



March 29, 2019



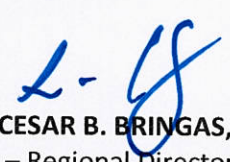
REGIONAL ORDER

No. 17, s. 2019

POLICY 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 copy of its contextualized Policy, Guidelines and Criteria of its Rewards and Recognition entitled **Policy on Rewards and Recognition System of the Department of Education - Caraga**.
2. Pursuant to Section 41 thereof, this Policy shall take effect immediately upon issuance.
3. All Regional Orders, Memoranda and other related issuances inconsistent with these policy and guidelines are deemed amended accordingly upon its effectivity.
4. Immediate dissemination and strict compliance with this Order is directed.


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

Encl.: As stated

Reference: DepEd Order 9, s. 2002; DepEd Order 29, s. 2002; DepEd Order 32, s. 2017
CSC MC 7, s. 2007

To be indicated in the Perpetual Index under the following subjects:

CRITERIA	GUIDELINES	POLICY	PRAISE	REWARDS & RECOGNITION
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POLICY ON REWARDS AND RECOGNITION SYSTEM OF THE DEPARTMENT OF EDUCATION CARAGA

April 2019

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. 07, s. 2007, 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 Renumeration 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. 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, gender, gender identity, sex, sexual orientation, 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 upheld, 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 and 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.

24.3 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.

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

Section 24. DepEd Caraga Awards - DepEd Caraga shall develop and initiate the Search for deserving employees who may be included in the screening of candidates for awards to be given such as, but not limited to:

24.1 Bulawanong Sulô Awards - aims to recognize Outstanding DepEd Caraga officials and employees for both schools division offices and the Regional Office, on the following award 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
- ✓ Outstanding ALS Mobile Teacher
- ✓ Outstanding Public Schools District Supervisor
- ✓ Outstanding Education Program Supervisor (SDO & RO)
- ✓ Outstanding Non-Teaching Level 1 Employee (SDO & RO)
- ✓ Outstanding Non-Teaching Level 2 Employee (SDO & RO)

- ✓ Outstanding Schools Division Office (small and medium)
- ✓ Outstanding Researcher
- ✓ Outstanding *Brigada Eskwela* Implementer
- ✓ Outstanding *Gulayan sa Paaralan* Implementer
- ✓ Outstanding School-Based Management Implementer

Three finalists for each category will receive a Certificate of Recognition, while the outstanding official/employee shall also receive a trophy and a monetary award (Refer to the provision in Section 26. Schedule of Amounts of *Bulawanong Sulô* Awards Monetary Incentives).

24.2 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.

24.3 *Gawad Agad* Award - 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). 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

24.4. *Gawad ng* Regional Director Award - 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.

24.5. 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.

24.6. 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.

24.7. 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 shall be given, subject to availability of funds:

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

25.1. 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.

25.2. 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.

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

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

25.5. 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 26. Schedule of Amounts of the PRAISE 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
Bulawanong Sulô Awards	
- Individual employee categories	5,000 each awardee
- School Implementer categories	10,000 each awardee
- Schools Division Office category	20,000 each awardee
Gawad Agad Award	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
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 27. General Conditions - The following conditions should be followed:

27.1. 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 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 endorsed by the concerned Schools Division Superintendent.
- b. The Regional PRAISE Committee shall evaluate 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.

27.2. For DepEd Caraga Regional Search – The Bulawanong Sulô Awards recognizes 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 1* presents the **Process Flow for the Rewards and Recognition of DepEd Caraga Region**.

For the Bulawanong Sulô Awards, the Guidelines are stated below:

a. Submission of Nominees/Candidates from the Schools Division Offices (SDOs) and 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 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 awarding ceremony.;
- ✓ 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 in any National Search 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 2) - 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 Awards, by Category** (Annex 3). 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 Rewards, 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 "facilitated",
- 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 .

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.

27.3. 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. *Gawad Agad* is given by the Personnel Unit 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 28. Stages of the Search for Bulawanong Sulô Awards - The Regional PRAISE Committee shall conduct a thorough evaluation and search for each category following the three stages namely:

Section 29. Criteria and Standards - In the evaluation of nominees' documents for Bulawanong Sulô Award, Criteria by category; Rating Sheet for **Professionalism and Personal Characteristics** (Annex 4); and **Consolidated Rating Sheet, by Category** (sample of which, see Annex 5) shall be used with emphasis on the Equal Opportunity Principle policy.

29.1. Criteria and Standards for other Rewards and Recognition Awards - The criteria and standards for other awards such as the *Gawad Agad* Award 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.

29.2. 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 30. 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 31. 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:

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

31.2. 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 to awarding period of the Bulawanong Sulô Awards;

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

31.4. 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

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

Section 32. Notification of Awarding Ceremony and Results - For the Bulawanong Sulô Awards, 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 of the Bulawanong Sulô Awards for both SDO and RO levels.

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 33. 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 34. 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 35. 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 36. 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 36.1. 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 36.2. 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 37. 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 38. 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 39. 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 40. 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 41. Effectivity - This DepEd Caraga Rewards and Recognition 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 42. Commitment - I hereby commit to implement and abide by the provisions of this DepEd Caraga PRAISE policy Manual which shall be the basis for the grant of awards and incentives stated herein.

