



**Civil Service Commission Regional Office 1**

June 27, 2022

**DR. ANSELMO R. ALUDINO**

Schools Division Superintendent  
DepEd Schools Division Office of Candon City  
San Isidro, 2710 Candon City, Ilocos Sur

Dear **Superintendent Aludino**:

This refers to the Program on Awards and Incentives for Service Excellence (PRAISE) of DepEd SDO Candon City, referred to as DepEd SDO Candon City-Guidelines on PRAISE, which was submitted to this office for evaluation and approval.

In our review of this career mechanism, we find that your PRAISE substantially complies with CSC Memorandum Circular No. 1, s. 2001 (Re: Program on Awards and Incentives for Service Excellence). Hence, your PRAISE is now approved effective not earlier than June 27, 2022.

Congratulations for establishing the PRAISE mechanism in that agency so that outstanding performance and accomplishments as well as exemplary behavior of employees and work units be recognized and awarded accordingly.

Very truly yours,

**HEDY JOSE B. LARDIZABAL**

Director IV


PS/ED/HJBL/CMR/LRN/arf  
Fr: Letter

**Bawat Kawani, Lingkod Bayani**



Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OF CANDON CITY**

**Office of the Schools Division Superintendent**

<b>RECEIVED</b>	
Office/Unit:	CSC ROI PSED
Transaction No.	PSED- 2022
Date and Time:	JUNE 27 2022
Received by:	
Remarks:	
June 23, 2022	

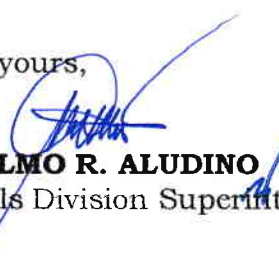
**HEDY JOSE B. LARDIZABAL**

Director IV  
Civil Service Commission Regional Office I  
San Fernando City, La Union

Sir:

This is to respectfully forward to the Office of the Regional Director, Civil Service Commission, the herein attached (1) Equal Opportunity Principle (EOP) Policy Amendment on Programs on Awards and Incentives for Service Excellence (PRAISE) and (2) PRAISE Guidelines of Schools Division of Candon City, for approval.

Truly yours,

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent



**Address:** Nat'l Highway, Brgy. San Isidro, Candon City, Ilocos Sur  
**Telephone No.:** (077) 644-04-11  
**Email:** candon.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OF CANDON CITY**

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POLICY NUMBER	:	002-2022
NAME	:	EOP POLICY AMENDMENT- PROGRAMS ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
POLICY CATEGORY	:	GUIDELINES ON PROGRAMS ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
SUBJECT	:	CONTEXTUALIZED POLICIES ON PROGRAMS ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
APPROVING AUTHORITY	:	SCHOOLS DIVISION SUPERINTENDENT
RESPONSIBLE OFFICER	:	REWARDS & RECOGNITION TEAM
EFFECTIVE DATE	:	FEBRUARY 14, 2021 ~
SUPERCEDES	:	EQUAL OPPORTUNITY PRINCIPLE (EOP) POLICY IN THE DEPARTMENT OF EDUCATION SCHOOLS DIVISION OFFICE (SDO) OF CANDON CITY
NEXT REVIEW	:	ANNUALLY/AS THE NEED ARISES

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**I. General Provisions**

**Section 1. Short Title** – This shall be known as the Equal Opportunity Principle (EOP) Policy on Programs on Awards and Incentives for Service Excellence (PRAISE) of Schools Division of Candon City.

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

2.1 Presidential Decree No. 966 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;

2.2 Republic Act 10524 – An Act Expanding the Position Reserve for Persons with Disability, amending for the Purpose of Republic Act 7277, as amended, otherwise known as the Magna Carta for Persons with Disability

2.3. Republic Act 10911, An Act Prohibiting Discrimination against any Individual in Employment on Account of Age and Providing Penalties therefor;

2.4. 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 one hundred thirty-five of the Labor Code, as amended.



