



June 28, 2019

REGIONAL ORDER

No. 26, s. 2019



**REVISED POLICY MANUAL ON REWARDS AND RECOGNITION SYSTEM OF THE
DEPARTMENT OF EDUCATION CARAGA**

**TO: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS
This Region**

1. For the information and guidance of all concerned, this Office issues the enclosed Revised Policy Manual on Rewards and Recognition System of the Department of Education Caraga.
2. This Revised Policy specifically highlights the exclusion of the indicator on Networking/Linkages of the Criteria on Outstanding Teacher, Master Teacher, ALS Mobile Teacher, School Principal, Public Schools District Supervisor, and Education Program Supervisor (SDO and RO levels).
3. Pursuant to Section 42 thereof, this Policy shall take effect immediately upon issuance.
4. Regional Order No. 17, s. 2019, Regional Order No. 24, s. 2019 and other related issuances inconsistent with these policy and guidelines are deemed amended accordingly upon its effectivity.
5. Immediate dissemination and strict compliance with this Order is directed.

Encl.: As stated


FRANCIS CESAR B. BRINGAS, CESO V
OIC - Regional Director

Reference: DepEd Order 9, s. 2002; DepEd Order 29, s. 2002; DepEd Order 32, s. 2017
CSC MC 1, s. 2001, Regional Order No. 17, s. 2019, Regional Order No. 24, s. 2019
To be indicated in the Perpetual Index under the following subjects:

CRITERIA	GUIDELINES	POLICY	PRIME-HRM	REWARDS & RECOGNITION
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REVISED POLICY MANUAL ON REWARDS AND RECOGNITION SYSTEM OF THE DEPARTMENT OF EDUCATION CARAGA

**REVISED POLICY MANUAL ON REWARDS AND RECOGNITION SYSTEM
OF THE DEPARTMENT OF EDUCATION CARAGA**

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REVISED POLICY ON REWARDS AND RECOGNITION SYSTEM OF THE DEPARTMENT OF EDUCATION CARAGA

I. GENERAL PROVISIONS

Section 1. Short Title - This Manual shall be known as the Policy on Rewards and Recognition System of the Department of Education Caraga, for brevity.

Section 2. Legal Bases of Promulgation and Related Policies - This Policy Manual is promulgated in line with the following legal bases of promulgation and related policies:

- 2.1. Executive Order No. 292, s. 1998, Administrative Code of the Philippines
- 2.2. Executive Order No. 8, s. 2012, Directing the Adoption of a Performance-Based Incentive System for Government Employees
- 2.3. Executive Order No. 201, s. 2016, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of additional Benefits for Both Civilian and Military and Uniformed Personnel
- 2.4. Presidential Decree No. 966, dated July 20, 1976, Declaring Violations of the International Convention of the Elimination of all Forms of Racial Discrimination to be Criminal Offenses and Providing Penalties Therefor;
- 2.5. Republic Act No. 10524, An Act Expanding the Positions Reserved for Persons with Disability, Amending for the Purpose Republic Act No. 7277, as amended, otherwise known as the Magna Carta for Persons with Disability
- 2.6. Republic Act No. 10911, An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties Therefor;
- 2.7. Republic Act No. 6725, An Act Strengthening the Prohibition on Discrimination against Women with Respect to Terms and Conditions of Employment, amending for the purpose Article 135 of the Labor Code, as amended;
- 2.8. 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
- 2.9. Republic Act 6713, Feb. 20, 1989, Code of Conduct and Ethical Standards for Public Officials and Employees
- 2.10. Administrative Order No. 135, s. 2005, Authorizing the Grant of Collective Negotiation Agreement to Employees of Government Agencies
- 2.11. Omnibus Rules Implementing Book V of the Administrative Code of 1987
- 2.12. Guidelines on the Availment of the Special Leave Benefits for Women under R.A. 9710 (An Act Providing for the Magna Carta of Women) – CSC Resolution No. 1000432, dated Nov. 22, 2010.

- 2.13. CSC MC No. 01, s. 2001, Program on Awards and Incentives for Service Excellence (PRAISE)
- 2.14. CSC MC No. 14, s. 1989, Adoption of Government Flexible Hours in the Government Service
- 2.15. CSC-DBM Joint Circular No. 2-A, s. 2005, Amendment to CSC-DBM Joint Circular No. 2, s. 2004 on the Non-Monetary Remuneration for Overtime Services Rendered
- 2.16. Budget Circular 2018-5 dated Nov. 14, s. 2018, Guidelines on Grant of Collective Negotiation Agreement (CNA) Incentive for FY 2018 as stipulated in Administrative Order No. 135, s. 2005
- 2.17. DepEd Order 32, s. 2017, Gender Responsive Basic Education Policy
- 2.18. DepEd Order 23, s. 2018, Implementation of Flexible Working Hours for Non-teaching Employees of the Department of Education
- 2.19. DepEd Order No. 29, s. 2002, Merit Selection Plan of the Department of Education
- 2.20. DepEd Order No. 9, s. 2002, Establishing the PRAISE in the Department of Education

Section 3. Scope - This Rewards and Recognition System of DepEd Caraga which incorporates the Equal Opportunity Principle (EOP) Policy shall apply to all officials and employees in the career and non-career service of the Department of Education Caraga with its 12 schools division offices (SDOs) and basic education public schools in Caraga Region. The SDOs, however could enhance their localized policy should they propose for other rewards and recognition, they deemed applicable and significant.

Section 4. Language Construction - This policy is written in English and the words used shall be understood in the generic sense except as maybe defined herein. Any doubt as to the meaning of any provision of this Manual shall be interpreted in favor of equal opportunity for all concerned and against any form of discrimination, bias, prejudicial, and unfair treatment of any individual or group of individuals except that all laws of the Republic of the Philippines and all such provisions of relevant rules and regulations shall be followed when pertinent to the process or decision.

Section 5. Definition of Terms - Notwithstanding as may be provided in relevant laws, rules and regulations, the following terms are hereby defined as used in this Manual:

- 5.1. Agency - It refers to the Department of Education Caraga Region.
- 5.2. Award - It is a recognition to individuals or group of individuals which may be monetary or non-monetary, conferred on them for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.
- 5.3. Career - It refers to the 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.
- 5.4. Contribution – This may be in a form of any input, an idea or performance which contributes to achievement of organizational goals/objectives.

5.5. Discovery - It is an act of uncovering something previously existing but found or learned for the first time which will improve public service delivery.

5.6. Discrimination - It is any distinction, exclusion or restriction made on the basis of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment or availment of right and opportunities.

