

Department of Education

Schools Division of Benguet

DIVISION MEMORANDUM

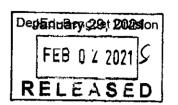
TO:

Office of the Schools Division Superintendent

Curriculum Implementation Division

School Governance and Operations Division Public Elementary and Secondary School Heads

To all others concerned



GUIDELINES ON THE CONDUCT OF 2021 DIVISION SPOT AWARDS

- Pursuant to DepEd Order No. 09, s. 2002 or the Establishment of Programs on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education; Civil Service Memorandum Circular 01, s. 2001 which states that, "Every department or agency shall establish its own Employee Suggestions and Awards System (ESIAS), and in support to the provisions of Division Memo No 183, s. 2020 Guidelines on Service Excellence for DepEd Officials and Employees (SEDOE) for the pursuit of Integrity to Yield Accomplishments, Modify Advancement and Nurture Excellent Service (IYAMAN) – Benguet Division; SDO Benguet issues this Guideline on the Conduct of 2021 Division Spot Awards
- This guideline will cover only the spot awards for all employees in the Division and shall be open to all employees regardless of age, gender, and sexual orientation, religious affiliation, ability or disability, and ethnical or cultural background.
- Schools/ cluster schools and districts shall conduct their own Spot Awards in their own level, inorder to ensure an active implementation of PRAISE programs. The submission of the PRAISE committee composition (Enclosure 1) shall be on or before February 5, 2021 to the HRD Section following School/ District Memorandum format.
- 4. Spot awards to be given to schools/cluster schools and district personnel shall only be base from the nominations submitted by the PSDS and Division Office employees (OSDS, SGOD, and CID), while spot awards for Division Office Employees may be nominated by a co-employee.
- The spot awards indicated in Division Memo No. 183, s. 2021 (Enclosure 2) shall only be intended
 for Division Office Employees, while awards to be given to the schools or districts are in accordance
 to the justification and suggestions of nominators (PSDS and Division Office Employees) and in
 agreement with the Division PRAISE Committee.
- 6. The nominators and nominees must submit a duly accomplished SEDOE nomination form (enclosure 3), and an accomplishment report or any document that will support the award and will serve as means of verification following the schedule indicated in Enclosure 4.
- 7. The grounds for disqualification of nominations include the non-compliance with the deadline of submission of complete forms and documentary requirements, and any misrepresentation made in any of the documents submitted which may also be considered for disciplinary action pursuant to applicable CSC laws and rules.
- 8. The Division Virtual Spot Awards shall be viewed exclusively in the DepEd Tayo Benguet Facebook Page.
- Immediate dissemination of and strict compliance to this Memorandum are directed.

BENILDA M. DAYTACA EdD, CESO VI

Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

PRAISE/xdk



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Department of Education

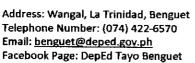
Schools Division of Benguet

Enclosure 1. GUIDELINES ON THE CONDUCT OF 2021 DIVISION SPOT AWARDS

PRAISE COMMITTEE COMPOSITION

SCHOOL / CLUSTER School PRAISE	DISTRICT PRAISE
Chairman: School Head	Chairman: PSDS
Members: Head Teachers, Master Teachers, Department Heads	Members: TIC / School Heads
Only include Teacher 1 to 3 as members if the above positions are not in your school.	

Note: For schools included in a cluster school, one PRAISE committee will suffice per cluster.









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Enclosure 2. GUIDELINES ON THE CONDUCT OF 2021 DIVISION SPOT AWARDS

DIVISION OFFICE SPOT AWARDS

a. Model Employee of the Month

This shall be awarded to an employee for not incurring any tardiness or (unofficial) absence and for being on time in attending activities of the Division Office for the month.

