



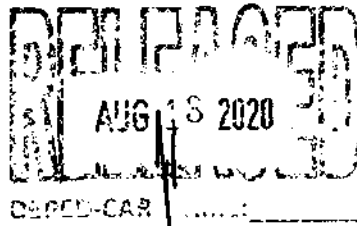
Republic of the Philippines

**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**

Office of the Regional Director

REGIONAL MEMORANDUM

NO. 232.2020



July 20, 2020

**GUIDELINES ON SERVICE with HONOR and INTEGRITY – AWARDS and INCENTIVES FOR  
EMPLOYEES OF THE DEPARTMENT OF EDUCATION – CORDILLERA ADMINISTRATIVE REGION  
(SHINE-DEPEDCAR)**

**To: Regional Office Chiefs/Unit Heads  
Schools Division Superintendents  
All Divisions  
All Others Concerned**

1. Pursuant to DepEd Order No. 9, s. 2002 or Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, DepEd-CAR issues these Guidelines on Service with Honor and Integrity - Awards and iNcentives for Employees of the Department of Education Cordillera Administrative Region (SHINE-DepEd-CAR) which aims to promote quality performance and commitment to public service among its employees and support innovative and sustainable practices on education.
2. The mechanics and procedures constituting the identification and selection of awards, assessment, evaluation and awarding shall guide the regional and division offices in assessing, evaluating and rewarding incentives to both teaching and non-teaching personnel regardless of age, sex, gender or sexual orientation, religious affiliations, ability or disability, and ethnicity or cultural backgrounds.

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Wangal, La Trinidad, Benguet, 2601

Tel: (074) 422 – 1318 | Fax: (074) 422-4074

Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



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3. All related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This Memorandum shall take effect immediately upon approval and shall continue to be in force unless sooner repealed, amended, or rescinded.
5. Dissemination of and strict compliance with this Memorandum are directed.

  
MAY B. ECLAR, PhD, CESO V  
Regional Director

Encl.:

*As stated*

References:

DepEd Order No. 9 s. 2002  
DepEd Order No. 36 s. 2016  
RM No. 232 s. 2019

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**SERVICE WITH *HONOR* AND *INTEGRITY*-AWARDS AND *INCENTIVES***  
**FOR *EMPLOYEES* OF DEPED-CAR (SHINE-DEPEDCAR)**  
**(DepEd-CAR's PRAISE)**

**I. RATIONALE**

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

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

Awarding ceremonies shall come in two occasions: a monthly awarding for STAR or on-the-spot awards which may be given on the first Monday of the succeeding month during LAC sessions. The Regional Awarding Ceremony shall be the main awarding event for all awards conferred to the Schools, Schools Division Offices, and Regional Office Employees. This shall be conducted every first Friday of December for RO, SDOs, and School Awardees.

**II. OBJECTIVES**

**A. General**

To motivate, distinguish, and reward men and women employees for their exceptional work performance which contribute to achieving DepEd's vision and mission."

**B. Specific**

1. To motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts for the improvement of service delivery;
2. To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving men and women employees; and
3. To recognize and reward accomplishments and innovations periodically or as the need arises.

**III. SCOPE**

This Policy shall apply to all DepEd Teaching and Non-teaching employees in the following levels of governance: Public Elementary and Secondary Schools including the Alternative Learning System, Schools Division Offices, and the Regional Office. The system is extended to the Teaching and Teaching-related employees of Private Elementary and Secondary Schools.

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This policy shall likewise abide by the Regional Policy Guidelines on the incorporation of the Equal Opportunity Principle (EOP) as stated in Paragraph D, numbers 1 and 2, page 4 of RO 008, s. 2018 that "Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. <sup>2</sup>Every employee is rewarded accordingly to his or her contribution to the attainment of the organization's goal and objectives or based from individual's performance, capability and potential. Rewards and recognition awarded can be used as basis in earning points during the application, selection/assessment process.

#### IV. DEFINITION OF TERMS

For the purpose of these guidelines, the following terms shall be defined as follows:

- A. **Employee:** male or female worker with employee-employer relationship, who may have a permanent, contractual, provisional, or casual status, whose appointments undergo the Recruitment, Selection, Placement, and Induction process, and who offers service for the organization that contributes to the attainment of its vision and mission.
- B. **Mechanism:** the established process by which DepEd-CAR implements its rewards and recognition program.
- C. **Non-teaching Personnel:** male or female employees of DepEd who don't serve as classroom teachers.
- D. **System:** the agency's awards and incentives program for employees.
- E. **Teaching Personnel:** male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers, teachers of the Arabic Language and Islamic Values Education (ALIVE), Alternative Learning System, mobile teachers, and Teachers In-charge.
- F. **School Heads:** male or female Principals, head teachers and teachers in-charge who manage and supervise schools.

#### V. COMPOSITION OF THE PRAISE COMMITTEE

The Regional PRAISE Committee shall be known as the Regional SHINE-DepEdCAR Committee and shall be responsible in screening and recommending eligible candidates for regional and national awards. In addition to the committee members referred to in DepEd Order No. 9, s. 2002, the following shall also be members of the Regional SHINE-DepEdCAR Committee:

- A. Assistant Regional Director as Chairman
- B. Chief Administrative Officer - Administrative Division

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Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



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- C. Chief of the Curriculum and Learning Management Division
- D. Other Division Chiefs assigned by the Regional Director
- E. Two (2) representatives and their alternates from the accredited employees' union (one from first level and one from second level) who shall serve for a period of two years. In the absence of an accredited union, a general election may be done as an option.
- F. Two (2) Secretariat from the Human Resource Development Division and two (2) from the Personnel Section of the Administrative Division.

## **VI. ROLES AND FUNCTIONS OF THE COMMITTEE**

The functions and responsibilities of the Committee are specified in Office Order No. 10, s. 2019. In addition to the specified functions, the following shall be performed:

- A. Drafts the criteria for each award category, presents these to the Committee, and finalizes criteria after documentation of inputs from committee members.
- B. Makes a survey from employees as to additional awards that may be included in the award categories.
- C. Reports result of survey to committee for it to decide and finalize additional award categories.
- D. Earmarks at least 5% budget for Rewards and Recognition from the HRTD fund and includes this in the HRDD Work and Financial Plan.
- E. Monitors efficient implementation of guidelines for DepEd-CAR's Rewards and Recognition System.
- F. Reminds or updates the Committee, through its Chair on Regional and National activities relevant to Rewards and Recognition.
- G. Prepares minutes of meetings undertaken by the Committee.
- H. Prepares accomplishment report after every activity conducted relative to Rewards and Recognition.

## **VII. AWARD RESTRICTIONS**

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

### **A. Transfer**

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

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## **B. Resignation**

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

## **C. Retirement**

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

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

## **VIII. AWARD CATEGORIES**

### **A. REGIONAL AWARDS FOR REGIONAL OFFICE EMPLOYEES**

#### **1. Outstanding Employee**

##### **a. Supervisor Category**

This award is conferred to an Education Program Supervisor who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

##### **b. Non-Teaching Category**

Employees under Levels 1 and 2 who have consistently demonstrated organization, independence, innovation, and professionalism in the performance of expected tasks shall be given recognition. Working beyond the call of duty and above expectations deserve honor and recognition.

i. **Level 1 (SG 1 to 9)**

ii. **Level 2 (SG 10 to 16)**

iii. **Level 2 (SG 18 to 23) except EPS**

#### **2. Outstanding Functional Division/Unit/Section**

##### **a. Division**

Any of the eight (8) functional RO divisions that performed its functions dutifully, worked on a research that shall benefit the organization, and established partnerships relative to the professional and personal development of employees and sustainable development of its clientele shall be qualified for rewards and recognition.

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**b. Section/Unit**

Any of the Sections or Units under the Office of the Regional Director, Administrative Division, and Finance Division that performed its functions dutifully, worked on a research that shall benefit the organization, and established partnerships relative to the professional and personal development of employees and sustainable development of its clientele shall be qualified for rewards and recognition.

For this purpose only, the following shall be considered as Units or Sections: Health and Nutrition and Engineering under the ESSD; Learning Resource Management and Development System under the CLMD; and National Educators Academy of the Philippines under the Human Resource Development Division.

**3. Special Awards**

**a. Office Laurel Award (Individuals or Groups awarded or recognized by other institutions or agencies)**

The Regional Office shall give recognition to employees, sections, units, or divisions that have received recognition from other Agencies or Offices for meritorious performance or exemplary behavior.

**b. Service Commitment Award**

Employees who have been consistently diligent in attendance to required activities and whose attendance have positively contributed to the efficiency of the Organization shall be given merit.

**c. Lifelong Learner Award (Educational Advancement)**

Permanent employees who have completed a Masters or Doctorate degree without using government time or money while in active service at the Regional Office shall receive this award.

**4. STAR Awards**

These are on-the-spot awards that shall be referred to as Staff Appreciation and Recognition Award and shall be given to any permanent or job order employee/s to recognize special contributions, as they occur, for a certain project or task. The contribution shall be above and beyond the manifestation of the norms of public service.

Above and Beyond – things that are clearly above the normal duties assigned to the individual's roles or tasks

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Tel: (074) 422 – 1318 | Fax: (074) 422-4074

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**a. Innovation Award (Best Initiative)**

This shall be rewarded to employees who have initiated and innovated an exemplary practice or project that significantly improved a work process or system and has significantly increased the operational efficiency of the unit or division the employee belongs to.

**b. Helping Hand Award**

This shall be given to a group of employees, not necessarily belonging to the same unit or functional division, who have organized themselves to work for an exemplary purpose in the name of excellent service to all clientele.

**c. Achievement Spot Awards**

These are on-the-spot awards that shall be referred to as Staff Appreciation and Recognition Award and shall be given to any permanent or job order employee/s to recognize special contributions to the accomplishment of the division and/or the organization, as they occur, for a certain project or task. The contribution shall be with supporting documents attached to the nomination form.