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

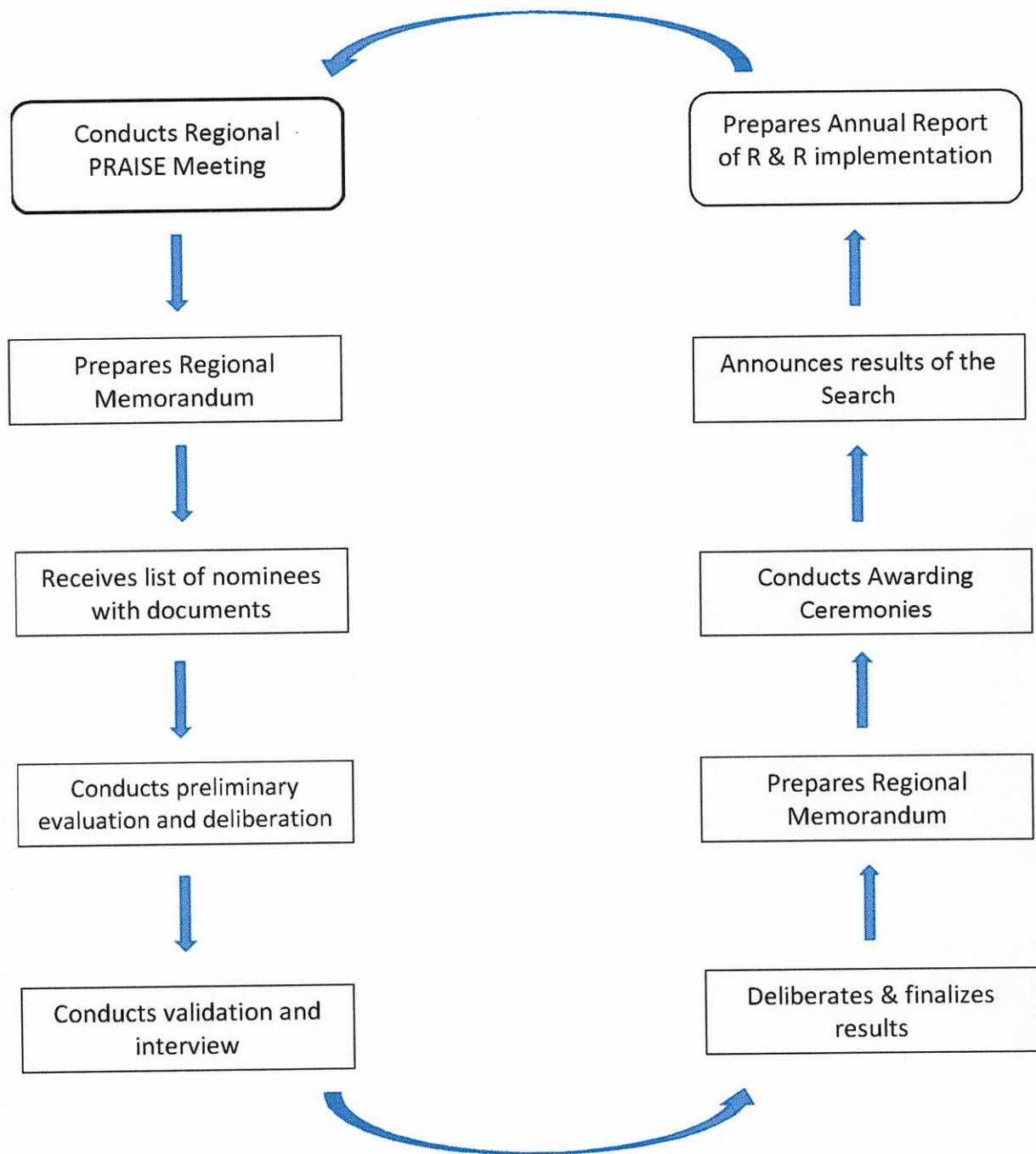
APPROVED:


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director
Date: Apr. 1, 2019

CSC Action:

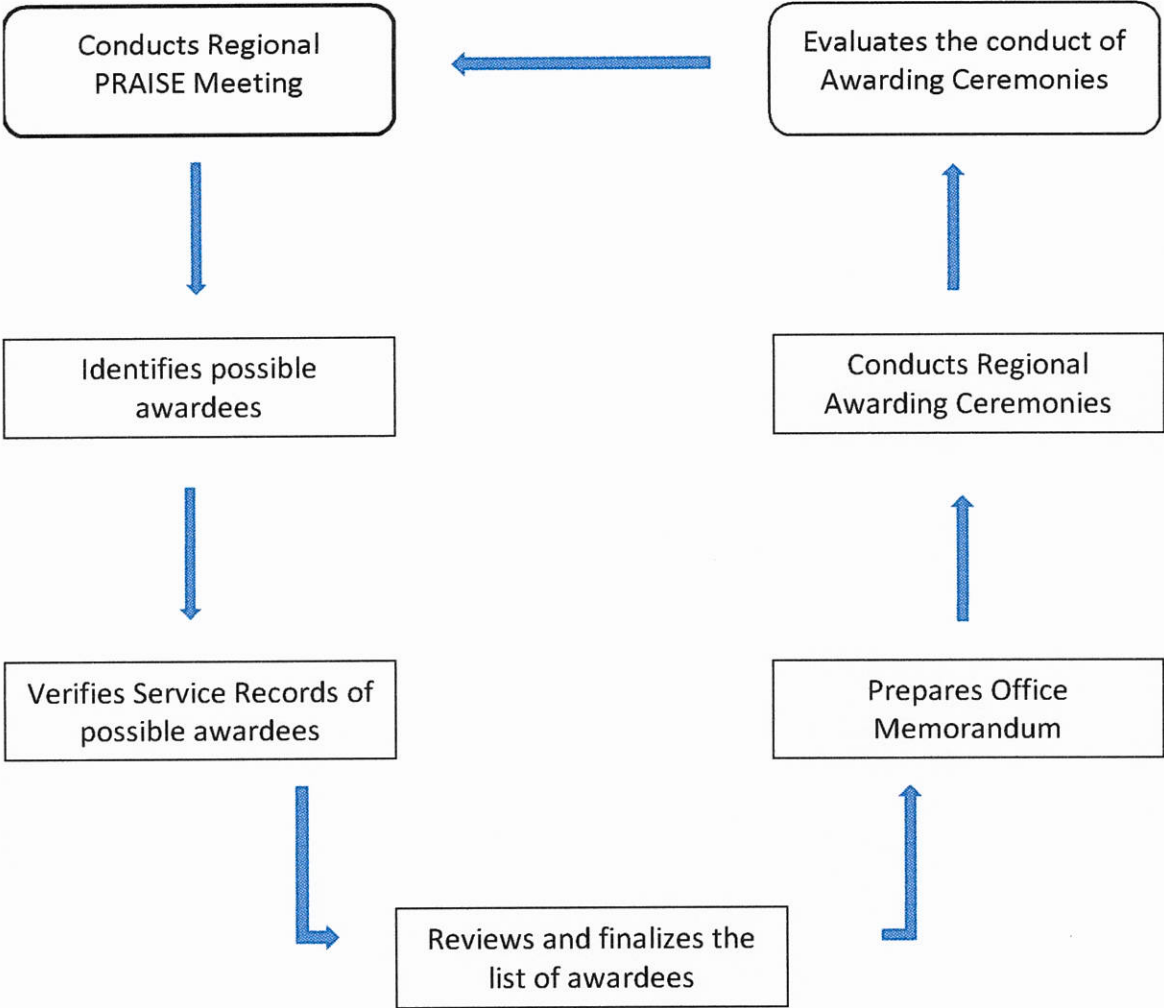
Annex 1: Rewards and Recognition System Process

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





Loyalty Service Awardees for Regional Office Employees





Annex 2: Nomination Form

NOMINATION FORM
Bulawanong Sulô 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: _____

Annex 3: Criteria for the Bulawanong Sulô Awards, by category

SEARCH FOR OUTSTANDING TEACHER
(Elementary and Secondary)

1. Instructional Competence 40 pts.

1.1. Teaching Competence - 20 pts.

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 pts.

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 pts.

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

2. Professional Growth 40 points

2.1. Education - 10 pts.

Educational Level	Points
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
Completed Academic Requirements in Masteral degree	6
Master's degree	8
Completed Academic Requirements in doctoral degree	9
Doctoral degree holder	10

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

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

2.3. Demonstration Teacher - 10 pts.

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

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

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

2.5. Publications - 5 pts.

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.

3.1. Outreach Activity - 5 pts.

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	3	3
District	2	3
Division	1	4
Region	1	5

3.2. Networking/Linkages - 5 pts.

Served as instrument for sourcing of funds and other donations in kind for classroom and/or school facilities and/or activities properly documented with narrative and pictorial reports attested by immediate supervisors, division or regional officials

Estimated Amount of Donations (cash or in kind)	Points
50,000 and above	5
31,000 to 49,999.99	4
21,000 to 30,999.99	3
11,000 to 20,999.99	2
1,000 to 10,999.99	1

4. Professionalism/Personal Characteristics 10 pts.
(Refer to Enclosure No. xxx: Rating Sheet to be filled-up by direct superior)

TOTAL - 100



SEARCH FOR OUTSTANDING MASTER TEACHER
(Elementary and Secondary)

1. Instructional Competence 50 pts.

1.1. Teaching Competence - 20 pts.

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 pts.

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 - 15 pts.

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	10
Adopted in the division	15

2. Professional Growth 30 points

2.1. Education - 10 pts.

Educational Level	Points
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
Completed Academic Requirements in Masteral degree	6
Master's degree	8
Completed Academic Requirements in doctoral degree	9
Doctoral degree holder	10

2.2. Consultant/ Resource Speaker/ Facilitator in training/seminars Workshops - 5 pts.

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

2.3. Demonstration Teacher - 5 pts.

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

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

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

2.5. Publications - 5 pts.

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.

