcommittees in-charge	Dayaw ti Cordillera Award Outstanding Employee Award	August 13, 2026
	Localized Awards	September 03, 2026
Finalization of Results by the subcommittee chairs	Dayaw ti Cordillera Award Outstanding Employee Award	August 17, 2026
	Localized Awards	September 04, 2026
Submission of the list of awardees to the SDS by the over-all PRAISE committee Chair	Dayaw ti Cordillera Award Outstanding Employee Award	August 15, 2024
	Localized Awards	September 07, 2026
Provision of Technical Assistance to all Division Awardees	Dayaw ti Cordillera Award Outstanding Employee Award	August 19 to 31, 2026
Submission of documents of Division entries / nominees to the Regional Office	Dayaw ti Cordillera Award Outstanding Employee Award	September 01, 2026
Tentative Awarding Ceremonies		November 27, 2026

6. The mechanics and criteria provided in the Policy Guidelines for SEDOE shall be used in the assessment and evaluation of the nominations for the search.

7. Winners of the Dayaw ti Cordillera Award and the Outstanding Employee Award shall be automatically nominated for the regional GAWAD Cordillera Award. Conversely, winners of localized awards will culminate at the division level through the SEDOE Awards.

8. All related issuances, rules and regulations, and provisions that are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
9. This memorandum shall take effect immediately and shall continue to be in force unless sooner repealed, amended, or rescinded.
10. Immediate and widest dissemination of this memorandum is required.

CARMEL F. MERIS
OIC -Schools Division Superintendent

For the Schools Division Superintendent:


NOVER KEITHLEY S. MENTE
OIC – Assistant Schools Division Superintendent

SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES (SEDOE) GUIDELINES

I. RATIONALE

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

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

This policy shall likewise abide by Division's Equal Opportunity Principle (EOP) which states that the Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. Every employee is rewarded accordingly to his or her contribution to the attainment of the organization's goal and objectives or based on an individual's performance, capability, and potential. Rewards and recognition can also be used as a basis for earning points during the application, selection/assessment process.

II. OBJECTIVES

A. General

To encourage, recognize and reward individuals and groups for their suggestions, innovative ideas, inventions, discoveries, heroic deeds, exemplary behavior, and extraordinary acts of service in the public service, which contribute to the efficiency, economy, and improvement in DepEd Operations which lead to organizational productivity.

B. Specific

1. To improve employee morale and motivation, which can result in higher job satisfaction and engagement levels.
2. To increase employee productivity and have them take ownership of their work, leading to higher levels of performance.
3. To reduce turnover - to help to retain employees, as they feel more connected to the organization and are less likely to seek employment elsewhere.
4. To enhance teamwork. This will foster a sense of teamwork and collaboration, which can lead to better communication and cooperation among colleagues.
5. To improve student outcomes: When employees are recognized for their efforts, they are more likely to be committed to their work, which can translate into better outcomes for students.



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III. INTERPLAY OF REWARDS AND RECOGNITION TO THE HR SYSTEMS

Schools Division of Benguet remains committed to continue itself to better serve its stakeholders, to strive even more in the pursuit of the highest standards of human resource management systems and to promote people excellence in the office for efficient and effective public service delivery.

Schools Division of Benguet also provides growth opportunities, builds effective developmental and training programs, scholarship exposures and promotion breaks for its employees. These will help them not only improve their skills, but become more proficient at their jobs.

Its current PRIME-HRM Level 2 status propels the interplay of the four aspects of HR management, namely: Recruitment, Selection, and Placement; Learning and Development; Performance Management; and Rewards and Recognition for the development of its human resource management competencies, systems, and practices toward HR excellence.

Further, Rewards and Recognition is one of the core HRM areas which ensure productivity in public service, hence realizing the target goals of the institution and contributing to the improvement of the three other core HRM areas and the operations of the agency as a whole.

Establishing links among the four core HRM areas is necessary to ensure that Schools Division of Benguet PRIME-HRM is fully functional and operational. Below articulates the interrelatedness of the R&R Core HRM area to each of the other systems of PRIME-HRM.

A. Recruitment, Selection, and Placement (RSP)

The results of the SEDOE shall serve as the basis for selection and promotion under the Human Resource Merit Promotion and Selection Board (HRMPSB) and the documents from the HRMPSB can be used as references for personnel to vie for the different awards and recognitions.

B. Learning and Development

SEDOE is also directly linked to Learning & Development since the employees' participation in the different learning and development programs shall serve as a reference for giving rewards and recognition. Likewise, the evaluation results of the SEDOE serve as a basis for recommendation of personnel to participate in relevant learning and development activities including scholarships.