5.7. Equal Opportunity - It refers to the non-discriminatory and non-bias treatment of all candidates/nominees to any of the categories of the availment of the Rewards and Recognition following the principle of equal opportunity to all regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.

5.8. Indirect discrimination - It occurs when a policy or requirement is imposed or proposed and someone with a particular attribute does not comply with the requirement or is unduly discriminated against.

5.9. Idea type contribution - It refers to an idea, a suggestion, or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

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

5.11. Invention - This refers to the creation of something previously non-existent which will benefit the government.

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

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

5.14. Suggestion - It may be in the form of idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

5.15. System - This refers to the Agency's Rewards and Recognition program (PRAISE and non-PRAISE) for its officials and employees.

II. BASIC POLICIES

Section 6. Essential Features - This DepEd Caraga R and R System is designed to encourage creativity, innovativeness, efficiency, integrity, fairness 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, economy or other improvement in government operations, or for other extraordinary acts or services in the public interest. It

values inclusivity as a way of life by embracing people of diverse background and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices or preferences - incorporating Equal Opportunity Principle (EOP) policy in the System.

Section 7. Basis of Providing Incentives - The System shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas and exemplary behavior of DepEd Caraga officials and employees, regardless of age, appointment status, sex and gender, civil status, social status, family responsibility, income class, race, ethnicity, religion, political affiliation, physical condition, union affiliation, political conviction, religious belief or any other characteristic specified.

Section 8. Timeliness of Award or Recognition - The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the formal or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in DepEd Caraga Regional Office and the schools division offices (SDOs) applying the equal opportunity principle.

Section 9. Principles - This System shall adhere to the equal opportunity principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

Section 10. Monetary and Non-Monetary Awards - This System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal modes. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

Section 11. Mandatory Five Percent (5%) Allocation for Human Resource Development - At least 5% of the HRD Fund shall be allocated for the Rewards and Recognition which is incorporated in the DepEd's Annual Work and Financial Plan.

III. OBJECTIVES

Section 12. General Objective - DepEd Caraga R and R System's general objective is to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

Section 13. Specific Objectives - The specific objectives of DepEd Caraga Rewards and Recognition System shall be as follows:

- 13.1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving officials and employees and review guidelines and criteria annually;
- 13.2. To identify outstanding accomplishments, best practices of employees on a continuing basis;
- 13.3. To recognize and reward accomplishments and innovations periodically or as the need arises;
and

13.4. To provide incentives and interventions to motivate officials and employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

IV. INSTITUTIONALIZATION OF THE REWARDS & RECOGNITION SYSTEM, COMPOSITION, DUTIES AND FUNCTIONS OF THE REWARDS & RECOGNITION/PRAISE COMMITTEE MEMBERS AND SECRETARIAT

Section 14. Institutionalization - The DepEd Caraga Rewards and Recognition System is hereby institutionalized for compliance of all concerned.

Section 15. Authority to Oversee the System - The Regional Director shall be responsible in overseeing the DepEd Caraga Rewards and Recognition System's operations.

Section 16. Constitution and Composition of the Rewards and Recognition or PRAISE Committee and Secretariat - DepEd Caraga PRAISE Committee and Secretariat shall be constituted to screen and recommend candidates for the regional awards as well as eligible candidates for national awards. It shall also grant planned and on-the-spot awards based on the CSC-approved DepEd Caraga Rewards and Recognition System. This Committee shall ensure efficiency, wide participation and transparency in all processes. The following PRAISE Committee will compose the following:

- 16.1. Regional Director or his/her authorized representative
- 16.2. Chief of Finance Division
- 16.3. Chief of Policy, Planning & Research Division
- 16.4. Chief of Human Resource Development Division
- 16.5. Administrative Officer V in the Personnel Unit; and
- 16.6. Two (2) representatives from the accredited employees' union who shall serve for a period of two years (one from Level 1 and one from Level 2).

The PRAISE Secretariat of DepEd Caraga Regional Office will compose the following:

- 16.7. A staff from the Human Resource and Development Division
- 16.8. At least two (2) staff from the Personnel Unit

Section 17. Duties and Functions of the PRAISE Committee - The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the Rewards and Recognition system of DepEd Caraga. The Committee also makes sure that the equal opportunity principle is applied in the System. As such the Committee shall meet periodically to perform the following tasks.

- 17.1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 17.2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- 17.3. Determine the forms of awards and incentives to be granted;
- 17.4. Monitor the implementation of approved suggestions and ideas through feedback and reports;

- 17.5. Prepare plans, identify resources and propose budget for the system on an annual basis;
- 17.6. Develop, produce, distribute a system policy manual and orient the employees on the same;
- 17.7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 17.8. Submit an Annual Report of Rewards and Recognition System to the CSC on or before the 30th day of January;
- 17.9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the Agency;
- 17.10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- 17.11. Incorporate equal opportunity principles in the PRAISE/ R and R System from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all;
- 17.12. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and
- 17.13. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.

Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following tasks:

- 17.14. Note down minutes of the Meeting;
- 17.15. Take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

Section 18. Qualities of PRAISE Committee Members - To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all Committee meetings. To ensure that equal opportunity principle is uphold, they must demonstrate fairness and acuity in implementing the System.

Section 19. Committee Membership as a Regular and Priority Duty - To ensure proper, effective and efficient implementation of the DepEd Caraga Rewards and Recognition System, membership of the PRAISE Committee, calendar of activities for the year must be set by them ensuring that timelines are not in conflict with other activities so that these are prioritized.

Section 20. Presiding Officer - The Chairperson shall be the Presiding Officer in all PRAISE Committee Meeting and in his/her absence, the Vice-Chairperson shall preside on a particular meeting subject to the specific instructions by the incumbent Chairperson.

Section 21. Meetings - The PRAISE Committee shall meet regularly every quarter or as the need arises, on the date and time duly determined by the Chairperson duly concurred by at least majority of its

Members. The Chairperson or at least two (2) members may request holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chairperson or petition by the members, as the case may be.

Section 22. Quorum - The quorum of every meeting of the PRAISE Committee shall be fifty percent plus one (50% + 1) of the total membership.