3.1. Outreach Activity - 5 pts.

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	3	3
District	2	3
Division	1	4
Region	1	5

3.2. Networking/Linkages - 5 pts.

Served as instrument for sourcing of funds and other donations in kind for classroom and/or school facilities and/or activities properly documented with narrative and pictorial reports attested by immediate supervisors, division or regional officials

Estimated Amount of Donations (cash or in kind)	Points
50,000 and above	5
Per article but not to exceed 5 pts.	
31,000 to 49,999.99	4
21,000 to 30,999.99	3
11,000 to 20,999.99	2
1,000 to 10,999.99	1

4. Professionalism/Personal Characteristics 10 pts.

(Refer to Enclosure No. xxx: Rating Sheet to be filled-up by direct superior)

TOTAL - 100

SEARCH FOR OUTSTANDING SPECIAL EDUCATION TEACHER (Elementary and Secondary)

Basic Requirement: SPED Teacher handling any of the following classes:

- | | |
|-----------------------|----------------------------|
| a. Fast learners | e. Visual impairment |
| b. Slow learners | f. Mental retardation |
| c. Autism | g. Intellectual disability |
| d. Hearing impairment | h. Learning disability |

1. Instructional Competence and Teaching Effectiveness 90 pts.

1.1. Outstanding contribution in the Special Education Program – 30 pts.

- 1.1.1. Introduced/tried out effective approach or innovations in teaching which contributed to the improvement of instruction in meeting the needs of special children – 10 pts.

Stages of Implementation	Points
Conceptualized	6
Started the implementation	7
Fully implemented in the school	8
Adopted in the district	9
Adopted in the division	10

- 1.1.2. Written/produced Instructional Materials (IMs) in SPED such as modules, equipment/teaching devices, technical paper/publications – 10 pts.

Level	Points
School	5
District	7
Division	8
Regional	9
National	10

- 1.1.3. Organized/trained socio-cultural activities (i.e. choral group, dance troupe, theater and drama, arts club, etc.) - 10 pts.

- 1.1.4. Graduates (record of number of batches or names of successful graduates in either elementary/secondary level) - 5 pts.

1.2. Leadership - 30 pts.

- 1.2.1. Coordinated the organization of classes/implementation of SPED program – 5 pts.

Level	Points
School	3
District	4
Division	5

1.2.1. Conducted in-service training programs – 10 pts.

Level	Points
School	6
District	7
Division	8
Regional	9
National	10

1.2.2. Resource Speaker/Discussant/Demonstration Teacher – 10 pts.

Level	Points
School	6
District	7
Division	8
Regional	9
National	10

1.2.3. Participated in community programs/projects for the development of the learners in their areas of interests – 5 pts.

1.3. Continuous and Dedicated Service - 15 pts.

1.3.1. Rendering continuous and dedicated service in SPED teaching - 10 pts.

No. of Years	Points
3-4.9	2
5-6.9	4
7-8.9	6
9-9.9	8
10 and above	10

1.3.2. Rated as SPED Teacher with at least very satisfactory performance rating for the last three (3) years – 10 pts.

Average Rating	Points
5.0	10
4.6 – 4.9	9
4.2 – 4.5	8
3.8 – 4.1	7
3.5 – 3.8	6

1.4. Professional Advancement - 5 pts.

Level	Points
With MA units	1
With Complete Academic Requirements in MA	2
MA degree holder	3
With doctoral units	4
Ph.D./Ed.D. degree holder	5

2. Professional/Personal Characteristics 10 pts.

TOTAL - 100

SEARCH FOR OUTSTANDING MULTIGRADE TEACHER

1. Experience as Multigrade Teacher 20 pts.

No. of Years	Points	No. of Years	Points
3-4	5	13-14	15
5-6	7	15-16	17
7-8	9	17-18	18
9-10	11	19-20	19
11-12	13	Above 20	20

2. Instructional Competence 50 pts.

2.1 Teaching Competence – 20 pts.

Average Numerical Rating

Rating	Points	Rating	Points	Rating	Points
5	20	4.4	14	3.9	9
4.9	19	4.3	13	3.8	8
4.8	18	4.2	12	3.7	7
4.7	17	4.1	11	3.6	6
4.6	16	4.0	10	3.5	5

2.2 Outstanding Accomplishments – 15 pts.

Outstanding employee as coach or trainer of winning students in different competitions

Rank	Points			
	District	Division	Regional	National
1 st	3	5	10	15
2 nd	2	4	8	13
3 rd	1	3	5	10

2.3. Creativity & Innovation - 10 pts.

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

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

2.4. Publication/Authorship – 5 pts.

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

3. Professional Growth 20 pts.

3.1. Education - 10 pts.

Educational Level	Points
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
Completed Academic Requirements for MA	6
Master's degree	8
Completed Academic Requirements for doctoral degree	9
Doctoral degree	10

3.2. Training/Seminars/Workshop/Conferences attended - 10 pts.

Level	Points
School	1
District	2
Division	4
Regional	6
National	10

4. Professionalism and Personal Characteristics 10 pts.

TOTAL - 100

SEARCH FOR OUTSTANDING ALS MOBILE TEACHER

1. Occupational Competence 65 pts.

1.1. Outstanding Competence - 65 pts.

- 1.1.1. Plan activities that are responsive to the needs and problems of the community - 5 pts.
- 1.1.2. Source-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects - 10 pts.

Estimated Amount of Donations (cash or kind)	Points
50,000 and above	10
31,000 to 49,999.99	8
21,000 to 30,999.99	6
11,000 to 20,999.99	4
1,000 to 10,999.99	2

1.1.3. Initiated literacy programs/projects - 10 pts.

Stages of Implementation	Points
Conceptualized	6
Started the implementation	7
Fully implemented in the school	8
Adopted in the district	9
Adopted in the division	10

- 1.1.4. Published articles on ALS program/projects (1 per article) – 5 pts.
- 1.1.5. Served as a Resource person/trainer/facilitator – 5 pts.