The contributed activity rises to the level of major achievement as part of a big project or in other cares an employee engages in a sustained effort to take responsibility for a PAPs in an area that adds value to his/her work and to a higher performing culture. The contribution shall be characterized by the following with supporting documents to be attached to the nomination form:

- Achievement – high levels of teamwork. Results of which or customer service shall be related to the employee's roles and duties.
- Collaboration – demonstrates outstanding teamwork in the achievement of agency or division/section/unit responsibilities.
- Initiative – demonstrates extraordinary resourcefulness related to the specified duties and the ability to act and make sound decisions without direction from supervisors/others.
- Results-Oriented – goes the extra mile to meet a critical deadline or deliverable.
- Service – provides inspired service to external or internal clients that goes beyond what is expected related to his roles and duties.

STAR awards shall be given monthly within the Calendar year and shall be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition.

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Wangal, La Trinidad, Benguet, 2601

Tel: (074) 422 – 1318 | Fax: (074) 422-4074

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**Process:**

- STAR awardees shall be nominated by any co-employee/s
- Nomination forms shall be accomplished online through <http://bit.ly/CARSTARawardsnominationform> and to be generated through the HRDD and to be approved by the PRAISE Committee
- Nominations shall be accepted monthly throughout the calendar year
- PRAISE Committee shall validate evidence of accomplishment/s of the nominee
- Monthly STAR awarding ceremony shall be evaluated online through <http://tinyurl.com/STARawardsevaluation> by all RO employees

**d. Other Types of Spot Awards:**

**i. On-the-Dot Award (Most Punctual)** – shall be given to an employee nominated for being consistently on time in attending activities of the Regional Office for the month.

**ii. Dewey Decimal Award (Most Organized Employee) Award** - an employee, nominated for being orderly in his or her files, logical in presentation of his or her outputs, and establishes a system of accomplishing given tasks, shall be given this award..

**iii. Victor Value Award (Employee of the Month with Exemplary Ethical Behavior)** shall be awarded to an employee who displays any or all of eight norms of ethical behavior provided under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living.

**iv. Calmer of Storms Award (Most Client Responsive Employee)** shall be awarded to an employee who has been commended by a client in the feedback form or who has been nominated by co-employees for being respectful, approachable, flexible, and perceptive to clients shall be awarded this merit.

**v. Lightbulb Award (Best Idea)** – shall be received by an employee for sharing a practical and interesting idea that is beneficial to the Office.

**vi. Nightingale Award (Best Dressed Employee)** – shall be given to an employee nominated for wearing appropriate clothing for the right occasions or event in the Regional Office.

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- vii. **Other STAR Awards** that the Committee may suggest or that other employees may nominate depending on unique characteristics they observe from each employee or group.

## **B. REGIONAL AWARDS FOR SCHOOLS DIVISION OFFICES**

### **1. Outstanding Schools Division Office Award**

This award shall be given to any of the eight (8) Schools Division Offices that generally and consistently demonstrate exemplary performance in the following: implementation of DepEd programs, projects, and activities; updated preparation and submission of required reports; efficient utilization of funds; and well-established partnerships.

### **2. Outstanding Employee Award - Supervisor Category**

This award shall be conferred to an Education Program Supervisor, Public Schools District Supervisor, or a Coordinating Principal who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

### **3. Outstanding Employee Award - Non-Teaching Personnel Category**

Employees under Levels 1 and 2 who have consistently demonstrated organization, independence, innovation, and professionalism in the performance of expected tasks shall be given recognition. Working beyond the call of duty and above expectations deserve honor and recognition.

- i. **Level 1 (SG 1 to 9)**
- ii. **Level 2 (SG 10 to 15)**
- iii. **Level 2 (SG 16 to 21)**

## **C. REGIONAL AWARDS FOR SCHOOLS**

### **1. Outstanding School Award**

To be accorded this distinction, the public elementary and secondary school shall have received the highest SBM level recognition; provided substantial and validated evidences of efficient financial management, personnel development programs, learning environment improvement, effective inclusion programs implementation, and partnership establishment. Strategic planning shall likewise be applied through the presence of an updated and approved School Improvement Plan and Annual Implementation Plan.

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For private elementary and secondary schools, evidences of excellent overall performance, efficient learners' development programs for all types of learners, efficient financial management and personnel management, well-established linkages, and sustained recognitions received are included in the criteria to qualify for recognition.

Sub-categories shall include:

- a. Public School Categories**
  - i. Elementary
  - ii. Junior High School only
  - iii. JHS with Senior High School
  - iv. Multigrade
- b. Private School Categories**
  - i. Elementary
  - ii. Secondary

## **2. Outstanding School Head Award**

A performing School Head of both public and private elementary and secondary schools shall have distinctive qualities that should set him or her apart from other School Heads. The criteria shall be guided by selected domains and indicators provided in the National Competency-Based Standards for School Heads.

Sub-categories shall include:

- a. Public School Head Categories**
  - i. Elementary
  - ii. Secondary
- b. Private School Head Categories**
  - i. Elementary
  - ii. Secondary

## **3. Outstanding Teacher Award**

This is open to all teachers regardless of position or designation, from both public and private schools in the elementary and secondary levels. Likewise included in this category are the implementers of Alternative Learning System program and Multigrade Education.

To be conferred this merit, teachers shall exemplify outstanding character, work habit, teaching performance, and accomplishment. Evidences of exceptionality shall have been translated in learners' outstanding performance.

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Sub-categories shall include:

- a. **Public School Teacher Categories**
  - i. Elementary
  - ii. Junior and Senior High School
  - iii. Alternative Learning System Implementer
  - iv. Multigrade
- b. **Private School Teacher Categories**
  - i. Elementary
  - ii. Secondary

#### **D. OTHER AWARDS**

These awards are lodged in the other functional divisions of the Regional Office and a regular awarding activity based on their specific Key Result Areas:

**1. Best School Based Management Implementer**  
(Please refer to RM No.278 s. 2019 )

This award shall be bestowed on elementary and secondary schools demonstrating validated evidences of high performance along the areas of Leadership and Governance, Curriculum and Learning, Accountability and Continuous Improvement, and Management of Resources. High performance in these areas shall have positively impacted teaching and learning leading towards general school performance improvement.

- 2. SBM Level 3 in the year** – The schools shall have met all requirements for level 3 to be conferred this award. Evidences shall have been validated by the Regional and Central Offices.

- 3. Best Practices Implementer**  
(Please refer to RM No. 148 s. 2020)  
Schools that have evidently succeeded in School-Based Management through the implementation of Best Practices in all levels deserve this award.

**Practices are categorized into three:**

- a. **Promising Best Practice** – that which has been implemented for a year and has observable effects on a certain performance.

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b. **Validating Best Practice** – that which has been implemented for two consecutive years and is verifying the observed effects during the first year of implementation.

c. **Exemplary Best Practice** – that which has been implemented for three years or more and has confirmed its effects on improving performance.

#### 4. **Financial Management (IUs)-**

This shall be awarded to Public Implementing Units that have outstanding reporting, implementation and liquidation. Based on timeliness, Accuracy, Completeness (Budget Utilization Rate, disbursement Rate and Liquidation Rate)

#### 5. **“Brigada Eskwela” School Implementers** (*Please refer to Brigada Eskwela Guidelines -RM No. 228 s. 2019*)

This shall be awarded to all public elementary and secondary schools that have outstanding implementation of the Brigada Eskwela Program (BE) through the demonstration of practices that have sustained school improvements in partnership with the community.

### IX. INCENTIVES

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

A. **Loyalty Incentive** – granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award under existing policies. Succeeding awards shall be given every five (5) years thereafter. In addition to the cash award, a loyalty pin, ring, or medallion shall be given as follows:

10 and 15 years – Bronze Service Pin

20 and 25 years – Silver Service Ring

30, 35, 40 years – Gold Service Medallion

B. **Length of Service Incentive** – given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following Joint CSC – DBM Circular No. 1, s. 1990.

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

D. **Career and Self-Development Incentive** – granted in recognition of an individual who has satisfactorily completed a program or short course within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals in a fitting DepEd ceremony.

E. **Other Incentives** – which the agency's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

## **X. FORMS OF AWARDS AND INCENTIVES**

A. **Compensatory Overtime Credits** – granted to an employee who has worked beyond his or her regular office hours on a project without overtime pay as authorized in a memo or order.

B. **Flexiplace** – work arrangement allowed for qualified employee/s who demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

C. **"Salu-salo" Together** – meal hosted by superiors or supervisors for employees who have made significant contributions without cost from the office.

D. **Personal Growth Opportunities** – incentives which may be in the form of attendance to conferences on official business; membership in professional organizations; provision of books, journals, tapes, and other learning opportunities.

E. **Trophies, Plaques, Certificates**

F. **Monetary Award**

G. **Travel Packages**

H. **Local and Foreign Scholarship Nominations** - awarded employee shall be nominated to a scholarship provided he or she has served the Office for at least five (5) years and has a very satisfactory rating for the last two (2) rating periods.

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I. **Permit to go on Study Leave** – awarded employee shall be permitted to go on study leave for 6 months to one year to complete a thesis or dissertation or review for bar examination, after seven (7) years of service and after incurring a very satisfactory performance for last two (rating periods).

J. **Non-monetary Incentives** – incentives in kind which may be in the form of merchandise, computers, mobile phones, recognition posted on the "Wall of Fame", feature in DepEd publications, and others.