V. TYPES OF AWARDS AND INCENTIVES

Section 23. National Awards - DepEd Caraga shall participate in the search for deserving officials or employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies, such as:

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

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

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

23.4 Other Awards - given by DepEd Central Office/other DepEd affiliated organizations and other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

Section 24. DepEd Caraga Awards - DepEd Caraga shall design, develop and initiate the Search for deserving teaching, related teaching, non-teaching, school officials and other educational leaders who may be included in the screening of candidates for awards to be given, including schools, schools division offices and DepEd organizations, such as the following categories, but is not limited to:

24.1 *Bulawanong Sulô* Awards - aims to recognize Outstanding DepEd Caraga officials and employees in the schools division offices, schools and districts on the following award categories:

Individual Categories:

- ✓ Outstanding Teacher (elementary and secondary)
- ✓ Outstanding Master Teacher (elementary and secondary)
- ✓ Outstanding SPED Teacher (elementary and secondary)
- ✓ Outstanding School Principal (elementary & secondary)
- ✓ Outstanding Multigrade Teacher
- ✓ Outstanding ALS Mobile Teacher
- ✓ Outstanding Public Schools District Supervisor
- ✓ Outstanding Education Program Supervisor
- ✓ Outstanding Non-Teaching Level 1 Employee
- ✓ Outstanding Non-Teaching Level 2 Employee

- ✓ Outstanding Researcher

School Categories:

- ✓ Outstanding School (elementary & secondary)
- ✓ Outstanding *Brigada Eskwela* Implementer (elementary & secondary)
- ✓ Outstanding *OK sa DepEd* Implementer (elementary or secondary)

Schools Division Office Categories:

- ✓ Outstanding Schools Division Office (small and medium)
- ✓ Outstanding Inclusive Education Implementer
- ✓ Outstanding Reading Program Implementer
- ✓ Most Functional Learning Resource Center and Library Hub

DepEd Affiliated organization Category:

- ✓ *Natatanging Bulawanong Sulô*

Three finalists for each category shall receive a Plaque of Recognition, while the outstanding awardee shall also receive a trophy and a monetary award (Refer to the provision in Section 27. Schedule of Amounts for the *Bulawanong Sulô* Awards Monetary Incentives).

24.2. *Bulawanong Pasidungog* - recognizes Outstanding DepEd Caraga Regional Office employees, on the following award categories:

- ✓ Outstanding Education Program Supervisor
- ✓ Outstanding Non-Teaching Level 1 Employee
- ✓ Outstanding Non-Teaching Level 2 Employee
- ✓ Loyalty Service Awardees (milestones of 10, 15, 20, 25, 30, 35, 40 & 45 productive years in service)

24.3. Service Award - conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of retirement who shall be given a Plaque of Recognition and any form of token the Office provides.

24.4 *Gawad Agad* - given outright to official/s and or employee/s in the Regional Office commended by clients/superior/top management and or functional divisions for their courtesy, promptness, efficiency and dedication to duty.

- a. Exemplary Behavior Award - given to official/s and or employee/s in the Regional Office based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards), nominated by the Chief of the functional division. The awardee may be nominated by the DepEd PRAISE Committee to the Dangal ng Bayan Award.
- b. Prompt submission of reports - given to RO employee/functional division for prompt and complete submission of required reports
- c. Early Bird Award - given to employees and officials who report promptly to the Office with complete uniform usually presented during the Monday Convocation/Flag Ceremony.
- d. Active participation to RO activities/conferences - given to RO employee/functional division for actively participating in activities with complete attendance

24.5. *Gawad ng* Regional Director - shall be given in recognition to an “extra-ordinary achievement” that is successfully implemented an idea that contributed to the efficiency and economy of individual, functional division’s productivity, or improvement in operations or in the welfare of co-employees.

24.6. Most Punctual and Best in Attendance Award - shall be given to official/s and or employee/s in the Regional Office in recognition of his/her punctuality and perfect attendance in the Office and all gatherings/activities in the Office, duly nominated by the chief of the functional divisions validated by the Administrative Officer V of the Personnel Unit.

24.7. Best 7S implementer Award - shall be given to RO official/s and or employee/s whose physical areas of responsibility are well maintained and follow good office-keeping practices as defined by the principles of 7S of good housekeeping, such as, Sort, Systematize, Sweep, Sanitize, Sustain, Safety, Security which have been consistently observed within the screening period.

24.8. Other awards - any award duly approved by the Regional Director upon the recommendation of the PRAISE Committee.

Section 25. Types of Incentives - DepEd Caraga shall continuously search, screen and reward deserving officials and employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following types of incentives shall be regularly awarded:

25.1. Loyalty Cash gift and Incentive - granted to an employee who has served continuously and satisfactorily for at least ten (10) years. The recipient shall be entitled to a cash award of Php 1000.00 per year during the first ten (10) years per DepEd Order 54, s. 2015 Amendment to DepEd Order No. 55, s. 2003 (Increase of Payment of Loyalty Cash Gift). Succeeding awards shall be given every five years thereafter. Besides cash award, a loyalty incentive/memorabilia shall be given, subject to availability of funds, given during the Awarding Ceremony of the Regional Office *Bulawanong Pasidungog*:

Number of Years in Service	Loyalty Token	Amount (in Php)
10 years	shall be determined annually by the PRAISE Committee duly approved by the RD	2,000 – 2,999
15 years		3,000 – 3,999
20 years		4000 – 4,999
25 years		5,000 – 5,999
30 years	14 K Gold service ring	20,000 – 30,000
35 years	shall be determined annually by the PRAISE Committee duly approved by the RD	6,000 – 6,999
40 years		7,000 – 7,999

The Office shall also award Plaque of Recognition to all Loyalty Service awardees. The loyalty token (except for the 14K gold ring) as well as the amount may change based on availability of funds duly deliberated by the PRAISE Committee and approved by the Regional Director.

25.2. Length of Service Incentive (Step Increment) – is given to an employee who has rendered at least three years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

25.3. Productivity Enhancement Incentive (PEI) - PhP 5,000 shall be given to all qualified employees not earlier than Dec. 15 of every year for the purpose of improving the government employees' productivity as stipulated in DBM Budget Circular No. 2017-4 dated Dec. 4, 2017.

25.4. Performance-Based Bonus (PBB) - is a form of additional compensation paid to an employee or department as a reward for achieving specific goals or hitting predetermined targets, as provided in Memorandum Circular No 2018-1 based on Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

25.5. Collective Negotiation Agreement (CNA) - is an incentive granted to the employees of the Regional Office who are members of the DepEd National Employees Union with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost and in attaining more efficient and viable operations through cost-cutting measures and systems improvement; subject to availability of funds. This is in compliance with Budget Circular 2018-5 dated Nov. 14, s. 2018 as stipulated in Administrative Order No. 135, s. 2005.

Section 26. Other Forms of Awards and Incentives - The awards and incentives under the Rewards and Recognition System of DepEd Caraga shall be as follows:

26.1. Compensatory Time-Off - granted to an employee, regardless of salary, who has worked beyond his/her regular office hours without overtime pay, based on CSC-DBM Joint Circular No. 2-A, s. 2005 and CSC-DBM Joint Circular No. 2, s. 2004 relative to Non-Monetary Remuneration for Overtime Services Rendered.