C. Performance Management

The outcomes of the application of Performance Management policies, through the OPCR and IPCRF shall be a determining factor for personnel to vie for the different awards and recognition, including the provision of bonuses and incentives. Results of the SEDOE evaluation, in return, will help personnel identify their strengths and weaknesses which is instrumental in improving their personal and career development plans and performance.



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These recognition incentives impact organizations to retain and motivate its employees as a result of achieving high levels of performance. Thus, it is imperative to sustain such R & R program to fulfil employees' needs and motivate them to work. Motivated employees can be a significant factor in organizational success. When employees are motivated to work at higher levels of productivity and satisfied with their workplace, the organization as a whole will run more efficiently and is more effective at reaching its goals.

IV. SCOPE

This Policy shall apply to all SDO Benguet Teaching, teaching related, and Non-teaching employees with participation or involvement to the SEDOE awards and recognition program.

V. DEFINITION OF TERMS

The following terms shall be defined as follows:

- A. **Awards** –This refers to recognition which may be monetary or non-monetary, conferred to an individual or a group of individuals for their ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to the organizational productivity.
- B. **Employee**: male or female worker with employee-employer relationship, who may have a permanent, contractual, provisional, or casual status, whose appointments undergo the Recruitment, Selection, Placement, and Induction process, and who offers service for the organization that contributes to the attainment of its vision and mission.
- C. **Incentive** – This refers to monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishments or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- D. **Mechanism**: the established process by which DepEd-Benguet implements its rewards and recognition program.
- E. **Non-teaching Personnel Level 1** – This refers to male or female employees of DepEd -CAR who belong to **Salary Grade 1-9** who are involved in structured work in support of Office Operations or engaged in clerical trades, crafts, or custodial services which involve sub-professional work in a non-supervisory or supervisory capacity.
- F. **Non-teaching Personnel Level 2**- This refers to male and female employees of DepEd-CAR who belongs to **Salary Grade 10-24** who perform professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.



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- G. **Related-Teaching** – This refers to positions whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instructions, such as standard setting, policy and program formulation, research and sector monitoring and evaluation.
- H. **School Heads**- This refers to male or female principals, head teachers and teacher in-charge who manage and supervise schools.
- I. **Supervisory**– This refers to permanent teaching-related personnel who performs guidance and instructional supervision as well as mentoring and coaching, with at least three (3) years of continuous service with DepEd-CAR and who meet the criteria.
- J. **System**: the agency's awards and incentives program for employees.
- K. **Teaching Personnel**: male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers, Alternative Learning System, mobile teachers, and Teachers In-charge.

VI. COMPOSITION OF THE PRAISE COMMITTEE

The Division PRAISE Committee shall be known as DepEd Benguet SEDOE Committee and shall be responsible in screening and recommending eligible candidates for regional and national awards. In addition to the committee members referred to in DepEd Order No. 9, s. 2002, entitled "Establishing the Program on Awards and Incentives for Service Excellence" (PRAISE) in the Department of Education are the following:

OVER-ALL SEDOE COMMITTEE

Chairperson	NOVER KIETHLEY S. MENTE OIC-Assistant Schools Division Superintendent
Vice Chairperson	LUCIO B. ALAWAS Chief Education Supervisor of School Governance and Operations Division
Members	ALADIN M. DOBINTO Chief Education Supervisor – CID MARCELINO BALDO EPS - SGOD XYLENE GRAIL D. KINOMIS HRDS SEPS MAHAL RIFANI AO V Admin FLORABEL BUCLAY AO – V – Budget Officer MELVIN ALFREDO AO IV (2 nd level representative)



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CHARMAINE NONOG
1st level representative

Secretariat

NERISSA I. BARBOSA
LETICIA PANGKET
LANI ATOS
WYNN DARRYL LAOP

ROLES AND FUNCTIONS OF THE COMMITTEE

The Division PRAISE Committee shall screen and recommend eligible candidates for regional and national awards.

The following functions and responsibilities of the Committee are specified in DepEd Order No. 09 s. 2002 to wit:

- A. Establish a system of incentives and awards to recognize and motivate employees or their performance and conduct;
- B. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism in recognizing the awardees;
- C. Determine the form of awards and incentives to be granted;
- D. Monitor implementation of approved suggestions and ideas through feedbacks and reports;
- E. Prepare plan, identify resources and prepares budget for the system on an annual basis;
- F. Develops and distributes a system policy manual and orients all the employees;
- G. Document best practices, innovative ideas and success stories which serves as a promotional material to sustain interest and enthusiasm;
- H. Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- I. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its sustainability to the agency; and
- J. Address issues relative to awards and incentives within fifteen (15) days from the date of submission-

The PRAISE Secretariat shall attend all the PRAISE Committee meetings to coordinate, collaborate and perform the following tasks:

- A. Document all proceedings of PRAISE Committee meetings.
- B. Take part in the implementation of the PRAISE programs and activities from the start of the nomination process, evaluation of the nominees' documents, validation, interview, awarding, and monitoring and evaluation of the activities within the bounds of equal opportunity principle.