Level	Points
School	1
District	2
Division	3
Region	4
National	5

1.1.6. Develop community-based learning materials – 10 pts.

Community-Based LMs	Points
Conceptualized LMs	6
Developed LMs	7
Utilized in the learning center	8
Adopted in the district	9
Adopted in the division	10

1.1.7. Established functional data-based at the district/school level – 10 pts.

1.1.8. Conducted action research on community-based programs/project - 10 pts.

2. Professional Advancement 25 pts.

2.1. Educational Attainment - 10 pts.

Level	Points
With MA units	2
With CAR in MA	4
MA degree holder	6
With doctoral units	8
Ph.D./Ed.D. degree holder	10

2.2. In-service training attended - 5 pts.

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

2.3. Awards received - 10 pts.

Level	Points
School	1
District	2
Division	4
Regional	6
National	8
International	10

3. Professionalism and Personal Characteristics 10 pts.

TOTAL - 100

SEARCH FOR OUTSTANDING SCHOOL PRINCIPAL
(Elementary and Secondary)

1. Managerial Competence

30 pts.

1.1. Level of School-Based Management Practice - 15 pts.

Level of Practice	Points
Level 3	15
Level 2	10
Level 1	5

1.2. Completion Rate (of the school managed in the previous school year) – 5 pts.

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99 %	1

1.3. Retention Rate (of the school managed in the previous school year) – 5 pts.

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99 %	1

1.3. Completion Rate (of the school managed in the previous school year) – 5 pts.

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99 %	1

1.4. Dropout Rate (of the school managed in the previous school year) – 5 pts.

Range	Points
0	5
1% - 2.5%	4
2.6% - 4.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

2. Professional Competence 50 pts.

2.1. Performance Ratings - 10 pts.

Rating	Points	Rating	Points
4.9 – 5.0	10	4.1 – 4.2	6
4.7 – 4.8	9	3.9 – 4.0	5
4.5 – 4.6	8	3.7 – 3.8	4
4.3 – 4.4	7	3.5 – 3.6	3

2.2. Research and creative outputs, re-entry projects after attendance to seminars, conferences, workshops – 5 pts.

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

2.3 Training and workshops organized – 5 pts.

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

2.4. Published supplementary materials, articles, references and other papers – 5 pts.

Level	Points
National	5
Regional	4
Division	3
District	2

School	1
--------	---

2.5 Professional Advancement - 10 pts.

Level	Points
Doctoral degree	10
CAR in doctoral degree	9
Master's degree	8
CAR in MA	7

2.6. Scholarship awarded in partnership with DepEd – 10 pts.

Level	Points
International	10
National	5

2.7. Awards, distinction received - 5 pts.

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

3. Community Partnership (Outreach program and networking linkages: (LSB, PSB, PTA excluded) 10 pts.

Range	Points
1 Million and above	10
500,000 – 999,999.99	8
300,000 – 499,999.99	6
100,000 – 299,999.99	4
50,000 – 99,999.99	2

4. Professionalism/Personal Attributes 10 pts.

TOTAL - 100



**SEARCH FOR OUTSTANDING SCHOOLS DISTRICT SUPERVISOR &
EDUCATION PROGRAM SUPERVISOR (Division and Regional levels)**

1. Performance Rating 20 pts.

Average Numerical Rating

Rating	Points	Rating	Points	Rating	Points
5	20	4.5	15	4.0	10
4.9	19	4.4	14	3.9	9
4.8	18	4.3	13	3.8	8
4.7	17	4.2	12	3.7	7
4.6	16	4.1	11	3.6	6
				3.5	5

2. Outstanding Accomplishments 35 pts.

2.1. Outstanding Employee Award/Leadership in Organization - 5 pts.

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

2.2. Innovations - 7 pts.

Stage	Points
Conceptualized	2
Started implementation	3
Fully implemented in the school	4
Adopted in the district	5
Adopted in the division	6
Adopted in the Region	7

2.3. Research and Development Practices - 8 pts.

Level	Points
Research conducted in the school	2
Research conducted in the district	4
Research conducted in the division	6
Research conducted in the regional	8

2.4. Publication - 5 pts.

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

2.4. Consultation/Resource Speakership in Training/Seminars/Workshops/Symposia – 10 pts

Level	Points
School	2
District	4
Division	6
Regional	8
National	10

3. Education and Training 20 pts.

3.1. Education - 15 pts.

Level	Points
Doctoral degree	15
CAR in doctoral degree	12
Master's degree	10
CAR in MA	8

3.2. Trainings - 5 pts.

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

4. Community Development 10 pts.

4.1. Outreach Programs - 10 pts.

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

Level	No. of Times	Points
School	3	3
District	2	3
Division	1	4
Regional	1	5

4.2. Networking/Linkages - 5 pts.

Served as instrument for sourcing of funds and other donations in kind for classroom and/or school facilities and/or activities properly documented with narrative and pictorial reports attested by immediate supervisors, division or regional officials

Estimated Amount of Donations (cash or in kind)	Points
50,000 and above	5
31,000 to 49,999.99	4
21,000 to 30,999.99	3
11,000 to 20,999.99	2
1,000 to 10,999.99	1

5. Professional and Personal Characteristics 10 pts.

TOTAL 100

SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL LEVEL II
(Division and Regional levels)