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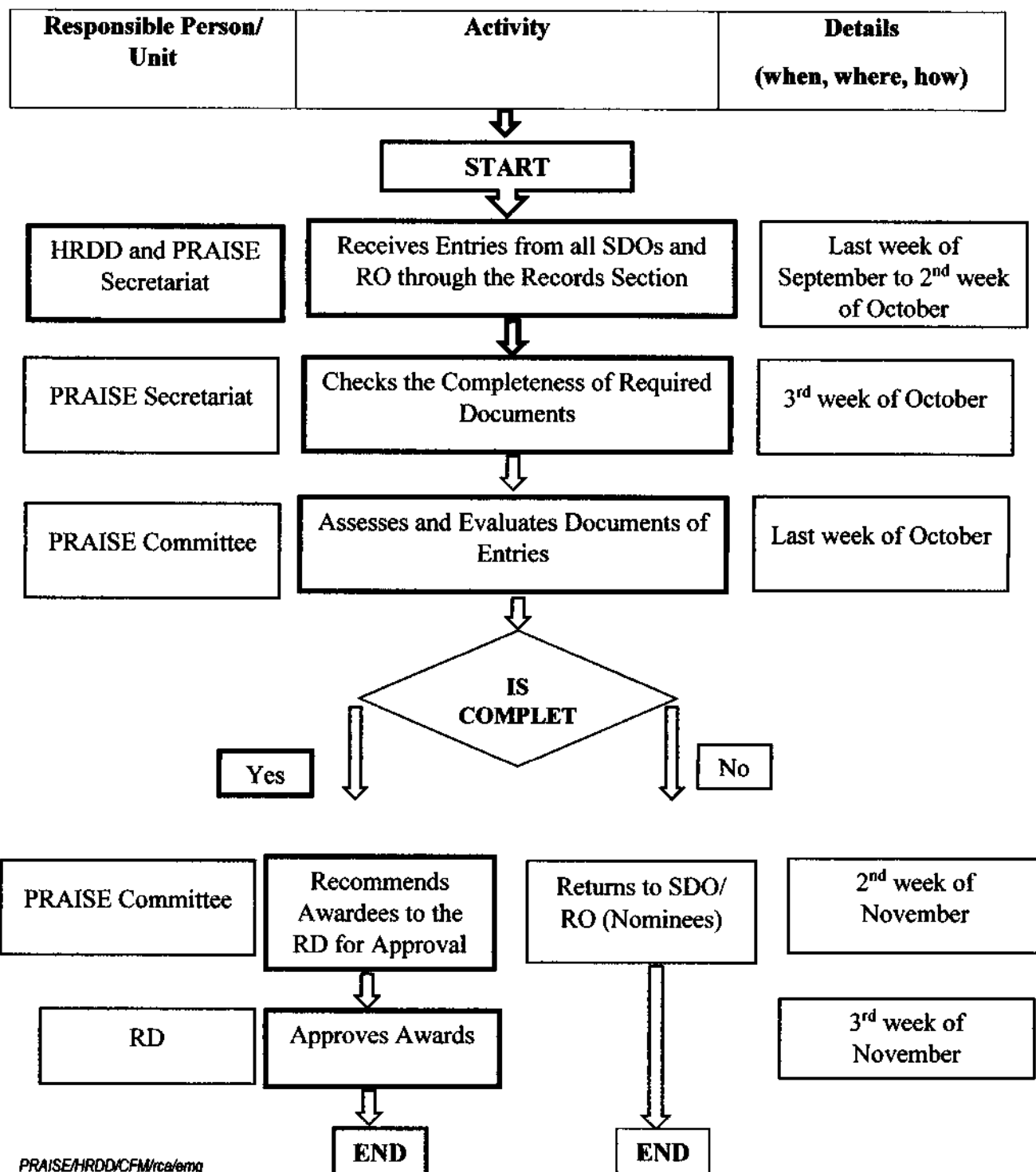
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## XI. REWARDS AND RECOGNITION FLOWCHART

For a smooth conduct of the rewards and recognition process, this flow chart shall be followed.

### A. Best Performing Employee/Office



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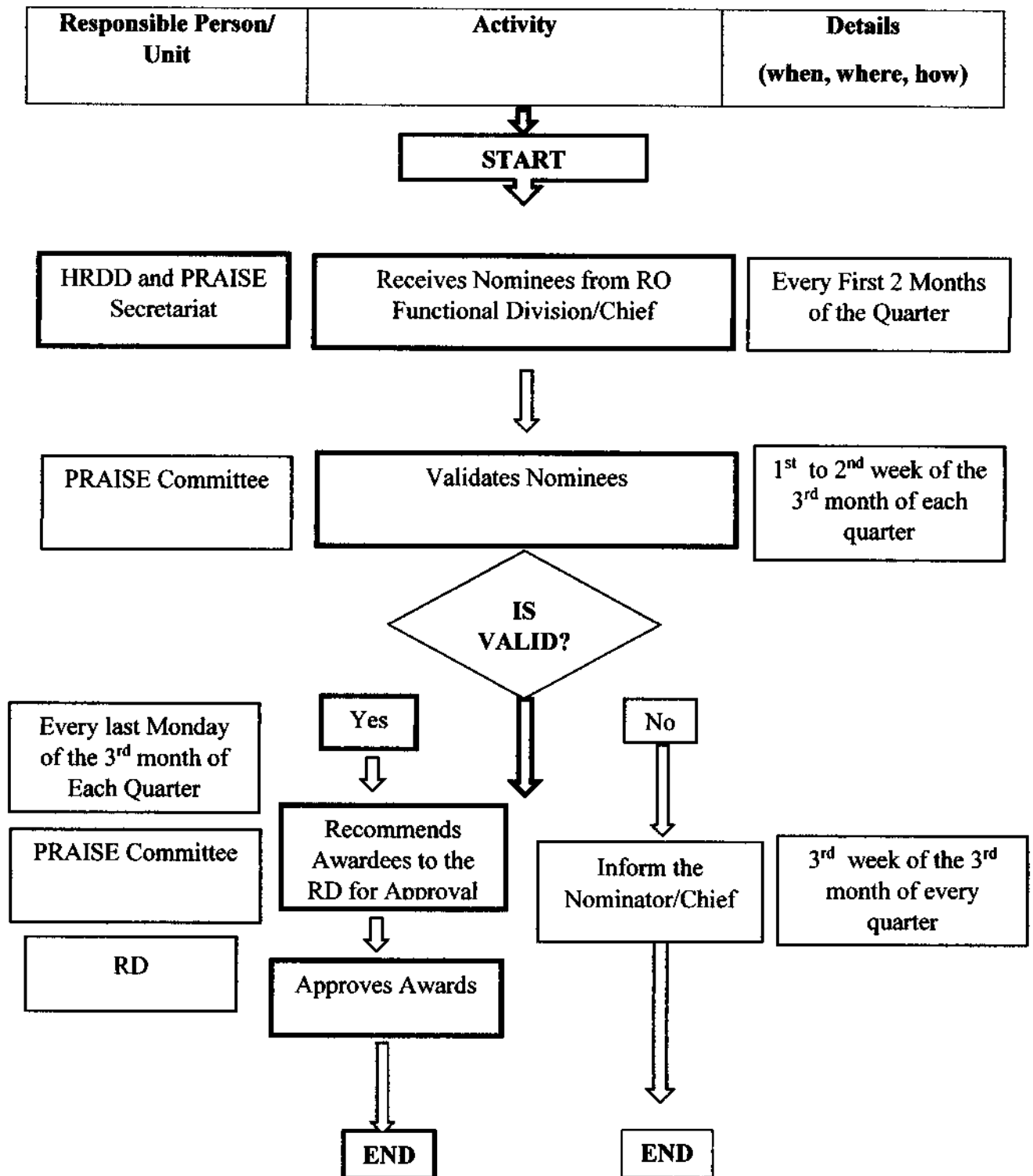
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## B. STAR (On-the-Spot) Award



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## **XII. MONITORING AND EVALUATION**

Monitoring and evaluation of Rewards and Recognition activities shall be done online and in partnership with the Quality Assurance Division and the Information, Communications, and Technology Unit under the Office of the Regional Director.

An electronic evaluation tool, named as "STAR Awards Evaluation Tool" shall be answered by employees immediately after the conferment of on-the-spot awards to gauge the effectiveness and relevance of awarding category. Template is attached in Annex IV of this Policy.

Another electronic evaluation tool, named as "Program Evaluation" shall be answered after the Regional Awarding Ceremony that usually happens in December before the year ends. The tool shall measure the overall implementation of the awarding system and conduct of the ceremony.

## **XIII. FUNDING**

The Regional Office, through the Human Resource Development Division, shall allocate at least 5% of the HRDD and Human Resource Training and Development funds for the SHINE-DepEdCAR system and incorporate the same in its annual Work and Financial Plan and Budget.

## **XIV. EFFECTIVITY**

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

## **XV. REFERENCES**

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

DepEd Order No. 36 s. 2016

Regional Memorandum No. 337, s. 2017. Adoption of the Criteria for the Assessment of Best Practices.

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# ANNEXES

## ANNEX I

### REGIONAL AWARDS FOR REGIONAL OFFICE EMPLOYEES

#### **I. Specific Guidelines:**

In addition to the enclosure the following guidelines shall be observed:

1. The search shall be open to all permanent employees of the Regional Office.
2. Employees who wish to join the Best Employee category shall submit their application duly endorsed by the Chief of the Division/Unit/Section together with the supporting documents.
3. Functional divisions, may at their own initiative, conduct their own search to come up with their nominee/s for the best employee award.
4. For the educational Advancement Award, employees who are interested shall submit their letter of intent/application together with supporting documents, such as proof of completion or degree like, diploma/official transcript of records (OTR), certificates of skills training.
5. Supporting documents for the search, unless otherwise stated, is based on the current calendar year.
6. All applications shall be submitted in two sets (original & photocopy) addressed to the Chairperson of the PRAISE Committee through the records section.