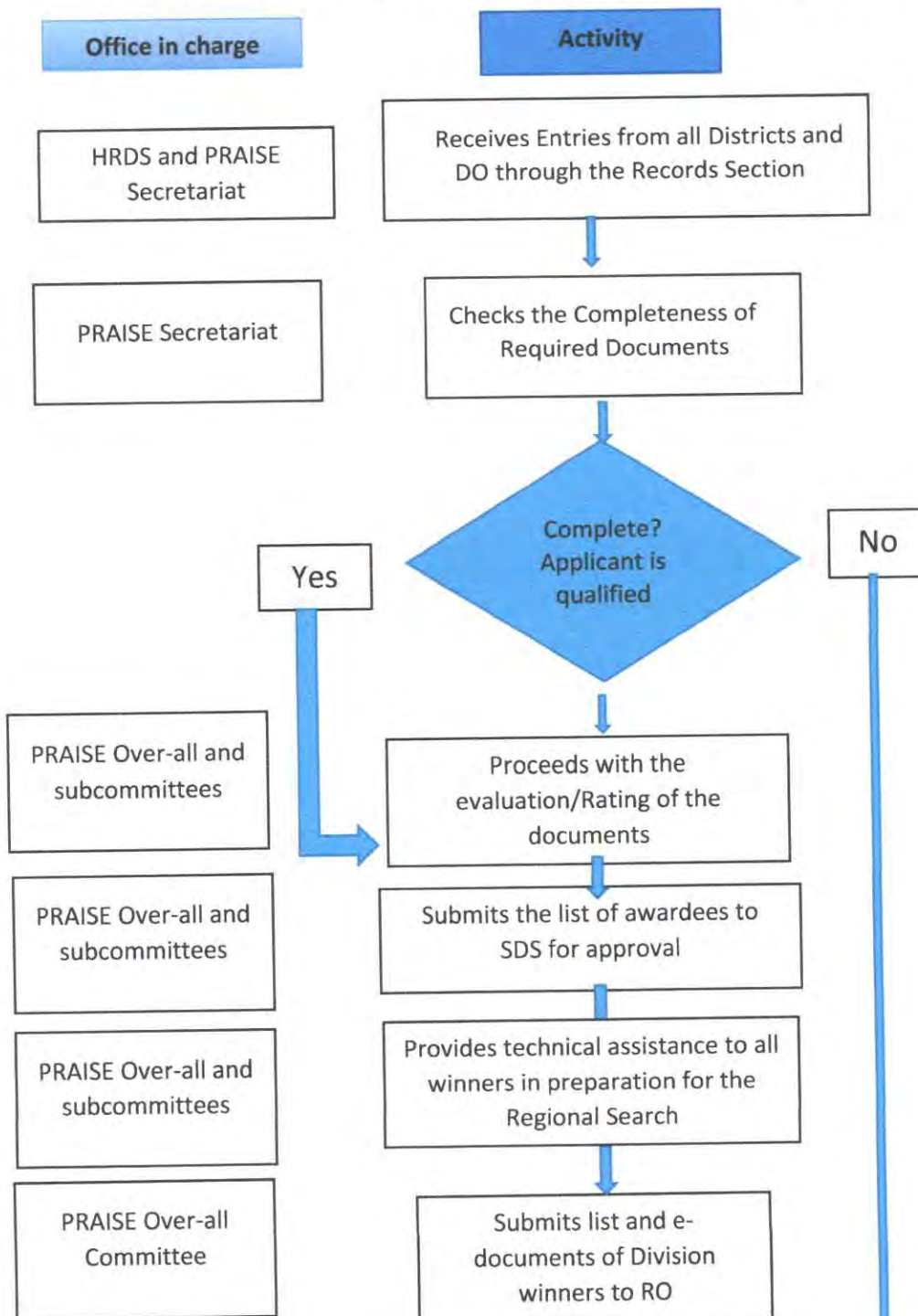
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- C. Gather feedback from concerned stakeholders, winners and non-winners with regard to the implemented PRAISE programs and activities.
- D. Remind or update the Committee, through its Chair on Division, Regional, and National activities relevant to Rewards and Recognition.
- E. Prepare accomplishment report after every Rewards and Recognition activity conducted.