1. Performance Rating 30 pts.

Rating	Points	Rating	Points
4.9 – 5.0	30	4.1 – 4.29	22
4.7 – 4.89	28	3.9 – 4.09	20
4.5 – 5.69	26	3.7 – 3.89	18
4.3 – 4.49	24	3.5 – 3.69	16

2. Awards Received 10 pts.

Level	Points
School	2
District	4
Division	6
Regional	8
National	10

3. Innovations 10 pts.

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

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

4. Professional Development 35 pts.

4.1. Education - 10 pts.

Educational Level	Points
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
CAR in MA	6
Master's degree	8
CAR in doctoral degree	9
Doctoral degree	10

4.2. Training/Seminars/Workshops/Conferences attended - 10 pts.

Level	Points
School	1
District	2
Division	4
Regional	6
National	8
International	10

4.3. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops - 10 pts.

Level	Points
School	1
District	2
Division	4
Regional	6
National	8
International	10

4.4. Publication/Authorship - 5 pts.

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

5. Community Development 5 pts.

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division or regional officials.

Scope of implementation	Points
Schools	2
District	3
Division	4
Regional	5

6. Professionalism and Personal Characteristics 10 pts.

TOTAL 100



SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL LEVEL I
(Division and Regional levels)

1. Performance Rating 40 pts.

Rating	Points	Rating	Points
4.9 – 5.0	40	4.1 – 4.29	32
4.7 – 4.89	38	3.9 – 4.09	30
4.5 – 5.69	36	3.7 – 3.89	28
4.3 – 4.49	34	3.5 – 3.69	26

2. Awards Received 5 pts.

Level	Points
School	2
District	3
Division	4
Regional	5

7. Innovations 10 pts.

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

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

8. Professional Development 30 pts.

4.1. Education - 10 pts.

Educational Level	Points
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
CAR in MA	6
Master’s degree	8
CAR in doctoral degree	9
Doctoral degree	10

4.2. Training/Seminars/Workshops/Conferences attended - 10 pts.

Level	Points
School	1
District	2
Division	4
Regional	6
National	8
International	10

4.3. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops - 5 pts.

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

8.4. Publication/Authorship - 5 pts.

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

9. Community Development 5 pts.

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division or regional officials.

Scope of implementation	Points
Schools	2
District	3
Division	4
Regional	5

10. Professionalism/Personal Characteristics 10 pts.

TOTAL 100

SEARCH FOR OUTSTANDING SCHOOLS DIVISION OFFICE
(Medium and Small)

1. Performance Indicators **30 pts.**

Average for elementary & secondary levels

- | | | |
|-------------------------------------|---|--------|
| a. Division NAT MPS | - | 5 pts. |
| b. Division Completion Rate | - | 5 pts. |
| c. Graduation Rate | - | 5 pts. |
| d. Dropout Rate | - | 5 pts. |
| e. Retention Rate | - | 5 pts. |
| f. Accreditation & Equivalency Rate | - | 5 pts. |

For a, b, c, e and f

Range	Points
90.6% and above	5
86.6% - 90.5%	4
82.6% - 86.5%	3
78.6% - 82.5%	2
75% - 78.5%	1

For d

Range	Points
0	5
1% - 2.5%	4
2.6% - 4.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

2. Percentage of the previous year's newly-created teaching and non-teaching items with NOSCA filled within three months from the time the items were granted to the SDO **- 5 pts.**

% of Filled-Up Items	Points
99.6% - 100%	5
95.6% - 99.5%	4
90.6% - 95.5%	3
85.6% - 90.5%	2
80% - 85.5%	1

3. Percentage of private school applicants submitted on time their new/renewal of application of government permit to operate with complete requirements for the current year **- 5 pts.**

Percentage of Private Schools with complete requirements	Points
99.6% - 100%	5
96.6% - 99.5%	4
93.6% - 96.5%	3
90.6% - 93.5%	2
87.6 - 90.5%	1

4. 100% monthly downloading of MOOE to the schools for the previous' school year . 5 pts.

No. of Months with 100% downloading to school	Points
12	5
9-11	4
6-8	3

5. Utilization of the previous Calendar Year's Funds 10 pts.

- a. Obligation Rate (Obligation/Adjusted Allotment) - 5 pts.
b. Disbursement Rate (Disbursement/Obligation) - 5 pts.

Utilization Rate and Disbursement Rate of 90% and below will automatically be given zero (0) point.

The points for these items will be computed by subtracting 90% from the Utilization Rate and Disbursement Rate, multiplying the difference by 5, and further multiplying the product by 10%.

Example:

- a. Obligation Rate : 98%
(98-90) x 0.10 = 4 pts.
b. Disbursement Rate : 95%
(95-90) x 0.10 = 2.5 pts.

6. Percentage of Submission of Financial Reports 5 pts.

Percentage of Liquidation/Submission of Reports	No. of Points for Obligation	No. of Points for Disbursements
89.6% - 100%	5	5
80.6% - 89.5%	4	4
70% - 80.5%	3	3

7. Properly Accomplished Reports. 5 pts.

The points for this item will be computed by multiplying the % liquidation of all Cash Advances received in PY by the maximum number of points, i.e.:

% Liquidation x 5

Example:

% Liquidation : 95%
0.95 x 5 = 4.75 pts.