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## II. Coverage and Rewards for Specific Awards:

AWARDS	COVERAGE	CRITERIA	PRIZE (per level)
1. Outstanding Regional Office Employee Award			
A) Supervisor Category	All Education Program Supervisors (EPS)	Annex I-A	Per Category: 1. Plaque of Recognition 2. Cash Prize of Php10,000.00
B) Non-Teaching Category	Level 1 – Salary Grades 1-9  Level 2 – Salary Grades 10-16  Level 2 SG 18-23 (except EPS)	Annex I-B	
2. Outstanding Regional Office Functional Division/Unit/Section Award			Plaque of Recognition
A) Division Category	All functional Divisions	Annex I-C	Cash prize – 20,000 (unit/section)
B) Unit/Section Category	All units/sections		Cash Prize -30,000 (Division)
3. Special Awards		Annex I-D	Plaque of Recognition
A) Office Laurel Award (Individuals or Groups awarded or recognized by other institutions/agencies)	RO Employees		
B) Service Commitment	RO Employees		
C) Lifelong Learner Award (Educational Advancement)	RO Employees		
D) On the Spot Awards i. STAR Awards ii. Achievement Spot Awards	All employees	Annex I-E	Certificates of Recognition

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E) Loyalty Award	All permanent employees	CSM MC No. 6 s. 2002- Revised Policies on the Grant of Loyalty Awards, Do. 55 s. 2003 & M+DM No. 153 s. 2015	1. Plaque of Recognition 2. Bronze Service Pin 3. Silver service ring 4. Gold Service Medallion
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## **ANNEX 1-A**

### **OUTSTANDING REGIONAL SUPERVISOR AWARD** **Criteria for Supervisor**

INDICATORS	MOVs
<b>1. Individual Performance Commitment and Review Form (IPCRF) Rating for latest year----- 25 points</b>	
A. 4.90– 5 - 25 B. 4.80- 4.89 - 20 C. 4.70- 4.79 - 15 D. 4.60–4.69 - 10 E. 4.50 – 4.59 - 5	latest approved IPCRF
<b>2. Outstanding Accomplishment for October (Previous Year) to September (Current Year)----- 35 points</b>  <b>A. Innovations ----- 10 points</b> A.1 Adopted with Regional/Office Memo - 10 A.2 Implemented with completion report - - 8 A.3 Approved Proposal ----- 6 A.4 Develop ----- 4 A.5 Conceptualized ----- 2 <b>Or</b> <b>Contextualize/Develop at least 3 Learning Materials</b> A.1 Published in the Regional LR Portal - - 10 A. 2 Quality Assured in the Region ----- 6 A. 3 Develop but not Quality Assured----- 3  <b>B. Research (Basic/Action) -----10pts</b> B.1 Conducted Research ----- 10	Certified Photocopy of Innovations signed by the head of office and  Completion Report          Certificate of Publication to the LR portal QA Certification and copies of LM

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<p><b>B.2 Approved Research ----- 5</b></p> <p><b>C. Publication/Authorship of own studies – 5pts</b></p> <p><b>C.1</b> Research, studies, published in a research journal, book of abstract or proceedings</p> <p><b>D. Consultant/Resource Speaker/ Learning Facilitator in trainings/seminar representing DepEd----- 5pts</b></p> <p><b>D.1</b> National/International -----5</p> <p><b>D.2</b> Regional ----- 4</p>	<p>Certified Photocopy of Research approved by the head of office</p> <p>Certified Photocopy of certificate</p> <p>Certified photocopy of Publication</p> <p>Certified Photo Copy of Certificate</p>
<p><b>E. Chair/Co-chair in Technical/Planning Committee ----- 5 pts</b></p> <p><b>E.1</b> International/national ----- 5</p> <p><b>E.2</b> Regional ----- 4</p>	<p>Certified photocopy of certificates</p>
<p><b>3. Significant Accomplishment or exemplary norms of conduct (within last 3 years)----- 20 Points</b></p>	<p>Validated and certified by immediate superior</p> <p>With interview</p>
<p><b>A. Significant Accomplishments ----- 10 points</b></p> <p>(Score is 0 or 10)</p>	<p>Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</p> <ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated".</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul> <p><b>Format:</b></p> <p>I. Situation</p>
<p><b>B. Exemplary norms of conduct (8 norms of conduct) -----</b></p>	

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----- 10 points  (Score is 0 or 10)	II. Task/Action  III. Result/Impact
<b>4. Leadership from October (Previous Year) to September (Current Year)- - - -----10 points</b>	
A. Able to lead the members of a team to do willingly the assigned task/project.  Accomplishment report – 10	1. Certificate of chairmanship in the Unit/Division, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person)  2. Accomplishment report with pictorials  3. Designation/recognition
<b>5.Award won -----10 points</b>  A. National/International – 10 B. Region- ----- 8 C. Division ----- 6 D. District/Municipal ---- 4 E. School/Barangay ---- 2	Certificates of plaques/recognition not used during the previous application for Best employees
<b>TOTAL.....100 POINTS</b>	

## ANNEX I-B

### OUTSTANDING REGIONAL OFFICE NONTEACHING PERSONNEL (LEVEL 1 AND LEVEL 2 EMPLOYEES)

INDICATORS	MOVs
<b>1. Individual Performance Commitment and Review Form (IPCRF) Rating for latest year - - - 25 Points</b>	
A. 4.90 - 50 - 25 B. 4.70 - 4.89 - 20 C. 4.50 - 4.69 - 15 D. 4.30 - 4.49 - 10 E. 3.60 - 4.29 - 5	Approved latest IPCRF
<b>2. Outstanding accomplishment from October (Previous Year) to September (Current Year)- - - - - 20 Points</b>	

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<p><b>A. Resource Speaker/facilitator ----- 10</b></p> <p>A.1 National/International -10</p> <p>A.2 Regional ----- 7</p> <p><b>B. Chair, co-chair (technical committees) ----- 10 points</b></p> <p>A.1 National/International -- 10</p> <p>A.2 Regional ----- 7</p>	<p>Certified photocopy of Certificates</p> <p>Photocopy of certificates</p>
<p><b>3. Professional Advancement from October (Previous Year) to September (Current Year)----- 15 Points</b></p>	
<p><b>A. Attendance to Training/Seminar/Workshop----- 10 pts.</b></p> <p>(Minimum of 24 hrs.)</p> <p>A.1 National/International ----- 10</p> <p>A.2 Regional ----- 7</p> <p><b>B. Education ----- 5 Pts.</b></p> <p>B.1. Doctorate ----- 5</p> <p>B.2 Finished academic requirement leading to Doctorate ----- 4</p> <p>B.3 Masters Degree----- 3</p> <p>B.4 Finished academic requirement leading to Masters -- ----- 2</p>	<p>Certified photocopy of certificates</p> <p>Certified photocopy of transcript of records</p>
<p><b>4. Significant Work Accomplishments and exemplary norms of conduct (within last 3 years)----- 20 Points</b></p>	<p>Validated and certified by immediate superior with interview</p>
<p><b>A. Outstanding Accomplishments --- 10 points</b></p> <p>(Score is 0 or 10)</p>	<ul style="list-style-type: none"> <li>• Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</li> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated".</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in</li> </ul>

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	<p>brief, factual and in <b>bullet form</b></p> <ul style="list-style-type: none"> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul> <p><b>Format:</b></p> <p>I. Situation</p> <p>II. Task/Action</p> <p>III. Result/Impact</p>
<p>B. Exemplary behavioral norms of conduct (among the 8 norms of conduct) ——— 10 points</p> <p>(Score is 0 or 10)</p>	
<p><b>5. LEADERSHIP from October (Previous Year) to September (Current Year)- - - - -</b></p> <p><b>- - - - 10 Points</b></p>	
<p>A. Able to lead the members of a team to do willingly the assigned task/project.</p> <p>Accomplishment report – 10</p>	<p>1. Certificate of chairmanship in the Unit/Division, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person)</p> <p>2. Accomplishment report with pictorials</p> <p>3. Designation/recognition</p>
<p><b>6. Award won for October (previous year) to September (current year) ——— 10 points</b></p>	
<p>A. International ——— 10</p> <p>B. National- - - - - 8</p> <p>C. Regional - - - - - 6</p> <p>D. Division/Province -- 4</p> <p>E. District/Municipal - - - 2</p>	<ul style="list-style-type: none"> <li>- Certified photocopy of awards, plaques, etc.</li> <li>- Awards <b>MUST</b> be given in a fitting occasion</li> </ul> <p><b>**CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).</b></p>
<p><b>TOTAL - 100 POINTS</b></p>	

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**OUTSTANDING REGIONAL OFFICE FUNCTIONAL DIVISION/UNIT/SECTION  
CRITERIA FOR DIVISION, UNIT/SECTION AWARDS**

INDICATORS	MOVs
<p>1. Latest OPCR rating (Division/Section/Unit) Accomplishments ----- <b>30 points</b></p> <p>A. 4.9-5.0 ----- 30</p> <p>B. 4.8-4.89 ----- 25</p> <p>C. 4.70 – 4.79 ----- 20</p> <p>D. 4.6 - 4.69 ----- 15</p> <p>E. 4.50 - 4.59 ----- 10</p>	Latest Approved OPCR
<p>2. Implementation of WFP from January to September (Current year) physical target ----- <b>20 points</b></p> <p>a. 95 – 100 % - 20 pts</p> <p>b. 90 – 94 % - 15 pts</p> <p>c. 85 – 89 % - 10 pts</p> <p>d. 80 – 84 % - 5 pts</p>	ROMEA report validated by QUAD
<p>3. CI/Research - - - ----- <b>10 points</b></p> <p>A. Implemented w/ completion report – 10 pts</p> <p>B. Approved but not implemented - - - 7 pts</p>	Certified photocopy of the approved Write-up of research
<p>4. Submission of Reports - - - 10 points</p> <p>A. All Required reports submitted on time - 10</p> <p>B. All Required report submitted 3 days after due date----- 7 pts</p> <p>C. All require reports submitted 5 days after Due date ----- 5 pts</p>	<p>Transmittal</p> <p>AIP -Hard &amp; Soft Copies</p> <p>PMIS (WFP,PPMP)</p> <p>TA Plan</p>
<p>5. Coaching and Implementation plan - - ----- <b>10 points</b></p>	

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<p>A. Implemented w/ completion report – 10</p> <p>B. Implemented w/o completion report – 7 pts</p>	Coaching Plan and completion or implementation report
<p>6. Partnership/linkages initiated by the unit - - - <b>10 points</b></p> <p>a. 3 partnerships/linkages - 10 pts</p> <p>b. 2 partnerships/linkages - 8 pts</p> <p>c. 1 partnerships/linkages - 6 pts</p>	Number of MOA/MOU forged with other agencies/NGOs , etc.
<b>TOTAL.....100 POINTS</b>	

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**SPECIAL AWARDS  
DOCUMENTS NEEDED**

INDICATORS	MOVs
1. Office Laurel Award (Individuals or Groups awarded or recognized by other institutions/agencies)	<ul style="list-style-type: none"> <li>• Certificate of Award from other office/institutions</li> </ul>
2. Service Commitment	<ul style="list-style-type: none"> <li>• Certificate of Award</li> </ul>
3. Lifelong Learner Award (Educational Advancement)	<ul style="list-style-type: none"> <li>• All RO employees (permanent)</li> <li>• For the last 5 years</li> <li>• Cut-off period is summer of the current year</li> <li>• Completion of Degree as evidenced by Diploma/OTR (All RO permanent employees)</li> <li>• Completion of Skills Training of at least two weeks duration (without using government time or money and while in the service at the RO)</li> </ul>
4. Loyalty Award	<ul style="list-style-type: none"> <li>• Service Records</li> <li>• Recommendation from Admin HR</li> </ul>