VII. FLOW CHART

A. REWARDS AND RECOGNITION FLOWCHART for SDO and SCHOOL AWARDS



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VIII. AWARD CATEGORIES

A. LOCALIZED AWARDS in the Districts and Division Office

1. Best District for Administrative Category

This award is conferred to the deserving district with exceptional participation and strong commitment to the mandates, processes, programs, and activities of the Division Administrative Office which will eventually lead their schools towards the MATATAG goal.

2. Best District for Curriculum Implementation Category

This award is conferred to the deserving district with exceptional participation and strong commitment in essentially developing, implementing, assessing and modifying the curriculum which will eventually lead their schools towards the MATATAG goal.

3. Best District for School Governance and Operations Category

This award is conferred to the deserving district with exceptional participation and strong commitment in ensuring that all schools are geared towards the MATATAG goal as emanating from all mandated school operations and governance programs, projects, and activities sustainability reports.

4. Best District for Budget or Finance Management Category

This award is conferred to the deserving district with the highest number of schools that are evidently practicing exceptional participation and strong commitment in directing, controlling, planning, and strategically organizing financial projects or accounts gearing towards the MATATAG goal.

5. Best Implementing District of 2023

This award is conferred to the deserving district that has captured majority or all the following awards: Best District Budget or Finance Management Category, School Governance and Operations Category, Curriculum Implementation Category, and Administrative Category.

6. Best Teacher Award

This award is conferred to teachers who have demonstrated the following:

- a. exemplify active learning and curiosity, demonstrate broad thinking, follow ethical principles, and engage with students and peers in a respectful manner;
- b. Integrate research, scholarship, artistic work and /or professional activities with teaching; Align learning outcomes, teaching activities

- and assessment; and Develop respectful and inclusive learning environments that support student learning;
- c. Communicate and uphold clear academic expectations and standards; and Perform fair and relevant assessment for and of student learning;
 - d. Solicit and reflect on feedback from students, peers and others; and Engage in lifelong learning and continuous enhancement of teaching practice.

- Best Kindergarten Teacher
- Best Multigrade Teacher
- Best Elementary Teacher
- Best ALS Teacher (Elementary)
- Best ALS Teacher (Secondary)
- Best Araling Panlipunan Teacher (Secondary)
- Best Mathematics Teacher (Secondary)
- Best Science Teacher (Secondary)
- Best EsP Teacher (Secondary)
- Best TLE / TVL Teacher (Secondary)
- Best Filipino Teacher (Secondary)
- Best MAPEH Teacher (Secondary)
- Best English Teacher (Secondary)
- Best Research Teacher (Secondary)

B. Award Categories

Categories:

A. Outstanding Employee Award

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



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- c. Private School
- d. Schools Division Office

B. Dayaw ti Cordillera Award (Individual)

C. Other Awards in the Division Office

conferred by the office and other government agencies, DepEd accredited/ recognized private institutions for outstanding contributions of an idea or performance that directly benefited the government.

1. **Loyalty Award** – this shall be granted to an employee who has served continuously and very satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award of P1,000.00 per year during the first ten (10) years. Succeeding awards shall be given five (5) years thereafter. In addition to the cash award, the awardee shall receive a loyalty memorabilia/souvenir such as a lapel emblem/loyalty pin as follows (CSC MC No. 6, s. 2002 disseminated through DO No. 55, s. 2003);
2. **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.
3. **Gantimpala Agad Award** - Given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty. This award shall be given during the Flag Rites
4. **Exemplary Performance Award**
This shall be given to employees who have performed beyond and above their normal duties by achieving, Outstanding, or Satisfactory Rating during the previous year Rating period which contributed to the attainment of the goals of the Division Office.

IX. QUALIFICATION REQUIREMENTS OF NOMINEES

A. Basic Qualifications

- Hold permanent status of appointment
- Have rendered at least three (3) years of continuous GOVERNMENT service as of deadline of submission. Accomplishments or projects for which the nominee is nominated should be within the last three years prior to the nomination.
- Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semesters or three (3) annual rating periods prior to the nomination; and
- Have not been found guilty of any administrative or criminal offense involving moral turpitude or do not have any pending case against them at the time of nomination.



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B. Required Nomination Documents (Outstanding Employee Award and Dayaw ti Cordillera Award)

The following are the required documentary requirements to be submitted:

1. Completely filled-out Nomination Form (Please see attached)
2. Nominee's updated CSC Form 212 or Personal Data Sheet with passport-size (4.5cm x 3.5cm) photo with name tag taken within the last six months before the nomination.
3. Endorsement from the Chief/Unit Head/Schools Division Superintendent
4. A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required. Detailed information on dismissed/decided case/s of the nominee, if any.
5. Copy of the signed OPCR/IPCR for the past three-year rating periods with at least a Very Satisfactory (VS) performance rating before the nomination.
6. 6. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 before the nomination (FOR ALL NOMINEES OR WHICHEVER IS APPLICABLE). (When it is found that there was an unliquidated CA during the validation, the nominee shall be disqualified.)
7. Copy of the statement of Liabilities and Net worth (SALN) of the individual nominee or each member of the group nominee for the year before nomination, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.
8. Updated service record duly certified by the Office's Human Resource Management Officer (HRMO/School Head).
9. Write up of accomplishments.