26.2. Gliding Flexi Time - work arrangement allowed for all employees who may report to office as early as 7:00 am - 9:30 am, until 4:00 pm - 6:30 pm; or a total of 8 hours a day, as indicated in DepEd Order 23, s. 2018 on the Implementation of Flexible Working Hours for Non-teaching Employees of the Department of Education, pursuant to the provisions of Section 6, Rule XVII of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 and Memorandum Circular No. 14, s. 1989 of the Civil Service Commission.

26.3. *Salu-salo* Together - meal/snacks hosted by the Regional Director/Assistant Regional Director/chiefs of functional division or personnel in the office for employee/s who have made significant contributions.

26.4. Personal/Professional Growth Opportunities - incentives which may be in the form of attendance in conferences on official business and other learning opportunities.

26.5. Other incentives - incentives in kind which may be in the form of cellular phones, communication allowance, recognition posted on DepEd Caraga website, or newsletter to employees of the Regional Office who perform significant contribution to the Office and shall be appropriate for the position held.

Section 27. Schedule of Amounts of the Rewards and Recognition Monetary Incentives - In addition to the Plaque of Recognition provided for under this Manual, subject to availability of funds, and accounting and auditing rules and regulations, the Schedule of Monetary Incentives to be provided annually shall be as follows:

Type of Awards	Amount of Incentives (PhP)/Reward
<i>Bulawanong Sulô & Bulawanong Pasidungog</i>	
- Individual employee categories	5,000 each awardee
- School Implementer categories including Outstanding Inclusive Education	10,000 each awardee

Implementer, Outstanding Reading Program Implementer, Most Functional Learning Resource Center & Library Hub	
- Schools Division Office category and <i>Natatanging Bulawanong Sulô</i>	20,000 each awardee
<i>Gawad Agad</i>	Certificate of Recognition and or token of any amount provided by officials of DepEd Caraga
Most Punctual and Best in Attendance Award	Certificate of Recognition & token
7S of Good Housekeeping Award	Certificate of Recognition
Loyalty and Service Awards	Please refer to Section 24, 24.1
<i>Salu-salo</i> Together	No specific amount from any person in a functional division who will share for a “ <i>salu-salo</i> ” among colleagues.
Professional Growth Opportunities	
- Attendance in conferences	Fully paid registration and per diems
- Learning opportunities	Fully-paid attendance in short-term courses for technical enhancement, managerial upgrading and supplementary intervention to further improve capability to serve better
Other awards	Monetary awards or benefits shall be determined by the PRAISE Committee duly approved by the Regional Director

The monetary incentives shall be released during the awarding ceremony for the formal and planned reward system. The on-the-spot reward system shall be given with a Certificate of Recognition and/or an additional token to be handled by the host functional division (who gives the award) of the Region, except as may be expressly prescribed by relevant laws, rules and regulations, upon the recommendation of the PRAISE Committee and duly approved by the Regional Director.

VI. SEARCH/SCREENING PROCEDURES

Section 28. General Conditions - The following conditions should be followed:

28.1. For the National Awards - The Presidential or *Lingkod Bayan*, *Dangal ng Bayan* and CSC *Pagasa* Awards, and other awards inviting nominees, the following procedures are followed.

a. The Regional PRAISE Committee shall officially inform all the SDOs and the Regional Office personnel of the National Awards and invite all interested officials and employees of the Region to comply with the required documents and submit these to the Regional PRAISE Committee duly evaluated by the Division PRAISE Committee and endorsed by the concerned Schools Division Superintendent or Chief of the functional division in the Regional Office.

b. The Regional PRAISE Committee shall evaluate the documents. For categories on special programs and projects, the Regional Coordinator shall be responsible to spearhead in evaluating the documents. If these are complete, the Committee assists the nominee to ensure that documentary requirements especially for CSC awards highlight a summary of outstanding accomplishments or exemplary norms displayed and impact of accomplishments in brief, factual and in bullet form, and justifications on why the norm/s displayed are considered exemplary and or why the accomplishments are considered exceptional and

extraordinary. For other awards inviting DepEd Caraga for nominees, the documentary requirements and procedures shall be followed accordingly through the assistance of the PRAISE Committee.

c. The PRAISE Committee recommends to the Regional Director for endorsement of the application documents to the CSC or to other award giving bodies.

d. Competition among Candidates or Nominees - Candidates for any of the awards, whether by individual or group categories, shall compete among themselves and be screened by the award-giving bodies based on the criteria or standards, requirements and processes provided by them.

The Department of Education Caraga shall ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions. It shall incorporate equal opportunity principles in the nomination, and screening which shall not exclude anyone on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all.

e. Grounds for Disqualification - Notwithstanding as may be provided in pertinent provisions of this Manual and CSC Circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending and/or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

Provided that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charge has been filed against a candidate or nominee before a competent tribunal, thirty (30) days before the official acceptance of letter of intent or nomination. Provided, further, that a pending case that has already been considered dismissed and awaiting a formal resolution shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the Secretary of the investigation committee or body.

28.2. For DepEd Caraga Regional Search - The *Bulawanong Sulô & Bulawanong Pasidungog* recognize the outstanding contributions and exemplary achievements of public basic education teachers, academic leaders, and the non-teaching personnel, regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, following the principle of equal opportunity. The awards recognize those who strive to create deep and meaningful developments anchored on the principle of equitable service for the greater good of the offices/schools/communities one serves. *Annex A* presents the **Process Flow for the Rewards and Recognition of DepEd Caraga Region**.

For the *Bulawanong Sulô & Bulawanong Pasidungog*, the Guidelines are stated below:

a. Submission of Nominees/Candidates from the Schools Division Offices (SDOs) and the Functional Divisions of the Regional Office - Each SDO should recommend one (1) nominee for each of the categories. The Regional PRAISE Committee shall not declare a winner for any of the categories with only one nominee for the entire Region. The Division Office/functional division shall submit the accomplished nomination forms, write-ups, consolidated summary of

outstanding accomplishments, and documents of all nominees duly signed by the Chairperson of the Division PRAISE Committee on or before 30th day of June for the SDOs, while on or before 30th day of August for the functional divisions of the Regional Office, starting Calendar Year 2019 and every year thereafter.