**Address:** Nat'l Highway, Brgy. San Isidro, Candon City, Ilocos Sur  
**Telephone No.:** (077) 644-04-11  
**Email:** candon\_city@dened.gov.ph

2.5. 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

2.6 Republic Act 6713, Code of Conduct and Ethical Standards

2.7. CSC MC 01 s. 2001, Program on Awards and Incentives for Service Excellence (PRAISE)

2.8. DepEd Order No. 9 s. 2002 – Establishing the PRAISE in the Department of Education

2.9. Regional Office Memorandum No. 210 s. 2019 – Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year

2.10. Division Memorandum 213 s. 2021. 2021 Division Search for Outstanding Teaching and Non-Teaching Personnel

Section 3. Scope. This PRAISE Policy Guidelines shall apply to all Permanent/Provisional Teaching and Non-teaching, Contract of Service, Job Order and Local Government Unit funded personnel of the Schools Division of Candon City.

Section 4. Definition of Terms.

**Award.** This refers to recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, superior accomplishments, exemplary behavior, heroic deeds, genuine public service, and other personal efforts contributing to quality, efficiency, and timeliness in the improvement of government operations leading to organizational productivity.

**Award Year for Teaching.** This refers to a School Year which the Search is conducted and awarded.

**Award Year for Non-teaching.** This refers to the Calendar Year which the Search is conducted and awarded.

**Contract of Service (COS) / Job Order (JO) / Local School Board (LSB) nominee.** This refers to employee of SDO Candon City who performs work in lump sum, intermittent piece of work/job or services in short duration, compensation is on a daily basis and who has served continuously in the Division for at least three years and who meets the criteria for nomination.

**Contribution.** This refers to input relevant to the position which can be in the form of an idea or performance.

**Incentive.** This refers to monetary or non-monetary motivation or privilege given to an employee for his/her outstanding accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms.

**Exemplary Deed.** This refers to the adherence to one or more of the following behavioral norms: Commitment to the Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism,

Commitment to Democracy and Simple Living (Republic Act 6713 of the Code of Conduct and Ethical Standards for Government Officials and Employees).

**Equal Opportunity.** This refers to the non-discriminatory and non-bias treatment of all candidates/nominees to any of the categories of the relating to 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.

**Teaching Personnel (Teacher I-III) nominee.** This refers to permanent proficient elementary, junior high school and senior high school (including provisional) teacher/s with at least three (3) years of continuous service with DepEd and who meets the criteria are eligible for the nomination.

**Teaching Personnel (Master Teacher I-II) nominee.** This refers to permanent highly proficient elementary, junior high school and senior high school (including provisional) teacher/s with at least three (3) years of continuous service with DepEd and who meets the criteria are eligible for the nomination.

**Non-Teaching Personnel Category 1 nominee.** This refers to permanent non-teaching personnel of Schools Division Office of Candon City who belong to **Salary Grade 1-9** who performs clerical, trades and crafts, and custodial services which include sub professional work in a non-supervisory capacity with at least three (3) years of continuous service with DepEd and who meets the criteria is eligible for the nomination.

**Non-Teaching Personnel Category 2 nominee.** This refers to permanent non-teaching personnel of Schools Division Office of Candon City who belong to **Salary Grade 10-23** who performs professional, technical, and scientific work in a non-supervisory or supervisory capacity up or its equivalent who meets the criteria is eligible for the nomination.

**School Head nominee.** This refers to School Principal, Head Teacher, and Teacher-in-Charge who performs overall operations of the school and accountable for the performance of learners in school with at least three (3) years of continuous service and who meets the criteria is eligible for the nomination.

**Assistant School Principal and Secondary Head Teacher nominee.** This refers to permanent Assistant School Principal and Head Teacher who assist the School Head in the performance of academic supervision of their department and learners' support development in school with at least three (3) years of continuous service and who meets the criteria is eligible for the nomination.

**Supervisor nominee.** This refers to permanent teaching related personnel who performs guidance and instructional supervision, and as well as coaching and mentoring with at least (3) years of continuous service as supervisor and who meets the criteria eligible for the nomination.

## **II. Basic Policies**

Section 5. Essential Features. PRAISE Policy Guidelines is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding employees, individually, for their superior accomplishment and other personal efforts which contribute to the efficiency, economy or other improvement in the delivery of basic education and its mandates,

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.