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

C. Write-up of Accomplishments

1. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within three years. Presentation of accomplishments or norms manifested should be in the order of significance, complete with descriptions, justifications, and should adhere to the following pointers:
 - a. Use specific terms such as "initiated", "spearheaded", "assisted", "contributed", or "facilitated".



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- b. state outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and bullet form.
 - c. present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited, and/or transactions facilitated; and
 - d. The nomination write-up of Chiefs should present individual accomplishments or behavioral norms, NOT the accomplishment of the entire office.
2. The following information must be adequately provided:
- a. For outstanding work accomplishment, state whether the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of the nominee's regular duties or mandates, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be elaborated in substantial detail.
 - b. Impact of the exceptional/extraordinary contribution to public interest, security, and patrimony.
 - c. Impact of the outstanding contribution to more than one school or office; and
 - d. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications for why the norm/s displayed are considered exemplary.
3. Limitation on Nomination
- a. The nomination write-up should not exceed a maximum of 10 pages (A-4 size bond paper using Arial, font size 12), single-spaced, to include the summary of accomplishment, impact, and other information.
 - b. Awardees or those who have been previously conferred with any of the awards can still be nominated to the same or different award category after five (5) years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.
 - c. Nominee/s shall be nominated in one award category only.

X. CRITERIA FOR EVALUATION

Deserving employees shall be nominated to either of the following awards per category:

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

1. Innovativeness of the project, outstanding performance or contribution- The degree of uniqueness and originality of outstanding performance or contribution/s.

2. Sustainability and Replicability- The extent to which the idea, suggestion, innovation, or invention is being used and its result; the number of persons who benefited; the paradigm shift it has caused, and the amount of money saved.

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



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4. Demonstrated teamwork, cooperation, camaraderie, and cohesiveness (for group nominations), members motivate and support each other, or the degree to which group members positively influence each other.

5. Awards-These are major awards/citations received by the employee/school/SDO. (The highest award or recognition received by the employee/school/SDO that gave the greatest impact in the organization shall be credited)

6. Performance Rating- The degree of consistency of the nominee in delivering excellent service as manifested in his/her performance rating for the last three (3) rating periods.

B. Dayaw ti Cordillera Award

1. **Quality and Consistency of Behavioral Performance** -The level of consistency with which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. **Impact of Behavioral Performance** - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. **Risk or Temptation Inherent in the Work** - The degree of risk and temptation substantially present in the work.
4. **Obscurity of the Position** - The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. **Other similar circumstances or considerations in favor of the nominee**, as may be determined by the members of the Committee on Awards.

XI. PROCEDURE FOR SCREENING AND EVALUATION

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

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

XII. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

- A. Non-compliance with the guidelines on the submission of complete documentary requirements (no office endorsement, observance of deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, and other required documents) shall render the nominee ineligible for the Search.
- 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 laws and rules.
- C. Group members with lacking documentary requirements shall be automatically removed from the team and shall be considered ineligible to/disqualified from the Search.



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- D. Nominee, whether individual or member of a group, who was conferred the award in the same or different category within the last three years prior to the nomination period shall be disqualified from the Search

XIII. AWARD RESTRICTIONS

The following awards conferred to personnel who shall separate from the Office, are not included in the search referred to in this guideline:

A. Transfer

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

B. Resignation

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

C. Retirement of Division Office Employees

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

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

XIII. INCENTIVES

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

A. Loyalty Incentive

Granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years in service. The recipient shall be entitled to a cash award of not less than Php 500.00 but not more than Php 1000.00 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 Service Pin
20 and 25 years	- Silver Service Ring
30, 35 and 40 years	- Gold Service Medallion

B. 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 Joint CSC – DBM Circular No. 1, s. 1990.



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C. Productivity Incentive

Given to all employees who have performed at least very satisfactorily for the year covered in accordance with the DepEd's CSC-approved Performance Evaluation System. The incentive shall follow relevant existing guidelines.

D. Career and Self-Development Incentive

Granted in recognition of an individual who has satisfactorily completed a program or short course within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals in a fitting DepEd ceremony.

E. Special Incentive

This shall be given to employees who have performed beyond and above their normal duties by achieving, Outstanding, or Satisfactory Rating during the previous year Rating period which contributed to the attainment of the goals of the Division Office.