8. Submission of Reports. 12 pts.

Reports/Documents	Points
PPRD Reports	2
HRDD Reports	2
ESSD Reports	2
ASD Reports	2
CLMD Reports	2
FTAD Reports	2



9. Percentage of school sites with Title 5 pts.

Percentage of School Sites with Title	Points
50%	5
45% - 49%	3
40% - 44%	1

10. Zero complaint on Child Protection Policy 5 pts.

No. of Complaints	Points
0	5
1	4
2	3
3	2
4	1

11. Cases resolved in the Division 3 pts.

Percentage of Cases Resolved	Points
90% - 100%	3
80% - 89%	2
70% - 79%	1

**12. Wins in the National and International Contest recognized by DepEd
(current year) 10 pts.**

Rank Obtained	Points	
	National	International
1	1.5	2.5
2	1	2
3	0.5	1

TOTAL 100



SEARCH FOR OUTSTANDING RESEARCHER/RESEARCH TEAM

1. Originality 20

The research work should contribute to a new principle, theory, technology, concept, method, or technique. Qualified researches are those which are funded by the Basic education Research Fund (BERF)

2. Research work and publication 20

Assessment shall be based on researches published in the last three years indicating the titles of journals where these works where published; papers presented in international conferences; unpublished reports of completed projects; and intellectual properties.

3. Significance of research findings 50

The research findings should have significant contribution to the school, division and region, in the following areas:

- a. Policy – 20
- b. Instructional material – 10
- c. Training program – 10
- d. Pedagogy - 10

4. Recognition given to research work 10

Citations, awards and other forms of recognition from the schools, divisions and region given to the research work (or the researcher/writer) shall be taken into account.

TOTAL - 100



SEARCH FOR OUTSTANDING BRIGADA ESKWELA IMPLEMENTER
(Elementary and Secondary)

1. Scope of Work 30%

Scope of work is based on the school Brigada Eskwela plan and physical facilities repair and maintenance needs assessment such as Repair Works, Maintenance Works, New Improvements and Beautification/Landscaping/Learners Kiosk Installation that are identified/included in the School Annual Implementation Plan. The computation is based on the percentage of work completed multiplied by 30%.

2. Diverse Volunteer Participation 25%

The diversity of participation shall consider the group affiliation of volunteers with the following percentage assignment:

- a. Parent Volunteers – 15%
The computation is based on the number of parent volunteer turn-out over the target number of volunteer multiplied by 15%. The target parent volunteer participation is up to 200% of the learners’ population.
- b. Other volunteers – 10%
Target representative per group is 5 volunteers per entity to get 2 points, below 5 volunteers shall be given 1 point then multiplied by 10%.

NGAs and other government organizations and public corporators	LGUs (Brgy/ Municipality/ Provincial)	Community Involvement including NGOs and Professional Associations	Private Sector Involvement including corporate foundations and private schools	Pupil/Student Organization (SSG/SPG) Alumni Associations and other civil organization organizations
2	2	2	2	2

3. Generated Resources 15%

Elementary Level

Category	Number of Teachers (National)	Resource Generated (in pesos)
Small school	9 and below	99,999 and below
Medium school	10-29	1000,000-299,999
Large school	30-50	300,000-499,999
Mega school	51 and above	500,000 and above



Secondary level

Category	Number of Teachers (National)	Resource Generated (in pesos)
Small school	15 and below	99,999 and below
Medium school	16-30	1000,000-299,999
Large school	31-50	300,000-499,999
Mega school	51 and above	500,000 and above

The amount of resources generated shall include all donations-in-kind and equivalent amount of materials used to the scope of work accomplished during the *Brigada Eskwela* week and the equivalent amount of volunteer man-hour. IT shall also include all resources accepted after the steering and working committees were formed and commence to execute their functions as early as January 2019.

4. Alignment to *Brigada Eskwela* Theme 15%

The evaluation shall consider the alignment of the program implementation to the *Brigada Eskwela* theme.

- a. The evaluation shall consider the School Safety and Preparedness Guide - 21 points, computed as points meet /21x6%.
- b. The WASH in Schools shall consider the 12 activities and provisions, computed as points meet/12x6%.
- c. Advocacy on *Brigada Eskwela* theme translated into school overall experiences and learnings - 3%

5. Creativity and Innovation 10%

The evaluation shall be based on the presence of value added projects or unusual projects benefitting the schools and the learners e.g. medical and dental services, provision of school supplies and uniform, awareness/literacy campaigns, special services, among other projects. The criteria shall also consider the quantity of innovations, number of beneficiaries, and impact to access and quality.

6. Increment of Resources and Volunteers 5%

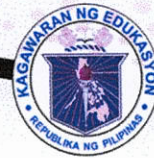
This criterion is determined based on the percentage of the increase of the current performance compared with the previous/last *Brigada Eskwela* accomplishments. For newly established school, the data for the first year of operation shall be the baseline.