Section 6. Basis of Providing Incentives – PRAISE Policy Guidelines shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas, superior accomplishments and exemplary behavior of Schools Division of Candon City 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 7. Timeliness of Award or Recognition – PRAISE Policy Guidelines 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 Schools Division of Candon City Office applying the equal opportunity principle.

Section 8. Principles – PRAISE Policy Guidelines shall adhere to the equal opportunity principle of providing incentives and awards based on performance, innovative ideas, superior accomplishments and exemplary behavior.

Section 9. Monetary and Non-Monetary Awards – PRAISE Policy Guidelines shall provide either monetary or non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. For this purpose, the System shall encourage the grant of monetary and non-monetary awards.

Section 10. Mandatory Five Percent (5%) Allocation for Human Resource Development – At least 5% of the HRD Fund shall be allocated for the PRAISE and incorporated in the DepEd's annual Work and Financial Plan.

### **III. Objective**

Section 11. General Objective – PRAISE Policy Guidelines general objective is to encourage, recognize and reward employees, individually 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 the delivery of basic education and its mandates, which lead to organizational productivity. The Schools Division of Candon City, in making any Human Resource decision or any related decision shall ensure that no person is discriminated against nor any person is unduly favored on account of their sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes that violates the principles of equality, equity and fairness.

### **IV. Institutionalization of The PRAISE System, Composition, Duties and Functions of The PRAISE Committee Members and Secretariat.**

Section 13. Institutionalization – The PRAISE Policy Guidelines is hereby institutionalized for proper compliance of all concerned.

Section 14. Authority to Oversee the System – The Schools Division Superintendent shall be responsible in overseeing the PRAISE Policy Guidelines operations.

Section 15. Constitution and Composition of PRAISE Committee and Secretariat  
PRASIE Committee and Secretariat shall be composed of the following:

- 15.1. Assistant Schools Division Superintendent - Chairperson
- 15.2. Administrative Officer V (Admin Services) - Member
- 15.3. Administrative Officer V (Budget Unit) - Member
- 15.4. Accountant III - Member
- 15.5. Medical Officer III - Member
- 15.6. Chief of Division – Provisional Members
- 15.7. Two (2) designated secretariat 1 from Administrative Services Section and 1 from HRD Section
- 15.8. Representative from Teaching and Non-teaching. *Reps. from 1st & 2nd level*
- 15.9. PRAISE Committee may invite external representative/s during validation and interview.

Section 16. Duties and Functions of PRAISE Committee – The duly constituted PRAISE Committee shall be responsible to perform the following tasks;

- 16.1. Establish a system of incentives and awards to recognize and outstanding teaching and non-teaching personnel of the year.
- 16.2. 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 outstanding teaching and non-teaching personnel of the year.
- 16.3. Determine the forms of awards and incentives to be granted;
- 16.4. Prepare plans, identify resources and propose budget for the system on an annual basis;
- 16.5. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 16.6 Address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- 16.7 Incorporate equal opportunity principles in the PRAISE System from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate 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;
- 16.8 Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and

16.9 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:

16.10 Note down minutes of the Meeting;

16.11 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.

## **V. Types of Awards and Incentives**

Section 17. National Awards – Employees of the Schools Division Office of Candon City are encouraged to 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 but not limited to:

17.1. 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.

17.2 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.

17.3 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.

17.4 Other Awards – given by other government agencies, private institutions (recognized and endorsed by the Department of Education) or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

Section 18. PRAISE Awards – PRAISE Committee are encouraged to 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:

18.1 Outstanding Teaching and Non-Teaching Personnel – aims to recognize Outstanding Teaching and Non-teaching personnel for Schools Division Offices following award categories:

- a. Outstanding Teacher (elementary and secondary)
- b. Outstanding Master Teacher (elementary and secondary)



- c. Outstanding School Principal (elementary & secondary)
- d. Outstanding Assistant School Principal/Department Heads
- e. Outstanding Education Program Supervisor/Specialist
- f. Outstanding Non-Teaching Level 1 Employee (Regular, JO, COS, LSB)
- g. j. Outstanding Non-Teaching Level 2 Employee
- h. National Awards
  - a. Presidential or Lingkod Bayan Award
  - b. Outstanding Public Official/Employee or Dangal ng Bayan and Award
  - c. Civil Service Commission or the PAGASA Award
  - d. Metrobank Award
  - e. Other Government Agencies and NGO Awards

18.2. On-the-Spot Award – an award given to official/s and or employee/s in the SDO commended by clients/superior/top management and or operating unit for their courtesy, promptness, efficiency and dedication to duty. This may be awarded outright, monthly and quarterly basis.