Anybody should be allowed to nominate anyone with the approval of the Division PRAISE Committee/Chief of the Functional Division in the Regional Office, without fear of judgment provided that he/she is given such right in accordance with the provisions of this Manual. All nominations in accordance with the guidelines should be duly recorded and no filtering whatsoever to the prejudice of the nominee or nominator shall be allowed. Otherwise, any violation shall be dealt with accordingly.

b. Qualification Requirements of a candidate - Nominated officials and employees must meet the following qualifications:

- ✓ Have rendered at least three (3) years of continuous government service as of the deadline of nominations' submission. Accomplishments for which the nominee is being nominated for should also be made within the last three years immediately prior to the nomination, and have been continuously carried out by the nominee during that period. Nominee should be functioning as appointed and nominated to a category during the last three years until the nomination period.;
- ✓ Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination. For nominees who availed of any scholarship/study grant, their performance ratings considered shall be the recent rating periods available as stipulated in DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System in the Department of Education);
- ✓ Have not been awarded/declared as Finalist in any National Search and/or similar Regional Search recognized by DepEd for the last three (3) years.

c. Required Nomination Documents - Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished nomination form, original clearances and other documentary requirements; and two (2) additional copies of the original nomination folder, to wit:

- ✓ Letter from the Schools Division Superintendent (for SDO nominee)/ Chief of Functional Division (for Regional Office nominee) endorsing the nomination to the Regional PRAISE Committee;
- ✓ Completely filled-out **Nomination Form (Annex B)** - Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable two (2) pages of A4 size bond paper, using Calibri font #12.
- ✓ Individual Summary of Scores of each nominee based on the **Criteria of the Bulawanong Sulô & Bulawanong Pasidungog, by Category (Annex C)**. This must be included in the papers of each nominee.

- ✓ Nominee's updated CS Form 212 or Personal Data Sheet with passport size photo with name tag taken within the last six months prior to the nomination.
- ✓ Certification from the Chairperson of the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- ✓ Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.
- ✓ A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.
- ✓ Certification issued by the Human Resource Management Officer (HRMO) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for three (3) rating periods prior to the nomination. Certified true copies of the Performance Ratings with the average rating should be completely signed by the Schools Division Superintendents/Assistant Schools Division Superintendents.
- ✓ Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor and not the agency's Financial Officer/Accountant. 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.
- ✓ Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO).
- ✓ Documents following the specific criteria should be supported with Certification duly signed by the School Principal for school level. District Supervisor for district level, SDS for division level, and Regional Director for the regional level. Photocopies must be certified true and verified against the original by the Office' highest Administrative Officer, Human Resource Management Officer, or Records Officer.
- ✓ The nomination forms and other documentary requirements should be placed in legal size folders and properly labeled. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should be included in the submission.
- ✓ Write-up of Accomplishments

The write-up must highlight the outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or

norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- i.* Use specific terms. Define/clarify terms such as "assisted", "contributed" or "provided inputs";
- ii.* State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- iii.* Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- iv.* The nomination write-up of heads of offices should present individual accomplishments or behavioral norms, not the accomplishments of the entire school or SDO.

The following information must be adequately provided:

- i.* For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated;
- ii.* For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

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

28.3. For the On-the-Spot Rewards and Recognition - DepEd Caraga establishes a culture of employee engagement where everyone, regardless of their designation, economic status, culture, creed and beliefs are given equal opportunity to be recognized in their day-to-day experience which offer them meaning, impact and appreciation. Almost any simple act of achievement is recognized and appreciated as the Office emphasizes a culture of recognition.

a. During Monday Convocation:

- ✓ The personnel of the functional division with the complete attendance in the flag ceremony is recognized and appreciated for reporting to the Office on time.
- ✓ Personnel who actively participates during the weekly trivia is given a token in no specific amount, by the host functional division.
- ✓ Functional division with complete and prompt submission of reports is given a certificate of recognition. This is done in no specific week as the need arises.

- b. During gatherings/meetings/activities, participant/s with the best report presentation is/are appreciated. Participants are also given certificate of recognition for actively participating in the activity.
- c. The Personnel Unit recognizes and awards during Monday Convocation and/or Regional Office Christmas Party to the employees who consistently submit promptly and completely their Form 48, Form 6, and other related attachments to the Form 48. They are given Certificate of Recognition and/or a token.
- d. Most Punctual and Best in Attendance - The Personnel Unit identifies employee who consistently reports to office on time, without under time and with the best attendance every six months.
- e. *Gawad ng* Regional Director - The Regional Director decides for whom and when the award will be given in any Regional Office activity. This award recognizes the employee who has contributed significantly toward office productivity and efficiency.
- f. Best 7S Implementer - The 7S Committee will award the employee/functional division with the most orderly work environment/work space compliant with the 7S standards. The PRAISE Committee and the 7S Committee will coordinate in determining the awardees for this category following the checklist for work and functional division space as agreed by the 7S and PRAISE Committees.

Section 29. Stages of the Search for *Bulawanong Sulô* & *Bulawanong Pasidungog* - The Regional PRAISE Committee shall conduct a thorough evaluation and search for each category following the three stages namely:

29.1. Screening and Evaluation of Documents Stage - The schools division offices shall conduct their Division Search for Outstanding Officials and Employees. They shall nominate their awardees to the Regional PRAISE Committee for the *Bulawanong Sulô* Awards. The functional divisions of the Regional Office will have to nominate their candidates to the *Bulawanong Pasidungog*. The top three nominees/candidates for each category who obtained at least 65 points shall qualify for the validation stage. No nominee shall be removed at any stage of screening or selection for any reason other than he/she can no longer proceed to the next stage following the guidelines and criteria set in this Manual. The PRAISE Committee shall deliberate the results of the evaluation of documents prior to the validation stage.

The PRAISE Committee will not evaluate any document for any of the categories with only one candidate/nominee for the entire region. For categories on programs and projects implementation, the Regional Coordinators and the functional divisions managing the programs will spearhead in evaluating the candidates' documents to ensure credibility and reliability of results.

29.2. Validation Stage - The PRAISE Committee along with the Regional Coordinators of the programs and projects shall spearhead the validation of the top three candidates for each category to the concerned schools division offices/schools/districts. All teaching categories shall involve actual classroom demonstration teaching during this stage. Candidates who are not available during the validation dates for valid reasons such as those attending conferences/meetings approved by the Schools Division Superintendents/immediate head, those who are hospitalized or those beyond control as may be decided by the validators; shall be validated on another date within the timeline

set. Points obtained by the candidates may change after the validation of documents which shall comprise 90% of the overall rating. In a case when a candidate fails to meet the required 65 points, after the validation of documents, the next qualified candidate shall be considered for validation. After the validation of documents, the PRAISE Committee and the Regional program coordinators shall meet to deliberate on the results, especially those points which either decrease or increase and shall observe Equal Opportunity Principle (EOP) such that no nominee is removed without a valid reason. The superiority of the qualification of other nominees who shall proceed to the next stage or to be finally awarded shall be considered for a reason. For this purpose, the provisions on deliberations of results for the finalists, as far as practicable shall also apply. Should the screening committee decide that background investigation or validation shall be conducted, the provisions on the conduct of background investigation on applicants, as far as practicable, shall also apply. No member of the screening committee or validators shall knowingly or intentionally demonstrate bias, prejudice, or discrimination towards any nominee. Appropriate action shall be taken in case of violations. The Committee will have to identify the top three candidates who are considered as finalists for each category.