F. Compensatory Overtime Credits

This shall be granted to an employee who has worked beyond his or her regular office hours on a project without overtime pay as provided in a memo or order.

G. Alternative Work Arrangement (AWA)

This shall be allowed to qualified employee/s who demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

H. "Salu-salo" Together

This shall be hosted by superiors or supervisors for employees who have made significant contributions and manifested meritorious performance without cost from the office.

I. Personal Growth Opportunities

This shall be granted to deserving and qualified employee which may be in the form of attendance to conferences on official business, membership in professional organizations, and other learning opportunities.

J. Plaques, Certificates

K. Monetary Award

L. Travel Packages

M. Local and Foreign Scholarship Nominations

Deserving and qualified employee shall be nominated to a scholarship provided he or she has served the office for at least five (5) years and has a very satisfactory rating for the last two (2) rating periods preceding the nomination.

N. Permit to go on Study Leave

Deserving and qualified employee shall be permitted to go on study leave for 6 months to one year to complete a thesis or dissertation or three (3) months to review for board or bar



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examination, after seven (7) years of service and after incurring a very satisfactory performance for last two (rating periods).

O. Non-monetary Incentives

This refers to incentives in kind which may be in the form of merchandise, computers, mobile phones, recognition posted on the “Wall of Fame”, feature in DepEd publications, and others.

P. Other Incentives

This shall also be given to deserving employee which the agency’s PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition accorded by stakeholders for a particular achievement.

SEDOE INCENTIVES

Category	Number of Outstanding Awardees Expected	Cash Incentives per Outstanding Awardee	TOTAL Incentive per Category
Best District Administrative Category	1	5,000.00	5,000.00
Best District Curriculum Implementation	1	5,000.00	5,000.00
Best District School Governance and Operations	1	5,000.00	5,000.00
Best District Budget or Finance Management	1	5,000.00	5,000.00
Best Implementing District of 2026	1	10,000.00	10,000.00
OUTSTANDING EMPLOYEE AWARD - INDIVIDUAL			
EPS / PSDS	1	3,000.00	3,000.00
Public Elementary School Head	1	3,000.00	3,000.00
Public Secondary School Head	1	3,000.00	3,000.00
Private Elementary School Head	1	3,000.00	3,000.00
Private Secondary School Head	1	3,000.00	3,000.00
Public Elementary Teacher	1	3,000.00	3,000.00
Public Secondary Teacher	1	3,000.00	3,000.00
Private Elementary Teacher	1	3,000.00	3,000.00
Private Secondary Teacher	1	3,000.00	3,000.00
Master Teacher Elementary	1	3,000.00	3,000.00
Master Teacher Secondary	1	3,000.00	3,000.00
Non-Teaching Category 1 (Salary grades 1-9)	1	3,000.00	3,000.00
Non-Teaching Category 2 (Salary Grade 1-21) – Nurse / Administrative Officer	1	3,000.00	3,000.00
Other Related Teaching Category (EPS 2, SEPS, Librarian etc)	1	3,000.00	3,000.00

Dayaw ti Cordillera Awardee	1	5,000.00	5,000.00
OUTSTANDING EMPLOYEE AWARD GROUP			
Division Office	1	5,000.00	5,000.00
DO Unit / Section	1	5,000.00	5,000.00
Public Schools	1	5,000.00	5,000.00
LOCALIZED AWARDS			
Best Kindergarten Teacher	1	2,000.00	2,000.00
Best Multigrade Teacher	1	2,000.00	2,000.00
Best Elementary Teacher	1	2,000.00	2,000.00
Best Araling Panlipunan Teacher (Secondary)	1	2,000.00	2,000.00
Best Mathematics Teacher (Secondary)	1	2,000.00	2,000.00
Best Science Teacher (Secondary)	1	2,000.00	2,000.00
Best EsP Teacher (Secondary)	1	2,000.00	2,000.00
Best TLE / TVL Teacher (Secondary)	1	2,000.00	2,000.00
Best Filipino Teacher (Secondary)	1	2,000.00	2,000.00
Best MAPEH Teacher (Secondary)	1	2,000.00	2,000.00
Best English Teacher (Secondary)	1	2,000.00	2,000.00
Best Research Teacher (Secondary)	1	2,000.00	2,000.00
OVERALL TOTAL	35	116,000.00	116,000.00

XIV. MONITORING AND EVALUATION

Monitoring and evaluation of Rewards and Recognition activities shall be done by the PRAISE Committee, in partnership with the Monitoring and Evaluation Section, and the Office of the Schools Division Superintendent.

XV. FUNDING

The Division Office, through the Human Resource Development Section, shall allocate at least 5% of the Division MOOE for the awards system and incorporate the same in its annual Work and Financial Plan and Budget.