18.3. Such other awards – any award duly approved by the SDS upon the recommendation of PRAISE Committee.

## **VI. Search and Screening Procedures**

**Section 19. General Conditions - The following conditions should be followed:**

19.1. For the National Awards - The Presidential or Lingkod Bayan, Dangal ng Bayan and CSC Pagasa Awards and other Government Agencies and NGO Awards, the following procedures are followed:

- a. Except those of Heads of Departments, Agencies and elective officials, all nominations must be submitted in the prescribed Nomination Form to the PRAISE for the Committee's evaluation.
- b. Nominations must be approved and endorsed by PRAISE Committee Chairperson to the Department/Agency head which, in turn, endorses the nomination to the Honor Awards Program Secretariat through the CSC Field/Provincial or Regional Offices. In the absence of a duly constituted and operational PRAISE Committee, the department/agency (office/unit) cannot nominate or endorse nominations of its officials and employees to the HAP Secretariat. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.

**Section 20.1. For Outstanding Teaching and Non-Teaching Personnel.**

20.1 Qualification Requirements:

- a. Has a length of service of at least three consecutive years for permanent employee
- b. Has three years in aggregate service for contract of service/job order employee.

- c. Has exhibited a high degree of professionalism.
- d. Has a rating of "Outstanding" in the last three performance rating periods prior to nomination.
- e. Has good reputation on work related financial matters
- f. Has morality and integrity both in public and private life
- g. Has not been suspended, charged, or found guilty of any administrative, criminal, or civil offense/case.

20.2. Procedure for Nomination.

Each school/unit is allowed to submit two (2) nominees for each of the following categories:

- Teaching Personnel (TI-III, MTI-II)
  - Non-Teaching Personnel (SG 1-23)
  - School Heads
  - Assistant School Principal and Department Head
  - Supervisors
  - COS, JO and LSB
- a. The nominator shall use the attached nomination form.
  - b. All nominations shall be sealed in an envelope upon submission to the Division Office Records Unit on or before the specified date addressed to the Chairperson of the Division Award Selection Committee.
  - c. The Division PRAISE Committee Secretariat shall check the completeness of all documents submitted before endorsement to the Division Award Selection Sub-Committees for paper screening, validation and shortlisting.
  - d. The Division Award Selection Sub-Committee members shall screen, validate and deliberate the nominations using the criteria for paper screening as basis for shortlisting the nominees per category.
  - e. The Division Award Selection Sub-Committee members shall endorse the shortlisted nominees per category to the Regional PRAISE Committee.
  - f. The Division PRAISE Committee shall endorse the results to the Regional PRAISE Committee
  - g. The Division Award Selection Committee shall interview the shortlisted nominees per category and shall select the winners after final deliberation.
  - h. In case of a tie, the Chairperson of the Division Award Selection Committee shall make the decision.
  - i. The Chairperson of the Division Award Selection Committee shall forward the official result to the Regional Award Selection Committee for review and validation.

20.3. Procedure for Screening and Evaluation.

**Stage 1: Paper Screening**

The Division PRAISE Committee shall conduct the paper screening using the submitted means of verification (MOVs) on each specific criterion. Further, nominees must submit the following documents for teaching, non-teaching, school head and supervisors:

- ✓ Duly accomplished nomination form signed by the (see attachments)
- ✓ Executive Summary (see attachments)
- ✓ Updated Personal Data Sheet (see attachments)
- ✓ Attendance record as certified by the Human Resource Management Officer (HRMO)
- ✓ Updated Service Record duly certified by the Human Resource Management Officer (HRMO)
- ✓ Submit certification of the last three (3) performance rating periods prior to nomination signed by the Human Resource Management Officer (HRMO)
- ✓ Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer
- ✓ Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office.
- ✓ Milestone of Accomplishment (max. of 2 mins. Audio-visual)

NOTE: Submit using A4 size green folder (Teaching Personnel), Yellow folder (School Head), Blue folder (Non-Teaching), Orange Folder (Supervisor) and Red folder (for COS, JOs, LSB) nominees.