29.3. Interview of the Finalists Stage - The PRAISE Committee together with the Regional programs and projects coordinators shall conduct the interview of the finalists at the Regional Office. Structured interview questions and a topic for the essay writing shall be prepared prior to the interview. For those finalists who could not come to the Office for the interview due to circumstances beyond control such as finalists who are hospitalized or has just delivered a baby for female awardees and other related conditions needing special considerations, interview shall be done online or shall be interviewed within the timeline set. Rating achieved during the interview shall comprise 10% of the overall rating of each finalist.

The PRAISE Committee shall deliberate on the consolidation of results, by category. They shall signify in the Consolidated Rating Sheet, by Category and shall treat with utmost confidentiality the final results which shall be declared during the Awarding Ceremony.

29.4. Conduct of the Awarding Ceremony - Finalists for each of the categories are recognized and formally presented on stage. The winners for each of the categories are declared during the Awarding Ceremony. The finalists shall be issued Plaque of Recognition, while the winner also receives a trophy and a cash prize (Refer to Section 26 hereof).

29.5. Publication of Results - The official results of the *Bulawanong Sulô* and the *Bulawanong Pasidungog* shall be disseminated through a Regional/Office Bulletin not more than five days from the Awarding Ceremony.

29.6. Policy Review and Enhancement - The PRAISE Committee shall meet within the first quarter to evaluate the Rewards and Recognition implementation of the Region and review the policy to continuously improve the process and guidelines.

The Annual Report of the Rewards and Recognition Implementation in the Regional Office shall be prepared and submitted to the CSC Regional Office on or before the 30th day of January. Consequently, the Souvenir Program shall also be prepared and a copy shall be provided to the schools division offices on the second quarter of the year.

Section 30. Criteria and Standards - In the evaluation of nominees' documents for *Bulawanong Sulô* & *Bulawanong Pasidungog* criteria by category; **Rating Sheet for Professional and Personal Characteristics**

(Annex D); and **Consolidated Rating Sheet, by Category** (sample of which, see Annex E) shall be used with emphasis on the Equal Opportunity Principle policy.

30.1. Criteria and Standards for other Rewards and Recognition Awards - The criteria and standards for other awards such as the *Gawad Agad* shall be in accordance with the specific requirements as may be indicated in the Certificate of Recognition which will be presented during the Monday Convocation and or other forms of Regional Office gathering, team building activities, conferences and celebration. These shall be consistent with applicable laws, rules and regulations promulgated by competent authority/ies and/or as the PRAISE Committee which may be prescribed duly approved by the Regional Director.

30.2. Other Considerations - Other similar circumstances or considerations in favor of the nominee, as may be determined by the PRAISE Committee concerned duly approved by the Regional Director.

Section 31. Nomination Form - The Nomination Form shall be accomplished by the immediate head of the nominee along with one or two-paged (A4-size) write-up about the latter, highlighting his/her accomplishments and impact to learning/service and contribution to the community.

Section 32. Grounds for the Deferment and Cancellation of the Screening Process of a Candidate or Nominee - The PRAISE Committee shall defer or cancel the screening process for a candidate or nominee, whether individual or group, for any of the following grounds:

32.1. Failure of the candidate or nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee;

32.2. Failure of the teacher candidate to follow the requirement of having classroom teaching hours or actual function on the category nominated for, during the screening until the validation period of the *Bulawanong Sulô Awards*;

32.3. Issuance of a charged sheet or final judgement for any administrative, civil or criminal case before an appropriate tribunal or competent authority;

32.4. Violation/s of any of the provisions of the policies of DepEd, CSC, and ethical standards that shall undermine his/her integrity and sanctity as candidate or nominee, and of the screening process; and

32.5. Such acts that PRAISE Committee may consider prejudicial in the discharge of its duties and functions.

Section 33. Notification of Awarding Ceremony and Results - For the *Bulawanong Sulô* & *Bulawanong Pasidungog*, a Regional Advisory shall be disseminated on the three finalists per category notifying them to attend the Ceremony where the outstanding candidate will be declared. After the Awarding Ceremony, a Regional/Office Bulletin shall be disseminated announcing the official results.

For the national awards, DepEd Regional Office has to disseminate to the SDOs of the Regional Office' winning entry/ies to the National Search.

Section 34. Prohibition on the Change of Awards - A change of awards by any candidate or nominee is prohibited after the final screening and deliberation results have been undertaken by the PRAISE Committee duly approved by the Regional Director.

Section 35. Forms of Decisions by the PRAISE Committee - All decisions of the PRAISE Committee shall be reflected in the Minutes of Meeting which shall be adopted by at least majority of its members, there being a quorum. The decision of the Committee shall be final and non-appealable.

VII. POINT RECOGNITION AND EQUIVALENCY OF PRAISE AWARDS

Section 36. Point Equivalency and Recognition for DepEd Caraga officials and employees - The awards conferred to the awardees shall be credited under Outstanding Accomplishment for future possible promotion/reclassification/conversion to higher position, subject to the allowable points under the Merit Selection Plan of the Department of Education.

VIII. FUNDING REQUIREMENTS

Section 37. Source of Funds - Subject to pertinent provisions in this Manual and CSC circulars, rules and regulations, the following conditions shall strictly be observed in the determination of the Rewards and Recognition incentives and sources of funds, to wit:

Section 37.1. The amount of the Rewards and Recognition incentives shall be determined by the PRAISE Committee duly approved by the Regional Director upon the recommendation of the Personnel Development Committee (PDC) Vice Chairperson, as reflected in the Activity Proposal.

Section 37.2. DepEd Caraga shall allocate at least 5% of their Human Resource and Development funds for the Rewards and Recognition activities and incorporate the same in its annual Work and Financial Plan with corresponding budget requirement duly uploaded in the Project Management Information System (PMIS).

IX. IMPLEMENTING GUIDELINES

Section 38. Rule-Making Authority - DepEd Caraga Regional Director shall, upon the recommendation by the PRAISE Committee, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective and efficient implementation of the provisions of this Policy Manual.