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## STAR AWARDS

STAFF APPRECIATION AND RECOGNITION (STAR) AWARD  
(ON-THE-SPOT AWARDS)

AWARD TYPE	MOV
1. On-the-Dot Award (Most Punctual)	<ul style="list-style-type: none"> <li>Nomination form</li> <li>Attendance Record on RO activities</li> <li>Monitoring Logbook (Time-in/Time-out)</li> <li>On time in submission of required reports and documents</li> </ul>
2. Dewey Decimal System Award (Most Organized Employee)	<ul style="list-style-type: none"> <li>Nomination form</li> <li>Ocular validation of SHINE-DepEdCAR PRAISE Committee</li> </ul>
3. Victor Value Award (Employee of the Month with Exemplary Ethical Behavior)	<ul style="list-style-type: none"> <li>Nomination form</li> <li>Observation by SHINE-DepEdCAR PRAISE Committee</li> </ul>
4. Calmer of Storms Award (Most Client Responsive Employee)	<ul style="list-style-type: none"> <li>Nomination form</li> <li>Feedback form with validation</li> </ul>
5. Lightbulb Award (Best Idea)	<ul style="list-style-type: none"> <li>Nomination Form</li> <li>Validation by the Committee</li> </ul>
6. "Nightingale" Award (Best Dressed Employee)	<ul style="list-style-type: none"> <li>Nomination Form</li> <li>Observation by the Committee</li> <li>Wearing of I.D and complete uniform</li> </ul>
7. Other on the SPOT Award a. STAR Award b. Achievement Award	<ul style="list-style-type: none"> <li>Nomination forms</li> </ul>
8. Hall of Fame	<ul style="list-style-type: none"> <li>Awarded three times in the same category within the year</li> </ul>
9. Helping Hand Award (Group Citation)	<ul style="list-style-type: none"> <li>Office/Regional Memo</li> <li>(Working Committees covered by Office Memo)</li> </ul>
10. "Malikhain" Award (Best Initiative)	<ul style="list-style-type: none"> <li>Initiated an exemplary practice/projects/activity that significantly improved a work process/system or has significantly increased the efficiency of operation of the division/unit</li> </ul>

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## ANNEX II

### REGIONAL AWARDS FOR SCHOOLS DIVISION OFFICES

AWARDS	COVERAGE	CRITERIA	PRIZE(Per Level)
A. OUTSTANDING SCHOOLS DIVISION OFFICE	A. All 8 SDOs	ANNEX II-A	1. Plaque of Recognition 2. Cash Prize: Best - 20,000.00 Finalist - Certificate of Recognition
B. OUTSTANDING DISIVION SUPERVISOR	A. RO & All 8 SDOs	ANNEX II-A	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - Certificate of Recognition
C. OUTSTANDING DIVISION OFFICE NON-TEACHING PERSONNEL	A. Level I – 1 per SDO B. Level II – 1 per SDO	ANNEX II-A	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - Certificate of Recognition

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## OUTSTANDING SCHOOLS DIVISION OFFICE

INDICATORS	MOVs
<b>1. Performance for the latest School year----- 15 Pts.</b>	
<b>A. OPCRf ----- 15</b> a. 4.9-5.0 - 15 b. 4.8-4.89 - 12 c. 4.70 - 4.79 - 9 d. 4.6 - 4.69 - 6 e. 4.50 - 4.59 - 3	Photocopy of OPCRf
<b>2. Performance Indicator ----- 40 Points</b>	
<b>A. Completion rate ----- 5 pts</b> a. 90-100% - 5 b. 80-89% - 4 c. 70-79% - 3 <b>B. Graduation rate ----- 5 pts</b> a. 90-100% - 5 b. 80-89% - 4 c. 70-79% - 3 <b>C. Retention Rate ----- 5 pts</b> a. 90-100% - 5 b. 80-89% - 4 c. 70-79% - 3 <b>D. A &amp; E Passers (ALS) ----- 5 pts</b> Based on latest passers vis a vis Takers a. 75% and above -----5 b. 73%-74% ----- 4 c. 71-72% -----3 d. 69 - 70% -----2 e. 65%- 68% -----1	Latest year Data on EBEIS completion rate  *Data - Manually *Certified - SDS *Validation - Planning Officer  Latest year Data based on EBEIS Graduation Rate  Latest year Data based on EBEIS Retention rate  Based on latest result of A & E List of Takers List of Passers  Latest School year Data based on EBEIS School leaver Rate

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a. ISO Certified --- 5 b. ISO aligned ----- 3	
6. PRIME HR ----- 5 a. all systems certified ----- 5 b. 3 systems ----- 4 c. 2 systems ----- 3 d. 1 system ----- 2 e. On-going certification of system - 1	Certificate
7. Percentage of School Site ownership with Title (Special Patent, Pres. Proclamation, Batas Pambansa, Executive Order, Perfected Deed of Donation, Tax Declaration) of the total number of schools ----- 5 Points a. 75% and above - 5 b. 66-74% - 4 c. 57-65% - 3 d. 48-56% - 2 e. 47% and below - 1	Report on number of school sites with title or proclamation, patent, etc. as of September for the current year
8. Percentage of Schools with SBM level 2 ----- 5 points a. 75% and above - 5 b. 66-74% - 4 c. 57-65% - 3 d. 48-56% - 2 e. 47% and below - 1	List of SBM Level of School (From FTAD)
9. Partnership and Linkages ----- 5 points (From October (Previous year) to September of the Current Year) a. 6 or more sustained/renewed/new partnerships - 5 b. 5 new partnerships ----- 4 c. 4 new partnerships ----- 3 d. 3 new partnerships ----- 2 e. 2 new partnerships ----- 1	Copies of MOU/MOA
10. Timely and complete submission of reports (OPCRF, WFP, AIP, IPDP, Training Completion Report, AOM answered, Cases solved,	

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<b>DRRM, BAR 1) ----- 5</b> <b>points</b>  100% of the required reports submitted on time as stated in the memo – 5 pts 95% - 99% ----- 4 90-94 % ----- 3 85-89 % ----- 2 below 85 % ----- 1	Certified true photocopy of Transmittal
<b>11. received for Regional Competitions ----- 5 points</b> <b>(CARAA, Festival of Talents, Press Con, Sci and Math Fair, Online competition) - averaging</b>  1 <sup>st</sup> – 5 pts 2 <sup>nd</sup> – 4 pts 3 <sup>rd</sup> – 3 pts 4 <sup>th</sup> – 2 pts 5 <sup>th</sup> – 8 <sup>th</sup> – 1 pt	Certified photocopy of certificates of recognition
<b>TOTAL.....100 POINTS</b>	

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c. Designation and Action plan - 4	
<b>5. Awards won for the current year - - - - - 10 Points</b>	
National/International- - - - - 10 Region- - - - - 9 Division- - - - - 8 District/Municipal - - - - - 7 School/Barangay - - - - - 6	<ul style="list-style-type: none"> <li>- Certified photocopy of awards, plaques, etc.</li> <li>- Awards MUST be given in a fitting occasion</li> </ul> <p><b>**CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).</b></p>
<b>TOTAL POINTS.....100</b>	

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**OUTSTANDING DIVISION NON-TEACHING PERSONNEL  
(LEVELS 1 AND 2)**

INDICATORS	MOVs
<b>1. Individual Performance Commitment and Review Form (IPCRF)</b> Rating for latest year -----25 Points	
a. 4.90 - 50 - 25 b. 4.70 - 4.89 - 20 c. 4.50 - 4.69 - 15 d. 4.30 - 4.49 - 10 e. 3.60 - 4.29 - 5	- Approved latest IPCRF
<b>2. Outstanding accomplishment from October (Previous Year) to September (Current Year)--- -20 Points</b>	
<b>A. Resource Speaker/facilitator ----- 10</b> a. National/International -10 b. Regional ----- 7 c. Division ----- 4 <b>B. Chair, co-chair (technical committees) ----- 10</b> a. National/International --- 10 b. Regional ----- 7 c. Division ----- 4	Certified photocopy of Certificates       Photocopy of certificates
<b>3. Professional Advancement from October (Previous Year) to September (Current Year)--- 15 Points</b>	
<b>A. Attendance to Training/Seminar/Workshop----- 10 pts.</b> (Minimum of 24 hrs.) a. National/International ----- 10 b. Regional ----- 7 c. Division ----- 4 <b>B. Education ----- 5 Pts.</b> a. Doctorate ----- 5 b. Finished academic requirement leading to Doctorate --- ----- 4 c. Masters Degree ----- 3 d. Finished academic requirement leading to Master - - - - - ----- 2	Certified photocopy of certificates

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	Certified photocopy of transcript of records
<b>4. Significant Work Accomplishments and exemplary norms of conduct (within last 3 years)—— 20 Points</b>	Validated and certified by immediate superior with interview
<p>Outstanding Accomplishments ——— 10 points</p> <p>(Score is 0 or 10)</p>	<ul style="list-style-type: none"> <li>• Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</li> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated".</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul>
<p>Exemplary behavioral norms of conduct (among the 8 norms of conduct) ————— 10 points</p> <p>(Score is 0 or 10)</p>	<p><b>Format:</b></p> <p>I. Situation</p> <p>II. Task/Action</p> <p>III. Result/Impact</p>
<b>5. LEADERSHIP from October (Previous Year) to September (Current Year)- - - - - 10 Points</b>	
a) Able to lead the members of a team to do willingly the assigned task/project.	1. Certificate of chairmanship in the Unit/Division, Division or Regional and/or Community affairs or projects with a

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a. Accomplishment report – 10	successful outcome (Chairman, President, Coordinator, Focal Person) 2. Accomplishment report with pictorials 3. Designation/recognition
<b>6. Award won for October (previous year) to September (current year) ————— 10 points</b>	
C. National/International – 10 D. Region----- 8 E. Division/Province ---- 6 F. District/Municipal -- 4 G. School/Barangay --- 2	- Certified photocopy of awards, plaques, etc. - Awards MUST be given in a fitting occasion **CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).
<b>Total -100points</b>	