Kindly put Name, Position and School/Unit on the front cover. Also, secure tabs on folder for easy reference and follow the recommended paper organization below:

Part I.

- A. Duly accomplished nomination form signed by the (see attachments)
- B. Executive Summary (see attachments)
- C. Updated Personal Data Sheet (see attachments)
- D. Updated Service Record duly certified by the Administrative Officer V (AO V)
- E. Submit certification of the last three (3) performance rating periods prior to nomination signed by the nominator.
- F. Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer
- G. Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office.
- H. Milestone of Accomplishment (2-3 mins Audio Visual)

Part II.

- A. Criteria 1
  - a. MOVs
- B. Criteria 2
  - a. MOVs
- C. Criteria 3
  - a. MOVs
- D. Criteria 4
  - a. MOVs
- E. Criteria 5

- a. MOVs...

## **Stage 2: Validation and Shortlisting of nominees**

- A. In this Stage, when all the scores of each nominee have been tabulated, the Division PRAISE Committee shall identify the Top Finalists for Regional Nominees for each category.
- B. A validation on the impact of accomplishment/s (work performance, initiated advocacies, research, innovation, programs, project, activities, exemplary deed, and community involvement) per nominee by the Division PRAISE Committee.
- C. The Division PRAISE Committee shall contact the Immediate Supervisor/Colleagues/Stakeholders for validation of using a validation rubric.
- D. The Division PRAISE Committee shall identify Regional Nominees per category after careful validation and deliberation.
- E. The Division PRAISE Committee shall submit results of the validation including the folders of the Regional Nominees per category to the Regional PRAISE Committee.
- F. Regional Nominees per category shall be announced through a Division Memorandum.

## **Stage 3: Interview**

- A. Only the shortlisted nominees shall be qualified for the interview.
- B. Each of the shortlisted nominee shall be interviewed and rated by the Division PRAISE Committee according to the following criteria:

### **Teaching Category (TI-III, MTI-II)**

- a. Responsive to the Mission/Vision and Core Values of DepEd
- b. Adherence to CSC's Mamamayan Muna Hindi Mamayana and other Policies/Nationalistic or Patriotic Attributes of Nominee

### **Non-Teaching Category 1&2**

- a. Responsive to the Mission/Vision and Core Values of DepEd
- b. Adherence to CSC's Mamamayan Muna Hindi Mamayana and other Policies
- c. Nationalistic or Patriotic Attributes of Nominee

### **School Heads**

- a. Responsive to the Mission/Vision and Core Values of DepEd
- b. Adherence to CSC's Mamamayan Muna Hindi Mamayana and other Policies
- c. Nationalistic or Patriotic Attributes of Nominee

### **Assistant School Principal and Department Head**

- a. Responsive to the Mission/Vision and Core Values of DepEd

- b. Adherence to CSC's Mamamayan Muna Hindi Mamaya na and other Policies
- c. Nationalistic or Patriotic Attributes of Nominee

Supervisor

- a. Responsive to the Mission/Vision and Core Values of DepEd
- b. Adherence to CSC's Mamamayan Muna Hindi Mamaya na and other Policies
- c. Nationalistic or Patriotic Attributes of Nominee

COS, JOs, LSB

- a. Responsive to the Mission/Vision and Core Values of DepEd
- b. Adherence to CSC's Mamamayan Muna Hindi Mamaya na and other Policies
- c. Nationalistic or Patriotic Attributes of Nominee

- C. The Division PRAISE Committee shall select the Winners per category after careful deliberation.
- D. The result of the deliberation shall be final.
- E. The Chairperson shall submit the results to the Regional Office.

20.4. Grounds for Disqualification

- a. Recipient of any National and Regional Award
- b. On absence without official leave (AWOL) during PRAISE evaluation
- c. Inability to comply with and submit complete documentary requirements shall render the nominee ineligible for Search.
- d. Submission of false documents which altered contents and information.