X. AMENDMENT, REVISION, SEPARABILITY, EFFECTIVITY, AND COMMITMENT

Section 39. Amendment, Revision, Review and Updating of the Manual - Any and/or provisions of this Manual may be amended or revised, as the case may be, by the PRAISE Committee with the recommendation of the Regional Director. Any amendment or revision of this Manual shall be reported and submitted to the CSC Caraga Regional Office for appropriate action. Provided further that it shall be the responsibility of the Regional Director with the PRAISE Committee to ensure periodic updating of this Manual taking into account the subsequent policies approved by the Department of Education and such rules and regulations promulgated by the CSC. Provided furthermore, that this Manual shall be reviewed every three (3) years by the DepEd Caraga PRAISE Committee and the results of which duly approved by the Regional Director.

Section 40. Repealing Clause - All Regional Memoranda, issuances, guidelines and policies of DepEd Caraga Region, or parts thereof, inconsistent, with the provisions of this Manual are hereby amended or repealed accordingly.

Section 41. Separability Clause - The provisions of this Manual are hereby declared separable. In the event that any provision hereof is rendered unconstitutional, those that are not affected shall remain valid and effective.

Section 42. Effectivity - This DepEd Caraga Rewards and Recognition System Policy Manual shall become effective after final evaluation by the Civil Service Commission. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

Section 43. Commitment - I hereby commit to implement and abide by the provisions of this DepEd Caraga Rewards and Recognition System Policy Manual which shall be the basis for the grant of awards and incentives stated herein. The annual Rewards and Recognition Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth day of January to enable our employees to qualify for nominations to the CSC-sponsored national awards.

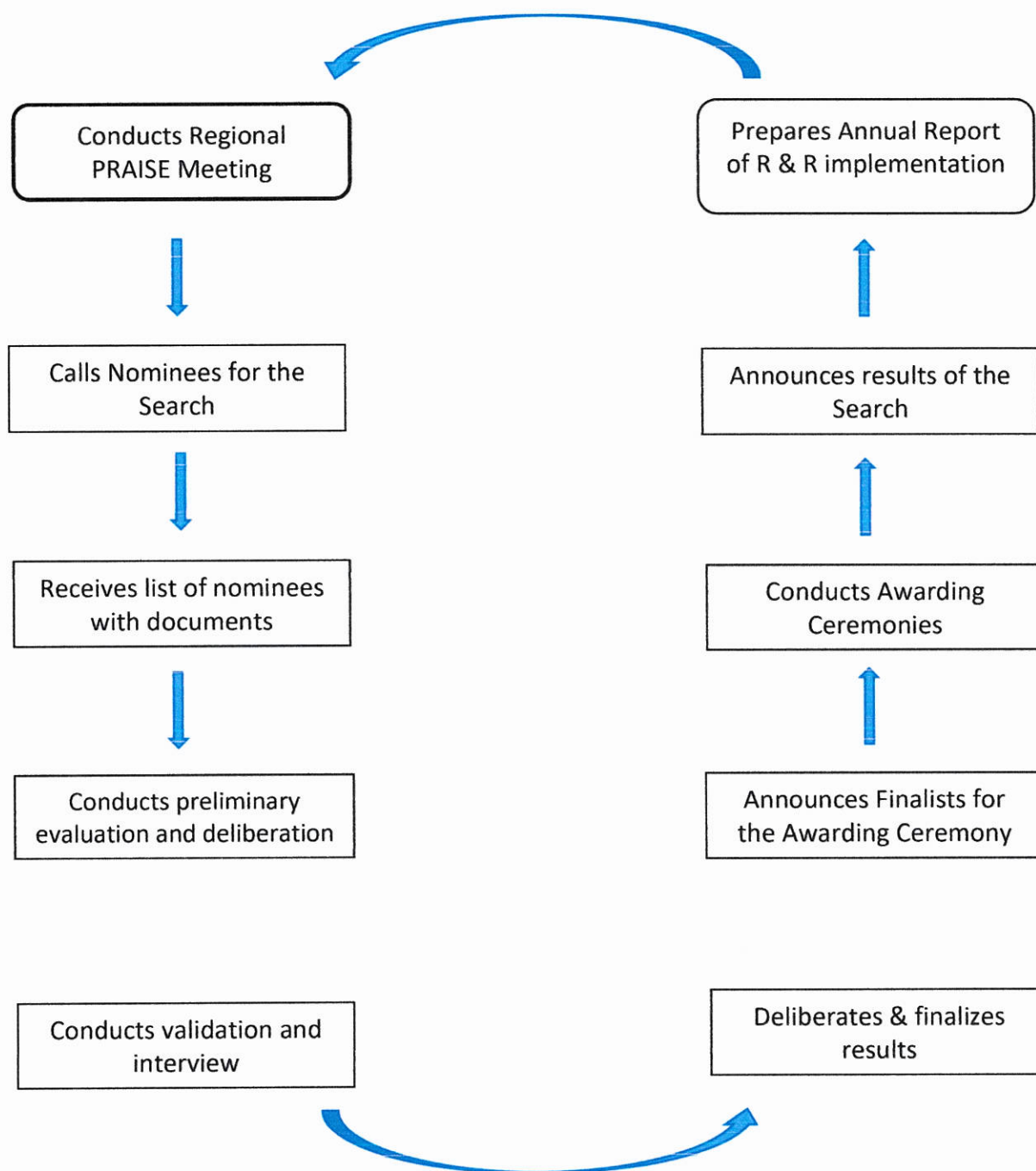
APPROVED:


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director
Date: _____

CSC Action:

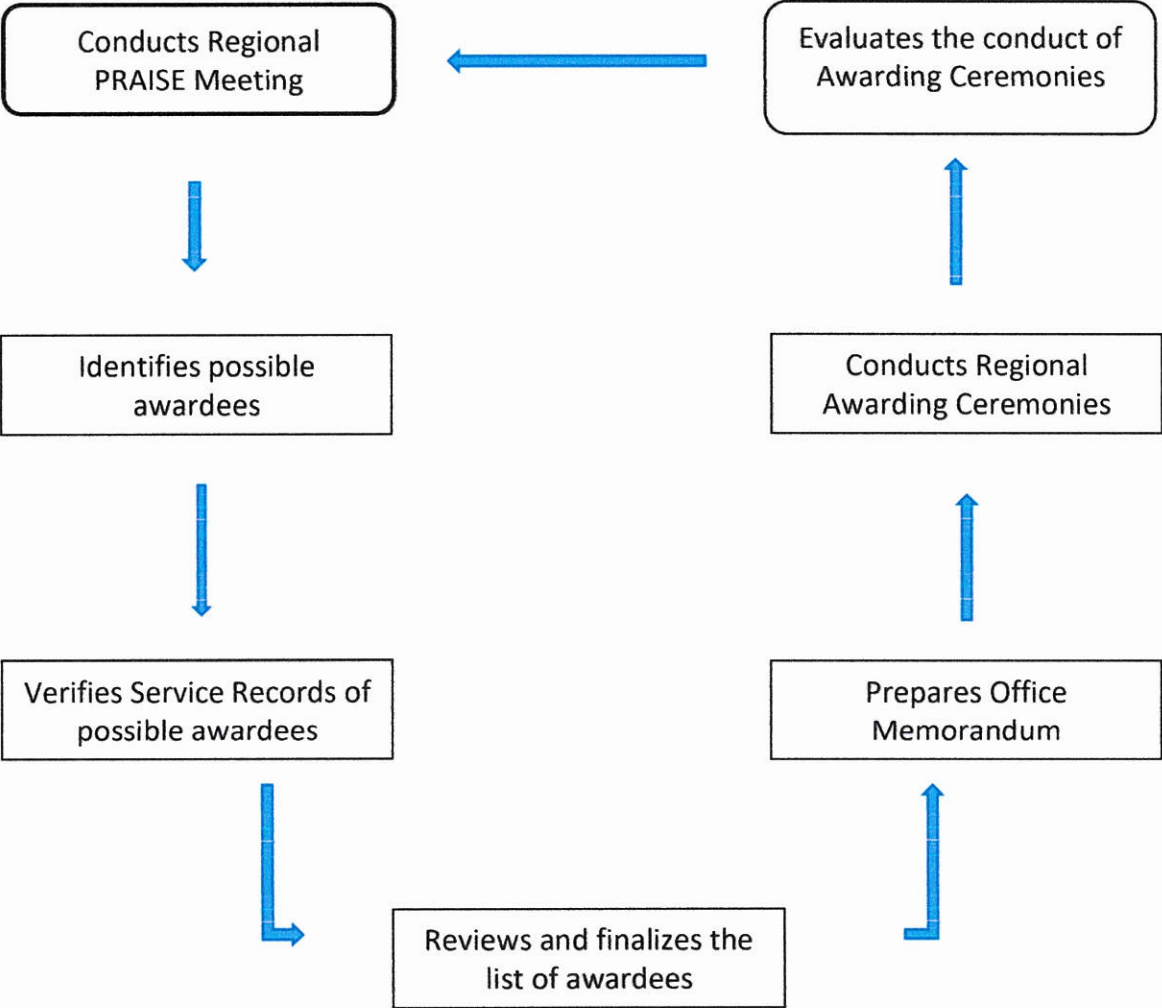
Annex A: Rewards and Recognition System Process

Search for Outstanding DepEd Caraga Officials and Employees (*Bulawanong Sulô* Awards)





Loyalty Service Awardees for Regional Office Employees





Annex B: Nomination Form

NOMINATION FORM

Bulawanong Sulô/Pasidungog Awards _____
(Calendar Year)

THE PRAISE COMMITTEE

DepEd Caraga Region
J.P. Rosales Avenue
Butuan City

Recent 2"x2"
Picture of the
nominee

After undergoing a thorough evaluation in the division level based on the guidelines and criteria of the *Bulawanong Sulô Awards* for DepEd Caraga Officials and Employees, I hereby nominate:

Name of Nominee: _____

Category: _____

Current Position of Nominee: _____

Subject Area and Grade Level Taught: _____

Unit Assigned and nature of Work: _____

School/Office: _____

School/Office Address: _____

(Note: Please enclose, 1-2 pages write-up about the significant accomplishments of the nominee duly signed by the immediate head.)

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understands that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____

Signature of Nominator: _____ Date Signed: _____

DCC No.

DepEdRO13-F-HRD-001/RO/1-7-2019

Annex C: Criteria for the *Bulawanong Sulô Awards/Bulawanong Pasidungog*, by category

OUTSTANDING TEACHER
(Elementary and Secondary)

1. Instructional Competence 45 pts.

1.1. Teaching Competence (average rating for the past 3 rating periods) - 20

Rating	Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15

Rating	Points
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10
3.9	9

Rating	Points
3.8	8
3.7	7
3.6	6
3.5	5

1.2. Outstanding Accomplishment - 10

Outstanding employee or coach or trainer of winning students in the different Competitions

Rank	Points			
	District Level	Division Level	Regional Level	National level
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	1	3	6	8

1.3. Creativity and Innovation - 10

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional official

Stages of Implementation	Points
Conceptualized	2
Started the implementation	4
Full implemented in the school	6
Adopted in the district	8
Adopted in the division	10

1.4. Research - 5

Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Conceptualized	1
Started the implementation	2



Full implemented in the school	3
Adopted in the district	4
Adopted in the division	5

2. Professional Growth 35 pts.

2.1. Education - 5

Educational Level	Points
With MA units	1
Completed Academic Requirements in Masteral degree	2
Master’s degree	3
Completed Academic Requirements in doctoral degree	4
Doctoral degree holder	5

**2.2. Consultant/ Resource Speaker/ Facilitator in training/seminars
Workshops - 10**

Level	Points
School	1
District	2
Division	3
Region	5
National	8
International	10

2.3. Demonstration Teacher - 10

Level	Points
School	1
District	2
Division	3
Regional	5
National	8
International	10

2.4. Trainings/ Seminars/ Workshops/ Conferences attended - 5

Level	Points
School	0.5
District	1
Division	2
Regional	3
National	4
International	5



2.5. Publications - 5

Nature of Publications	Points
Articles published in a school Organ/newsletter (Per article but not to exceed 5 pts.)	1
Articles published in a journal/newsletter/ Magazine of wide circulation (Per article but not to exceed 5 pts.)	2
Co-authorship of a book	4
Sole authorship of a book	5

3. Community Development 10 pts.

Outreach Activity

Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials

Level	No. times	Points
School	4	6
District	4	8
Division	2	8
Region	2	10

4. Professionalism/Personal Characteristics 10 pts.

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL - 100

OUTSTANDING MASTER TEACHER
(Elementary and Secondary)

1. Instructional Competence 55 pts.

1.1. Teaching Competence (average rating for the last 3 rating Periods) – 20

Rating	Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15

Rating	Points
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10
3.9	9

Rating	Points
3.8	8
3.7	7
3.6	6
3.5	5

1.2. Outstanding Accomplishment - 15
Outstanding employee or coach or trainer of winning students in the different Competitions

Rank	Points			
	District Level	Division Level	Regional Level	National level
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	1	3	6	8

1.3. Creativity and Innovation - 10
Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional official

Stages of Implementation	Points
Conceptualized	2
Started the implementation	3
Full implemented in the school	5
Adopted in the district	6
Adopted in the division	10

1.4. Research - 10

Stages of Implementation	Points
Conceptualized	2
Started the implementation	4
Full implemented in the school	6