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**REGIONAL OFFICE AWARDS FOR SCHOOLS**

<b>AWARDS</b>	<b>COVERAGE</b>	<b>CRITERIA</b>	<b>PRIZE (Per Level)</b>
<b>A. OUTSTANDING SCHOOL AWARD</b>	A. Public Category	ANNEX III-A	1. Plaque of Recognition
	<ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> <li>• Multigrade</li> </ul>	ANNEX III-B	2. Cash Prize: Best - 15,000.00
	B. Private Category	ANNEX III-C	Finalist - Certificate of Recognition
<b>B. OUTSTANDING SCHOOL HEAD AWARD</b>	A. Public Category	ANNEX III-D	1. Plaque of Recognition
	<ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	ANNEX III-E	2. Cash Prize: Best - 10,000.00
	B. Private Category		Finalist - Certificate of Recognition
<b>C. OUTSTANDING TEACHER AWARD</b>	A. Public Sch. Teacher	ANNEX III-F	1. Plaque of Recognition
	<ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> <li>• ALS</li> <li>• Multigrade</li> </ul>	ANNEX III-G ANNEX III-H	2. Cash Prize: Best - 10,000.00
	B. Private Sch. Teacher	ANNEX III-I	Finalist - Certificate of Recognition
	<ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>		

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**OUTSTANDING PUBLIC SCHOOL  
(PUBLIC ELEMENTARY AND SECONDARY)**

INDICATORS	MOVs
<b>1. A. SIP/AIP (SY 2019-2020) - - - - - 5 Points</b>  AIP approved and implemented	- Copy of approved AIP and implementation
<b>B. Implementation of AIP - - - - - 5pts</b>  91-100% of the plan implemented – 5 81-90% of the plan implemented – 4 71-80% of the plan implemented – 3 61-70% of the plan implemented – 2 51-60 % of the plan implemented - 1	Accomplishment report noted by the SDS
<b>2. SBM level of Practice - - - - - 20 Points</b>  Level 3 - - - - - 20 Level 2 - - - - - 15 Level 1 - - - - - 10	Certificate of SBM certification issued by the Division Office (Level 1) Regional Office (Level 2 and 3)  **points for recommended schools for level 2
<b>3. Performance Indicator (latest SY) - - - - - 10 Points</b>  a. Retention - - - - - 5 Pts  88% & above - 5 86% - 87 4 84% - 85% -- 3  b. School Leavers Rate - - - - - 5 pts  0 - .99 % --- 5 1.0 – 1.99% – 4 2.0 – 2.99% – 3 3.0 – 3.99% – 2 4.0 – 4.00 % - 1	Data – Manually  *Certified - SDS  *Validation – Planning Officer

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<p><b>4. Financial Management - ..... 10 Points</b></p> <p>a. WFP prepared and approved ----- 5 pts.</p> <p>b. Transparency Board is updated monthly - 5 pts</p>	<p>- Budget utilization report Latest CY</p> <p>- Liquidation report: Oct. to Dec. Previous Year and January – September current year</p> <p>- WFP approved by the DO-current year</p> <p>- pictures of transparency board with September current year reports</p>
<p><b>5. Personnel Development - ..... 15 Points</b></p> <p>a. School LAC sessions conducted from October of the previous year to September of the current year----- 5 pts.</p> <p>5 LAC sessions conducted - 5</p> <p>4 LAC sessions conducted – 4</p> <p>3 LAC sessions conducted- 3</p> <p>2 LAC sessions conducted – 2</p> <p>1 LAC session conducted – 1</p> <p>b. All employees with properly and completely accomplished IPDP -----5 pts.</p> <p>c. Attendance to L&amp;D Activities conducted by the School except LAC Sessions ----- 5 pts.</p> <p>100% employees - 5</p> <p>95 - 99% employees - 4</p> <p>90 – 94% employees – 3</p>	<p>- LAC Plan proposal and completion report with pictorials</p> <p>- summary of addressed IPDP of latest SY signed by the school head</p> <p>- Attendance for L and D report for Jan to Sept. of the current year</p> <p>-Training proposal and implementation report</p>
<p><b>6. Curriculum Development ----- 10 points</b></p> <p>Developed/contextualized Quality assured learning materials for the current year</p> <p>Quality Assured by the Region - 10</p> <p>Quality Assured at the Division Level – 8</p> <p>Quality Assured at the District Level -- 6</p>	<p>Learning materials Developed/contextualized and quality assured or published at the Regional LR Portal</p>

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Quality assured at the School ----- 4	
<b>7. Learning Environment ----- 20 Points</b>	
<b>a. School Environment ----- 5 pts.</b>  All indicators met – 5 4 of the indicators met – 4 3 of the indicators met – 3 2 of the indicators met – 2 1 of the indicator met - 1	(each indicator is equivalent to 1 point)  1. Citizen's Charter 2. Signage/directory and evacuation route and map 3. Perimeter fence 4. Presence of readily available emergency/first aid kits 5. reports with pictorials 6. presence of site development plan
<b>b. Clean and Green Program ----- 5 pts.</b>  All indicators met – 5 4 of the indicators met – 4 3 of the indicators met – 3 2 of the indicators met – 2 1 of the indicator met - 1  <b>c. Health and Nutrition ----- 5 pts.</b> 1. Health and Wellness Program for employees and learners  <b>d. Child Protection Policy ----- 5 pts</b> Functionality of CPP-Committee (Organization of Committee)  Presence of contextualized CPP	(each indicator is equivalent to 1 point)  1. Clean, orderly and well structured classroom and offices 2. Waste management is evident 3. Implementation of WinS 4. Presence of Gulayan sa Paaralan 5. Beautification Program  Plan and implementation report w/ pictorials.  Report on CPP Contextualized CPP
<b>8. Partnership ----- 5 Points</b>	
5 partners and above - 5 4 partners ----- 4 3 partners ----- 3 2 partners ----- 2	- MOA/MOU - Resolutions/requests - Acknowledgement/official receipt - PTA financial report SY 2018-2019 - minutes of meeting

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1 partner ----- 1	- pictures
<b>TOTAL POINTS.....100</b>	

### ANNEX III-B

#### OUTSTANDING MULTIGRADE SCHOOL

CRITERIA	
<b>1. Strategic Plan ----- 10 Points</b>  SIP and AIP approved and implemented	- Copy of approved SIP and AIP with accomplishment report for the current year
<b>2. SBM level of Practice ----- 20 Points</b>  2.50 – 3.00 ----- 20 1.50 – 2.49 ----- 15 0.50– 1.49 ----- 10	Certificate of SBM certification issued by the Regional Office
<b>3. Performance Indicator (latest SY) - ----- 10 Points</b>  a. Retention ----- 5 Pts 88% & above - 5 86% - 87 - 4 84% - 85% - 3  b. Simple Dropout -5 pts 0% - 0.99%- 5 1.0% - 1.99% - 4 2.0% - above - 3	Data – Manually *Certified - SDS *Validation – Planning Officer
<b>4. Financial Management ----- 10 Points</b>  All the indicators met - 10	- Budget utilization report Latest CY  - Liquidation report: Oct. to Dec. Previous Year and January – September current year  - WFP approved by the DO-current year

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<p>Lacks 1 of the indicators - 8</p> <p>Lacks 2 of the indicators - 6</p> <p>Lacks 3 of the indicators - 4</p>	<p>- Evidence of transparency board updated monthly from January- September of the current year reports</p>
<p><b>5. Personnel Development .....15 Points</b></p> <p><b>a. School LAC sessions conducted fro Jan. to September of the current year ..... 5 pts.</b></p> <p>5 LAC sessions conducted - 5</p> <p>4 LAC sessions conducted – 4</p> <p>3 LAC sessions conducted- 3</p> <p>2 LAC sessions conducted – 2</p> <p>1 LAC session conducted – 1</p> <p><b>b. All employees with properly accomplished IPDP ..... 5 pts.</b></p> <p><b>c. Attendance to L&amp;D Activities conducted by the School except LAC Sessions ..... –5 pts.</b></p> <p>100% employees - 5</p> <p>95 - 99% employees - 4</p> <p>90 – 94% employees – 3</p>	<p>- LAC Session proposal and completion report with pictorials</p> <p>- summary of IPDP signed by the school head</p> <p>- Attendance for L and D report for Jan to Sept. of the current year</p>
<p><b>6. Curriculum Management from October (previous year) to September (current year) .....20 Pts.</b></p>	
<p><b>a. Curriculum Planning (Multi-grade Scheme) - - 10 pts.</b></p> <p>All indicators met - 5</p> <p>Lacks 1 of the indicator - 4</p> <p>Lacks 2 of the Indicators 3</p> <p>Lacks 3 of the indicators 2</p>	<p>1. Class Programming/ Scheduling</p> <p>2. Budget of Work</p> <p>3. Time Allotment</p> <p>4. Daily Lesson Log Preparation</p>

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<p><b>b. Curriculum Delivery</b> ----- 10 pts.</p> <p>All the indicators met ----- 10</p> <p>Lacks 1 of the indicators ---- 8</p> <p>Lacks 2 of the indicators ---- 6</p> <p>Lacks 3 of the indicators ---- 4</p> <p>Lacks 4 of the indicators ---- 2</p>	<ol style="list-style-type: none"> <li>1. Schemes (COT/ Observation notes or sheets)</li> <li>2. Differentiated Instruction and activities</li> <li>3. Art of Questioning (HOTS)</li> <li>4. Contextualized Instructional Materials/ LMs</li> <li>5. Developmentally Appropriate Practices</li> <li>6. Shifting</li> <li>7. Learning Environment</li> <li>8. School's Program to reach out children with special needs</li> </ol>
<p><b>8. Partnership from October (previous year) to September (current year)- ----- 15 Points</b></p> <p>a. School community projects/activities and donations received. --- ----- 10 pts</p> <p>2 points for every projects w/ documents</p> <p>b. Dissemination of DepEd programs during PTA meeting - ----- -----5pts</p>	<ul style="list-style-type: none"> <li>- MOA/MOU</li> <li>- Resolutions/requests</li> <li>- Acknowledgement/official receipt</li> <li>- PTA financial report SY 2018-2019</li> <li>- Documentation</li> <li>- minutes of meeting</li> <li>- pictures</li> </ul>
<p><b>Total ----- 100 Points</b></p>	