XIII. EFFECTIVITY

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

XIV. REFERENCES

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

DepEd order No. 78, s. 2007 – Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education

DepEd Order no. 36, s. 2016 – Policy Guidelines on Awards and Recognition for the K-12 Basic Education Program



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Best Implementing District of the Year Rubric

No.	Indicators	Rank	Points
1	Compliance, participation, and strong commitment to the mandates, processes, programs, and activities of the Division Administrative Office as evidenced by quality and efficient submission of reports and accomplishments followed by effective implementation in the district / field.	Rank 1 Rank 2 Rank 3 Rank 4 to Rank 14	20 pts. 15 pts. 10 pts 5pts.
2	Exceptional participation, compliance, and strong commitment in essentially developing, implementing, assessing and modifying the curriculum gearing to improve teaching and learning process as evidenced by quality and efficient submission of reports and accomplishments followed by effective implementation in the district / field.	Rank 1 Rank 2 Rank 3 Rank 4 to Rank 14	20 pts. 15 pts. 10 pts 5pts.
3	Exceptional participation, compliance, and strong commitment in ensuring that all schools in the district have effectively implemented the mandated operations and governance programs, projects, and activities with efficient submission of quality reports evidenced by actual and effective implementation in the district / field.	Rank 1 Rank 2 Rank 3 Rank 4 to Rank 14	20 pts. 15 pts. 10 pts 5pts.
4	Highest number of schools that are judiciously practicing comprehensive financial management, which includes financial planning and budgeting, resource allocation to meet educational needs, sourcing and mobilizing funds, overseeing the expenditure and safekeeping of resources, ensuring compliance with financial regulations, maintaining transparency and accountability through accurate financial reporting and record-keeping, and engaging in fundraising and risk management to ensure the school's financial stability.	Rank 1 Rank 2 Rank 3 Rank 4 to Rank 14	20 pts. 15 pts. 10 pts 5pts.
5	The district with SEDOE nominations on ALL identified categories, BOTH localized and GAWAD Regional Awards.	District / s with complete nomination per category District/s with incomplete nomination per category	20 pts. 5pts.

WRITE UP TEMPLATE

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

I.	Executive Summary: (Presents a summary of major accomplishments, and a brief description of how the nominee exemplifies the four CORE values of the Department of Education)
II.	Significant Accomplishment/a within the Last Three Years: (Bullets and describes the Project/s /Work/s Accomplished/ Strategy/ies/Activity/ ies done in terms of its/their nature and purpose within three years.)
III.	Impact of Accomplishments (Discusses the impact of major accomplishments which are original/unique/creative/novel and extent of use (frequency, timeframe), results (gain, improvement), and a number of persons benefitted (learners, parents, and other stakeholders),scope and replicability and level of attainment per identified performance indicator.)
IV.	Other Information (Lists major awards/citations received/membership in organization)

CERTIFICATION

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

Printed Name and Signature:

Nominee	Nominator
PRAISE Committee Chairperson	SDS/RD



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BEST TEACHER AWARDS

1. District results of document assessment and evaluation must be submitted together with the folders of ranked 1 Best Teachers to the Division Office thru the Records Section
2. This search is only for public school teachers.

BEST EMPLOYEE AWARD - SCHOOL TEACHER CATEGORY (K TO 12) (ELEMENTARY AND SECONDARY)

CRITERIA		MOVs
Performance Rating for the current year	15	Certified photocopy of approved IPCRF
4.90 – 5.00	15	
4.80 – 4.89	12	
4.70 – 4.79	9	
4.60 – 4.69	6	
4.50 – 4.59	3	
Learner Development from October (Previous Year) to September (Current Year)	15	
A. Conducted activities like remedial classes, home visitation, tutoring and other related activities - - - - -	5	1. Report of conducted home visitation with documentation
Home visitation - - - - -	2	2. Instructional plan for the conduct of remedial classes approved by the School Head
Remedial classes/tutorial - - - - -	3	
B. 100% passing rate and zero dropout - - -	5	1. Certification of School Head – 100% passing rate and zero dropout (classroom/subject taught for non-advisers)
C. Initiated and organized school and family partnerships that promote student peak performance - - - - -	5	2. SF 2
		3. SF 4
		1.. Organized functional Homeroom PTA
		2. List of curricular and extracurricular activities initiated and organized with documentation