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees ONLY.

b. Model Employee of the Year

This shall be awarded to an employee who has consistently been awarded the Model Employee of the Month

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees ONLY.

c. Most Organized Employee

This shall be awarded to an employee who is found to be orderly in his or her files, logical in the presentation of his or her outputs, and establishes a system of accomplishing given tasks

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees ONLY.

d. Exemplary Behavior Award

This shall be awarded to an employee who displays any or all of eight norms of ethical behavior provided under RA No. 6713; political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy and simple living.

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees ONLY.

e. Most Client Responsive

This shall be awarded to an employee who has been commended by a client in the feedback form or who has been nominated by co-employees for being respectful, approachable, flexible, and perceptive to clients shall be awarded this merit.

The Division Office Administrative Officer V of the Admin Section shall verify and endorse this nomination for Division Office employee nominees ONLY.

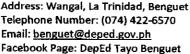
f. Performance Commitment Award

This shall be awarded to an employee who has manifested excellent performance or has obtained a descriptive rating of outstanding for the pas thee (3) consecutive rating period in their IPCRF.

The Performance Management Committee Chairman shall verify and endorse this nomination for Division Office employee nominees ONLY.

Note: These awards may also be adopted by the schools and districts during the conduct of the school and/ or district spot awards.











Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
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Revision: 01

Effectivity date: 09-10-2019

Name of Office: SGOD-HRD

SERVICE EXCELLENCE FOR DEPED OFFICIALS AND EMPLOYEES (SEDOE) NOMINATION FORM

Dare: ___

Control Number:				
Name of Nominee:	cessary)	····	*****	Date:
Position	ition Scho		ool / Unit	District/ Office
Name of N	lominator		Position	Signature
Type of Nomination: (Check one please)	Special Awa Division Awa	rds ards for School	Spot Award Division Ou	ls Itstanding Employee
SPECIAL AWARDS (Check one please)	(DO Perso	AWARDS onnel ONLY, ck one)	SPOT AWARDS (Field Personnel ONI School / District)	LY - OUTSTANDI
Dangal ng Bayan Service Commitment Professional Advancement Award Ingenuity Award Good Samaritan Award	Model Empk Most Organi		Please Specify	Supervisor Category Pinnacle Award (PSE Non-Teaching Level Non-Teaching Level Non-Teaching Level
DIVISION AWARDS FOR Outstanding School Awards Outstanding School Head Awards Outstanding Teacher Awards Ustification for the nomin	Identify the ards Identify the Identify the	ne specific award: _ ne specific award: _	Guidelines for speci	
Verified ALL MOV ATTACHEL Signature Over Printed Name Member, SEDOE Committee Dare:	and Endorsed	d by:	Signature Over Pri Member, SEDOE (Dare:	Committee
APPROVED:	PSDS, OIC-A	EGSAEN JR. ED ASDS		



Department of Education

Schools Division of Benguet

Enclosure 4. GUIDELINES ON THE CONDUCT OF 2021 DIVISION SPOT AWARDS

SCHEDULE OF 2021 DIVISION OFFICE SPOT AWARDS

Activities	Date of submission of Accomplished Nomination forms and MOVs	Schedule of Spot Award Virtual Presentation	
February Division Spot Award	January 21, 2021	February 5, 2021	
March Division Spot Award	February 29, 2021	March 5, 2021	
April Division Spot Award	March 31, 2021	April 8, 2021	
May Division Spot Award	April 30, 2021	May 7, 2021	
June Division Spot Award	May 31, 2021	June 4, 2021	
July Division Spot Award	June 25, 2021	July 2, 2021	
August Division Spot Award	July 30, 2021	August 6, 2021	
September Division Spot Award	August 27, 2021	September 3, 2021	
October Division Spot Award	September 24, 2021	October 1, 2021	
November Division Spot Award	October 29, 2021	November 5, 2021	
December Division Spot Award	November 26, 2021	December 3, 2021	

CHAIRMAN: CORAZON C. QUIPOT

EPS II - HRDS

Co-Chairman: GREG GARCIA

SGOD

Members: Genevieve Yog-a

OSDS

Janine Alice A Langato

CID