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**OUTSTANDING PRIVATE SCHOOL  
(PRIVATE ELEMENTARY AND SECONDARY)**

INDICATORS	MOVs  All MOVs are from October (Previous year) to September (Current Year)
<b>1. Strategic Plan ..... 5 Points</b>  Annual/Triennial/5 years development plan	Development plan and implementation Report with pictorials
<b>2. Performance Indicator (latest SY) - ..... 10 Points</b>  <b>a. Retention ..... 5 Pts</b> 88% & above     --   5 86% - 87%       --   4 84% - 85%       --   3  <b>b. School Leavers Rate.....5 pts</b> 0%                         - 5 0.1 - 1%                 - 4 1.01 - 2%               - 3	* Data – Manually *Certified - SDS *Validation – Planning Officer
<b>2. Learners Development ..... 10 Pts.</b>  Have organized activities aligned to the mandated PAPs that enhance learners' performance and interest (DO No. 49, s. 2011)  8-and above organized activities – 10 6-7 organized activities – 8 4-5 organized activities – 6 3 and below organized activities – 4	List of activities organized  Action Plans  Pictorials of Implementation  Accomplishment Report
<b>3. Intervention Programs/Activities provided for learners- ..... 10 pts.</b>	List of Interventions provided  Sample of Learning materials provided

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<p>8-and above programs/activities provided - 10</p> <p>6-7 Programs/activities - 8</p> <p>4-5 programs/ activities - 6</p> <p>3 and below programs/activities - 4</p>	
<p><b>5. Personnel Development ----- -10 Points</b></p> <p><b>a. Attendance of employees to L&amp;D Activities conducted from October (Previous Year) to September (Current Year)- 5 pts.</b></p> <p>100% employees - 5</p> <p>95 - 99% employees - 4</p> <p>90 - 94% employees - 3</p> <p>85- 89 % employees - 2</p> <p><b>b. In-service trainings conducted by the school from October (Previous Year) to September (Current Year)--- 5 points</b></p> <p>5 in-service trainings conducted - 5</p> <p>4 in-service trainings conducted - 4</p> <p>3 in-service trainings conducted - 3</p> <p>2 in-service trainings conducted - 2</p> <p>1 in-service trainings conducted - 1</p>	<p>1. Report of regular in-service training, other training conducted</p> <p>2. Summary of attendance of employees to L and D</p> <p>Training Design</p> <p>Training Completion Report with pictorials</p>
<p><b>6. School Development ----- 15 Points</b></p> <p><b>6.1 School site ownership - 5 pts.</b></p> <p><b>6.2 Clean and Green Program - 5 pts.</b></p> <ul style="list-style-type: none"> <li>Clean and orderly classroom and offices</li> </ul>	<p>1. Certified photocopy of Title/patent or any proof of ownership:</p> <ul style="list-style-type: none"> <li>Certificate of Ancestral Land Title</li> <li>Transfer of Certificate Title</li> <li>Patent</li> <li>Presidential Proclamation</li> <li>Deed of Sale</li> </ul> <p>2. Certified photocopy of Deed of Donation &amp; Acceptance</p> <p>3. Certified photocopy of Usufruct Agreement (lease contract)</p>

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<ul style="list-style-type: none"> <li>• Waste management is evident</li> <li>• Comfort rooms are clean and water sealed</li> <li>• Presence of Gulayan sa Paaralan</li> <li>• Beautification Program</li> </ul> <p>6.3 Health and Nutrition - 3 pts</p> <ul style="list-style-type: none"> <li>• Implementation of D.O no. 13, s. 2017</li> <li>• Presence of School Clinic with first aid kits</li> </ul> <p>6.4 Child Protection Policy - 2 pts</p> <p>* Implementation of the Child Protection Policy</p>	<p>Documentation (reports &amp; pictures)</p> <p>Presence of Materials Recovery Facility (MRF) or evidence of segregation practice</p> <p>Accomplishment report with pictorials</p> <p>5. Health Sanitary Permit</p> <p>1. Presence of a program on bullying management with functional monitoring tools</p> <p>2. Localized school policies for child protection</p> <p>2. reports of bullying cases addressed</p>
<p><b>7. School Recognition ----- 5 points</b></p> <p>Updated DepEd Recognition ----- 5</p> <p>Updated DepEd Permit ----- 3</p>	<p>Certified Photocopy of Updated DepEd Recognition, Updated DepEd Permit</p>
<p><b>School Accreditation by any accrediting agencies – 5 pts</b></p> <p>Level 4 – 5 pts</p> <p>Level 3 – 4</p> <p>Level 2 – 3</p> <p>Level 1 – 2</p> <p>On process - 1</p>	<p>Photocopy of accreditation</p>
<p><b>7. Partnership ----- 5 Points</b></p> <p>a. School community projects/activities and donations received/provided ----- 5 pts</p> <p>5 partners and above - 5</p> <p>4 partners ----- 4</p>	<p>1. MOA/MOU</p> <p>2. Acknowledgement/official receipt/certificate of acceptance</p> <p>3. Accomplishment report on partnership</p>

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3 partners ----- 3 2 partners ----- 2 1 partner ----- 1	
9. School Awards won from October (previous year) to September (Current Year)----- -- 10 Points a. International ----- 10 b. National - 8 c. Regional - 6 d. Division - 4 e. District - 2	- certified photocopy of certificates, plaques, and other relevant documents
10. Learners Awards won from October (previous year) to September (Current Year)----- -- 10 Points a. International ----- 5 b. National - 4 c. Regional - 3 d. Division - 2 e. District - 1	- certified photocopy of certificates, plaques, and other relevant documents
<b>TOTAL POINTS.....100</b>	

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**OUTSTANDING PUBLIC SCHOOL HEAD  
(PUBLIC ELEMENTARY AND SECONDARY)**

INDICATORS	MOVs																
<b>1. Performance for the latest school year -- -- 10 Pts</b>																	
4.90—5.0 — 10 4.80- 4.89 - 8 4.70- 4.79 - 6 4.60—4.69 - 4 4.50 – 4.59 - 2	Approved latest OPCRf																
<b>2. INSTRUCTIONAL LEADERSHIP - - - 10 Points</b>																	
<ul style="list-style-type: none"><li>Accounts for learning outcome of school vis-à-vis goals and targets - 6 pts.</li></ul> <table><tr><th>Rating</th><th>School Leaver Rate (2 pts)</th><th>Graduation Rate (2 pts)</th><th>Promotion Rate (2 pts)</th></tr><tr><td>2</td><td>0%</td><td>100%</td><td>100%</td></tr><tr><td>1.5</td><td>.01-1%</td><td>98-99%</td><td>98-99%</td></tr><tr><td>1</td><td>1.01-2%</td><td>96-97%</td><td>96-97%</td></tr></table> <ul style="list-style-type: none"><li>Organized Co-curricular Activities ----- 2</li><li>Develops intervention programs/adapts existing programs - ----- 2 pts.</li></ul>	Rating	School Leaver Rate (2 pts)	Graduation Rate (2 pts)	Promotion Rate (2 pts)	2	0%	100%	100%	1.5	.01-1%	98-99%	98-99%	1	1.01-2%	96-97%	96-97%	<ul style="list-style-type: none"><li>School Leaver Rate rate, graduation/promotion rate for latest SY certified by the Division planning officer</li><li>List of Organized Co-Curricular, Action Plan, Accomplishment Reports</li><li>Record of intervention program/innovative best practices with documentation, research based school program</li></ul>
Rating	School Leaver Rate (2 pts)	Graduation Rate (2 pts)	Promotion Rate (2 pts)														
2	0%	100%	100%														
1.5	.01-1%	98-99%	98-99%														
1	1.01-2%	96-97%	96-97%														
<b>3. SCHOOL LEADERSHIP - - - - - 20 Points</b>																	

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<ul style="list-style-type: none"> <li>SBM level of practice (Certified by the Region) – 15 pts</li> </ul> <table border="1" data-bbox="260 264 769 510"> <thead> <tr> <th>Level</th><th>points</th></tr> </thead> <tbody> <tr> <td>2.50 – 3.00</td><td>15</td></tr> <tr> <td>1.50 – 2.49</td><td>10</td></tr> <tr> <td>0.50 – 1.49</td><td>5</td></tr> </tbody> </table>	Level	points	2.50 – 3.00	15	1.50 – 2.49	10	0.50 – 1.49	5	<ul style="list-style-type: none"> <li>Present level of practice, certification from RO</li> </ul>
Level	points								
2.50 – 3.00	15								
1.50 – 2.49	10								
0.50 – 1.49	5								
<p>Financial Budget Utilization _____ 5 pts.</p> <table> <tbody> <tr> <td>96% -100%</td><td>- 5</td></tr> <tr> <td>91% - 95%</td><td>- 4</td></tr> <tr> <td>86% - 90%</td><td>- 3</td></tr> </tbody> </table>	96% -100%	- 5	91% - 95%	- 4	86% - 90%	- 3	<p>Certification from the Accountant</p>		
96% -100%	- 5								
91% - 95%	- 4								
86% - 90%	- 3								
<p><b>4. LEARNING ENVIRONMENT -----10 Points</b></p>									
<ul style="list-style-type: none"> <li>Creates an engaging learning environment – 5 pts               <ul style="list-style-type: none"> <li>5 Indicators Met – 5</li> <li>4 Indicators Met – 4</li> <li>3 Indicators – 3</li> <li>2 Indicators Met – 2</li> <li>1 Indicator Met - 1</li> </ul> </li> <li>Participates in the management of learner behavior within the school and other related activities: _____5 pts.               <ul style="list-style-type: none"> <li>5 Indicators Met – 5</li> <li>4 Indicators Met – 4</li> <li>3 Indicators – 3</li> <li>2 Indicators Met – 2</li> </ul> </li> </ul>	<p>Have Met the following indicators:            Child Friendly School - using CFSS checklist with the following attachment validated by the Division.</p> <ol style="list-style-type: none"> <li>1. Documents for Safe Environment</li> <li>2. Picture of Signage/Cautions</li> <li>3. Evacuation Plan</li> <li>4. DRRM (Functional Org. w/ their programs)</li> <li>5. School Clinic</li> </ol> <p>Have Met the following indicators:</p> <ol style="list-style-type: none"> <li>1. Have organized guidance program</li> <li>2. guidance designates if no guidance counselor</li> <li>3. records of students assisted in their behaviors,</li> <li>4. CPP</li> <li>5. Intervention Program for Learners w/ behavioral maladjustment.</li> </ol>								