20.5. Limitation on Nomination

Awardees can still be nominated to the same or different award category for three (3) consecutive years from the conferment of the award, provided that the nomination is based on a new set of accomplishments/MOVs presented. Awardees for three consecutive years shall not be eligible for nomination thereafter.

20.6. Categories of Awards

20.6.1 Outstanding Public-School Teachers of the Year

- a. Teacher I-III
- b. Master Teacher I-II

This award is granted to the top one teaching employee who have met all criteria and have garnered the first highest score under Teacher I-III or Master Teacher I-II category for both elementary and secondary.

20.6.2. Outstanding Non-Teaching Personnel of the Year

- a. Category 1 (SG 1-9)

b. **Category 2 (SG 10-23)**

This award is granted to the top one non-teaching employees who have met all criteria under Category 1 or 2.

**20.6.3 Outstanding Schoolheads of the Year**

- a. **Category 1- Elementary Schoolhead**
- b. **Category 2- Secondary Schoolhead**

This award is granted to the top one schoolhead who has met all criteria and has garnered the highest score under category 1 or 2.

**20.6.4 Outstanding Assistant School Principal and Department Head of the Year**

This award is granted to the top one Assistant School Principal and Department Head who has met all criteria and has garnered the highest score.

**20.6.5. Outstanding Supervisor of the Year**

This award is granted to the first supervisor who have met all criteria and have garnered the highest score under this category.

**20.6.6. Hall of Fame Awardee**

This award is granted to an employee who has been one of the Outstanding DepEd employees for three consecutive years and thus shall not be eligible for nomination thereafter.

Section 21. For the On-the-Spot Awards – SDO 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.

- ✓ 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.
- ✓ Employees are given certificates or other forms of tokens for their courtesy, promptness, efficiency and dedication to duty.

**VII. Implementing Guidelines**

Section 25. Rule-Making Authority - DepEd Regional Office I Director shall, upon the recommendation by the Rewards and Recognition Committee and PRAISE Committee, formulate such implementing guidelines deemed necessary and

incidental to ensure proper, effective and efficient implementation of the provisions of this Policy Manual.

### **VIII. Effectivity**

This PRAISE Policy Guidelines with Equal Opportunity Principle (EOP) Policy of Schools Division of Candon City 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.

### **IX. Amendments**

For continuous improvement, proposal for amendments of the PRAISE Policy of SDO Candon City may be made by any member of the Management Committee (ManCom) through a formal communication addressed to the Head of the Office. This Policy will also be reviewed annually, or as the need arises. Any amendment hereto shall be submitted to the CSC-Regional Office 1 for approval.

### **X. Information and Dissemination**

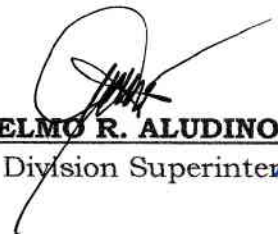
To ensure the effective implementation of this PRAISE Policy Guidelines, the following shall be primarily responsible for dissemination of these guidelines:

- Top Management – shall orient and educate all personnel under the SDO Candon City and ensure the implementation and compliance to the policy.
- PRAISE Committee - shall ensure that incentives and awards are given to employees to recognize their outstanding performance in compliance to this PRAISE Policy Guidelines.
- Division Chiefs, Section and Unit Heads – take part in the information and dissemination of PRAISE Guidelines within the bounds of equal opportunity principle.
- All divisions, section and units, and schools and learning centers in the SDO Candon City, shall ensure the proper information, dissemination and implementation of this guidelines.
- Employees of the SDO Candon City – shall act as partners in the application of this PRAISE Policy Guidelines.

## **XI. Commitment**

I hereby commit to implement and abide by the provisions of this PRAISE which shall be the basis for grant of awards and incentives.


The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth (30<sup>th</sup>) day of January to enable our employees to qualify for nomination to the CSC-sponsored national award.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

\_\_\_\_\_  
Date of Signing

## **CSC Action**

I have evaluated the herein agency PRAISE and found it to be in accordance with the provisions of CSC MC No. 1, s. 2002 and may now be implemented.

  
**HEDY JOSE B. LARDIZABAL**  
CSC Regional Director

27 JUN 2022  
Date