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Curriculum and professional Development	40	
A. Contextualized/Developed Learning Materials- Published in the Region LR Portal Quality assured in the Division Quality assured in the District Quality assured in the School	10 10 8 6 4	Copy of Learning Materials Developed/Contextualized
B. Research (Basic or Action) Approved Completion Report Implemented the approved proposal Approved Proposal	5 5 4 3	1. Research Proposal approved by the SDS 2. Research Completion Report containing the effect/impact of the research signed by the SDS Certified true photocopy of certificate
C. Consultant/Resource Speaker/ Learning Facilitator in trainings/seminar representing DepEd • Regional • Division • District • School	5 5 4 3 2	
D. Innovations	15	1. Innovation Proposal approved by the SDS 2. Innovation Completion Report containing the effect/impact of the innovation signed by the SDS
E. Chair/Co-Chair in Technical/planning committee • Regional • Division • District	5 5 4 3	Certified true photocopy of certificate

Awards won from Oct. (previous year) to September (current year)	10	
National/National - - - - - Regional - - - - - 1st 2nd 3rd Division/province District/school	10 8 6 4 3 2	Certified photocopy of certificates, plaques, etc. - Awards taken from a search for performing or outstanding teachers - Memorandum
Participation to any of the Curriculum Programs or Activities	20	
National Learning Camp IPED MATATAG School Based Training of Teachers HOTS Catch-up Fridays Others not included but are under the Curriculum PPAs	MOVs (All or nothing/ 20 or 0)	Certificates Evidence of application of learning (REAP / WAP proposal and completion report) – DO signed Attachments (if applicable) Proposals Memorandum Communication letters Program paper Completion report
OVER-ALL TOTAL		100

Outstanding Employee Award (Individual Category)- Public and Private

RUBRIC FOR ASSESSMENT

NOMINEE'S NAME:

CATEGORY:

STAGE 1: EVALUATION OF DOCUMENTS

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



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

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

 Evaluator's Signature Over Printed Name



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

A. Interview (15 Points)

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

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

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

OVERALL RESULT

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

Evaluator's Signature Over Printed Name



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

A. Interview (15 Points)

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



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Outstanding Employee Award (Group Category)- Public and Private

RUBRIC FOR ASSESSMENT

NOMINEE'S NAME:

CATEGORY

STAGE 1: EVALUATION OF DOCUMENTS

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



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

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

Evaluator's Signature Over Printed Name



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

A. Interview (15 Points)

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



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

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

OVERALL RESULT

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

Evaluator's Signature Over Printed Name



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**Dayaw ti Cordillera Award
RUBRIC FOR ASSESSMENT**

NOMINEE'S NAME:

CATEGORY

STAGE 1: EVALUATION OF DOCUMENTS

I. PERFORMANCE (10 points)		OPCRF/IPCRF RATING			Points Earned
The degree of consistency of the nominee in delivering excellent service as manifested in his/her performance rating for the last three (3) rating periods.		Year 1	Year 2	Year 3	
II. ACCOMPLISHMENTS (90 points) (Refer to the write-up of significant accomplishments as a professional and as an agent of positive change and influence in the community.)					
Criteria	Indicators				Points
1. Quality and Consistency of Behavioral Performance (20%) - The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.	Scoring System: 20 (All 5 indicators were met.) 16 (Four indicators were met.) 12 (Three indicators were met.) 8 (Two indicators were met.) 4 (Only one indicator was met.) 0 (None of the indicators were met.)				
	• Has provided and rendered prompt and immediate action in the face of danger or possible loss of life, health, career, or personal safety.				
	• Has demonstrated extraordinary dedication, bravery, compassion, and other characteristics to achieve something phenomenal				
	• Has made an exceptional personal sacrifice, providing life-changing help to another person, workplace or community.				
	• Has undertaken extraordinary journeys of survival or battled against the odds to render service as a public servant.				
	• Has publicly risked his reputation, making himself vulnerable to highlighting a challenging issue.				
2. Impact of Behavioral Performance (25%) - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.	Scoring System: 25 (All 5 indicators were met.) 20 (Four indicators were met.) 15 (Three indicators were met.) 10 (Two indicators were met.) 5 (Only one indicator was met.) 0 (None of the indicators were met.)				
	• Behavioral performance has far-reaching effect; the paradigm shift and new perspective it has caused as evidenced with increased client satisfaction of the services provided by the office/workplace.				
	• Has significant and positive impact on other employees and contributes to the culture of positivity at work and in the community.				
	• Nominee became a source of inspiration in the workplace and in the community.				
	• Has projected an image for the public to understand the aspect of a public servant better and endeavored to discourage wrong perceptions of a government employee as dispenser or peddler of undue patronage.				
	• Has led and motivated colleagues and co-workers by modeling and championing interpersonal effectiveness, communication, trust, workplace advocacy and core values.				



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

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

Evaluator's Signature Over Printed Name



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

A. INTERVIEW (15 points)

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



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

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

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

OVERALL RESULT

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

Evaluator's Signature Over Printed Name



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