TOTAL 100%

(Reference: Enclosure to DepEd Memorandum No. 36, s. 2019: 2019 *Brigada Eskwela* Implementing Guidelines)

SEARCH FOR OUTSTANDING GULAYAN SA PAARALAN PROGRAM (GPP) IMPLEMENTER
(Central, Non-Central & Multigrade for Elementary level and Rural & Urban for Secondary level)

1. Advocacy	5
Encouragement of the growth or development of GPP within the school and the community.	
a. If both school and community	5
b. If within the school only	3
2. Cultural Practices	20
a. Nursery Establishment	
Presence of Nursery with Availability of Seedlings	10
Presence of Nursery or Nursery Facility only	5
None	0
b. Production of Organic Fertilizer/Materials	
Presence/Practice of Composting, NFTS, Vermiculture	10
Presence/Practice of either two	8
Adopts only one practice	5
None	0
3. Garden/ Farm Records	10
a. Complete compilation of Production Record/Protocol and Financial (consist of Records of diff Garden Activities e.g. land prep to harvesting)- 10	
b. Has complied records but incomplete - 5	
4. Community Involvement	10
a. Presence/Involvement of three (3) sectors	10
b. Presence/Involvement of two (2) sectors only	8
c. Presence /Involvement of one (1) sector only	5
d. Absence/No involvement of either three (3) sectors	0
5. Seed Retrieval	5
a. Practice of Proper Seeds Retrieval and Storage	5
b. Practices Seed Retrieval but no Proper Storage	3
c. Not practicing Seed Retrieval	0
6. Feeding Program	20
a. Complete compilation of Feeding Prog /Documentation	20
b. Has Feeding Prog but incomplete Record/Documentation	15
c. Feeding Program Only w/o compilation of Records	10
d. Has none	0
7. Classification of Vegetables Planted	30
a. Presence of 7 vegetable classification	30
b. Presence of 5-6 vegetable classification	25
c. Presence of 3-4 vegetable classification	20
d. Presence of 1-2 vegetable classification	15
TOTAL	100



SEARCH FOR OUTSTANDING SCHOOL-BASED MANAGEMENT IMPLEMENTER
(Elementary and Secondary)

1. Key Performance Indicators (KPIs) 60 %

Sixty percent (60%) of the total of the following KPIs of the school (average of the performance, three (3) years back):

a. Enrollment	-	45%
b. Dropout, Completion and Cohort Survival	-	25%
c. NAT MPS/Quarterly Exam MPS	-	<u>30 %</u>
		100%

2. Document Analysis, Observation and Discussion 40%

Forty percent (40%) of the total of the following areas:

a. Leadership	-	30%
b. Curriculum & Learning	-	30%
c. Accountability	-	25%
d. Resource Management	-	<u>15%</u>
		100%

TOTAL 100%

(Reference: DepEd Order No. 83, s. 2012: Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process and Tool (APAT))

Annex 4: Professionalism & Personal Characteristics Rating Sheet

RATING SHEET for
PROFESSIONALISM & PERSONAL CHARACTERISTICS

Name of Nominee: _____

School/Office: _____

Division: _____

Category: _____

Name of Immediate Superior: _____

Directions: Put a check (/) on the space provided for if the nominee exhibits the following indicators AT ALL TIMES otherwise put an (x).

INDICATORS	
A. Manifested genuine enthusiasm and pride in the nobility of teaching profession	
1. Demonstrate punctuality at all times	
2. Participate actively in all office activities	
3. Attend in all required seminars and trainings for professional development	
4. Gets involved in all school programs and projects	
5. Communicate the DepEd vision and mission to stakeholders	
B. Observe and demonstrates desirable personal and professional (RA 6713) and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine for others at all times.	
1. Maintains stature and behavior worthy of respect and emulation	
2. Respects the privacy of co-workers, does not spread office gossips or rumors	
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedback	
4. Provides honest and constructive feedback and is generous enough to give credits due to co-workers	
5. Is honest, upright and trustworthy in all his/her dealings with all people	
6. Serves beyond working hours to be able to meet organizational goals and objectives	
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs	
8. Observes at all times loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages, appreciation and pride of country and people	
9. Extends prompt and adequate services to the public	
C. Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents and other stakeholders	
1. Respects authority and is able to work harmoniously with superiors	
2. Maintains good working relationship with co-workers, parents and stakeholders	
3. Performs well wither as a team leader or member	



INDICATORS	
D. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	
1. Discloses personal financial interest as well as that of spouse and other minor children exercising proper discretion	
2. Settles loans and other financial affairs on time	
NO. OF CHECKS (/)	
TOTAL POINTS = NO. OF CHECKS X (0.5)	

Rated by:

Signature over Printed Name of the Immediate Head

Date: _____



Annex 5: Consolidated Rating Sheet (sample for Outstanding Teacher category)

CONSOLIDATED RATING SHEET

Bulawanong Sulô Awards _____
(Calendar Year)

Category: _____

Criteria/Indicators		Maximum Points	Points gained per indicator		
			Nominee 1	Nominee 2	Nominee 3
Instructional Competence (40pts)	Teaching Competence	20			
	Outstanding Accomplishment	10			
	Creativity & Innovation	10			
Professional Growth (40 pts.)	Professional Advancement	10			
	Demo Teaching	10			
	Resource Speakership	10			
	Training Programs attended	5			
	Authorship	5			
Community Development (10 pts.)	Outreach	5			
	Networking	5			
Professionalism & Personal Characteristics (10 pts.)	Personality	5			
	Potential	5			
TOTAL POINTS		100			

Reviewed by:

PRAISE Committee

_____	_____
_____	_____
_____	_____

NOTED:

Schools Division Superintendent/Regional Director