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1 Indicator Met - 1																	
<b>5. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</b> <b>----- 10 Points</b>																	
<ul style="list-style-type: none"> <li>Ensures that the objectives of the school development plan are supported with resources for training and development programs, assists and monitors the development of IPPD of each personnel Conducts SLAC/School Based INSET - 3 pts.</li> <li>Assigns personnel in their areas of competence; Mentors and coaches employees and facilitates the induction of new one - 2pts.</li> <li>Promotion of Teachers (Reclass or Natural) – 3             <ul style="list-style-type: none"> <li>Creates a functional school-based performance appraisal committee (PRAISE) - 2 pts.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided</li> <li>Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted,             <ul style="list-style-type: none"> <li>Transmittal for Promotion</li> <li>School PRAISE guidelines</li> </ul> </li> </ul>																
<b>6. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP - ----- -10 POINTS</b>																	
<ul style="list-style-type: none"> <li>Organizes programs that involve parents and other stakeholders to promote learning - 5 pts.</li> </ul> <table border="1" data-bbox="233 1111 868 1357"> <thead> <tr> <th>No. of Programs</th><th>Points</th></tr> </thead> <tbody> <tr> <td>5</td><td>5</td></tr> <tr> <td>5</td><td>4</td></tr> <tr> <td>5</td><td>3</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>Establishes sustainable linkages/partnership with external stakeholders - 5 pts.</li> </ul> <table border="1" data-bbox="284 1451 815 1767"> <thead> <tr> <th>Rating</th><th>No. of Activities Conducted/MOA/MOU forged</th></tr> </thead> <tbody> <tr> <td>5</td><td>5</td></tr> <tr> <td>5</td><td>4</td></tr> <tr> <td>5</td><td>3</td></tr> </tbody> </table>	No. of Programs	Points	5	5	5	4	5	3	Rating	No. of Activities Conducted/MOA/MOU forged	5	5	5	4	5	3	<ul style="list-style-type: none"> <li>Accomplishment report of programs that involved parents and other stakeholders vis-a-vis action plan</li> <li>MOA/MOU of Adopt a School Program, certificates of participation in community affairs,</li> <li>(conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs)</li> </ul>
No. of Programs	Points																
5	5																
5	4																
5	3																
Rating	No. of Activities Conducted/MOA/MOU forged																
5	5																
5	4																
5	3																

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<b>6. Significant Accomplishment or exemplary norms of conduct (within the last 3 years)----- 20 Pts</b>	Validated and certified by immediate superior
<p>Outstanding Accomplishments ----- 10</p> <p>(Score is 0 or 10)</p>	<p>B. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</p> <ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated".</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul> <p><b>Format:</b></p> <p>I. Situation</p> <p>II. Task/Action</p> <p>III. Result/Impact</p>
<p>Exemplary norms of conduct ----- 10</p> <p>(Score is 0 or 10)</p>	
<b>8. Awards won/Exemplary outstanding performance for October (Previous year) to September (Current Year) -----5 Points</b>	
<p>a) National/International- ----- 5</p> <p>b) Region- ----- 4</p> <p>c) Division- ----- 3</p> <p>d) District/Municipal ----- 2</p> <p>e) School/Barangay ----- 1</p>	<p>- certified photocopy of certificates, plaques, etc.</p>
<b>8. Other Task from October (previous Year) to September Current Year)- - ----- 5 Points</b>	
<p>Resource Speaker/facilitator/Chair or co-chair in a technical planning committee in Trainings conducted ---- 5</p> <ul style="list-style-type: none"> <li>• International -5</li> <li>• National - 4</li> </ul>	

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<ul style="list-style-type: none"> <li>• Regional - 2</li> <li>• Division - 1</li> </ul>	Certified Photocopy of certificates
<b>TOTAL -100 POINTS</b>	

## ANNEX III-E

### OUTSTANDING PRIVATE SCHOOL HEAD (PRIVATE ELEMENTARY AND SECONDARY)

INDICATORS	MOVs																
<b>1. Performance for the latest school year      10 Pts</b>																	
4.90—5.0    --- 10 4.80- 4.89    - 8 4.70- 4.79    - 6 4.60--4.69    - 4 4.50 – 4.59    - 2	Approved latest OPCRF																
<b>2. INSTRUCTIONAL LEADERSHIP - . . . . . 15 Points</b>																	
<ul style="list-style-type: none"><li>Accounts for learning outcome of school vis-à-vis goals and targets - 15 pts.</li></ul> <table><tr><th>Rating</th><th>School Leaver Rate (5 pts)</th><th>Graduation Rate (5 pts)</th><th>Promotion Rate (5 pts)</th></tr><tr><td>2</td><td>0%</td><td>100%</td><td>100%</td></tr><tr><td>1.5</td><td>.01-1%</td><td>98-99%</td><td>98-99%</td></tr><tr><td>1</td><td>1.01-2%</td><td>96-99%</td><td>96-97%</td></tr></table>	Rating	School Leaver Rate (5 pts)	Graduation Rate (5 pts)	Promotion Rate (5 pts)	2	0%	100%	100%	1.5	.01-1%	98-99%	98-99%	1	1.01-2%	96-99%	96-97%	<ul style="list-style-type: none"><li>School Leaver Rate rate, graduation/promotion rate for the latest School Year</li></ul>
Rating	School Leaver Rate (5 pts)	Graduation Rate (5 pts)	Promotion Rate (5 pts)														
2	0%	100%	100%														
1.5	.01-1%	98-99%	98-99%														
1	1.01-2%	96-99%	96-97%														
<b>2. SCHOOL LEADERSHIP - . . . . . 15 Points</b>																	
2.1 Involves all internal and external stakeholders in developing SIP/AIP - 4 pts.	1. Approved AIP or its equivalent																

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<p>2.2 Participation in encoding and updating of the schools BEIS and LIS ----- - 3 pts.</p> <p>2.3 Resolves problems at school level and explores several approaches in handling problems - 4 pts.</p> <p>2.4 Collaborates and mobilizes teachers in planning, implementing and sustaining programs and projects -4 pts.</p>	<p>2. 100% eBEIS/updated LIS</p> <p>3. Documentation, records, attendance sheet</p> <p>4. Records of programs and projects</p>
<p><b>3. LEARNING ENVIRONMENT - - - - - 10 Points</b></p>	
<ul style="list-style-type: none"> <li>Creates an engaging learning environment – 5 pts <ul style="list-style-type: none"> <li>5 Indicators Met – 5</li> <li>4 Indicators Met – 4</li> <li>3 Indicators – 3</li> <li>2 Indicators Met – 2</li> <li>1 Indicator Met - 1</li> </ul> </li> <li>Participates in the management of learner behavior within the school and other related activities- -----5 pts. <ul style="list-style-type: none"> <li>5 Indicators Met – 5</li> <li>4 Indicators Met – 4</li> <li>3 Indicators – 3</li> <li>2 Indicators Met – 2</li> <li>1 Indicator Met - 1</li> </ul> </li> </ul>	<p>Have Met the following indicators: Child Friendly School - using CFSS checklist with the following attachment validated by the Division.</p> <ol style="list-style-type: none"> <li>1. Documents for Safe Environment</li> <li>2. Picture of Signage/Cautions.</li> <li>3. Evacuation Plan</li> <li>4. DRRM (Functional Org. w/ their programs)</li> <li>5.School Clinic</li> </ol> <p>Have Met the following indicators:</p> <ol style="list-style-type: none"> <li>1. Have organized guidance program</li> <li>2. Guidance designates if no guidance counselor</li> <li>3. records of students assisted in their behaviors,</li> <li>4. CPP</li> <li>5. Intervention Program for Learners w/ behavioral maladjustment.</li> </ol>
<p><b>4. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT - - - ----- 10 Points</b></p>	
<p>4.1 Ensures that the objectives of the school development plan are supported with resources for training and development programs,</p>	<p>1. Activity Requests, Training Designs conducted, Training Accomplish Reports,</p>

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<p>assists and monitors the development of Training Needs Assessment of each personnel and conducted Learning Action Cell/School based In-Service Training----- 4 pts.</p> <p>4.2 Assigns personnel in their areas of competence, Mentors and coaches employees and facilitates the induction of new one - 3 pts.</p> <p>4.3 Creates a functional school-based performance appraisal committee (PRAISE) - 3 pts.</p>	<p>TNA conducted, needs of personnel prioritized and provided</p> <p>2. Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted, conduct of LAC session/meetings</p> <p>3. Functional committee created, records of awards given in the school level, records of school personnel sent for scholarship/short term courses/special programs</p>
<p><b>5. Significant Accomplishments or exemplary norms of conduct (within last 3 years)----- 20 Points</b></p>	<p>Validated and certified by immediate superior</p>
<p>Outstanding Accomplishments ----- 10 points</p> <p>(Score is 0 or 10)</p> <p>Exemplary norms of conduct ----- 10 points</p> <p>(Score is 0 or 10)</p>	<p>A. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</p> <ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated" .</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in bullet form</li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul> <p>Format:</p> <p>I. Situation (Problems addressed)</p> <p>II. Task/Action</p> <p>III. Result/Impact</p>
<p><b>7. Awards won for October (Previous Year) to September (Current Year)----- 10 Points</b></p>	
<p>a) International ----- 10</p> <p>b) National ----- 8</p>	<p>- certified photocopy of certificates, plaques, etc.</p>

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c) Regional- ----- 6 d) Division/Provincial ----- 4 e) District/Barangay ----- 2	- memorandum
<b>8. Other Task October (Previous Year) to September (Current Year)- ----- 10 Points</b>	
Resource Speaker/facilitator/Chair or co-chair in a technical planning committee for October (Previous Year) to September (Current year)  <ul style="list-style-type: none"> <li>• International -10</li> <li>• National – 8</li> <li>• Regional – 6</li> <li>• Division - 4</li> <li>• District - 2</li> </ul>	Certified Photocopy of certificates
<b>TOTAL .....100 POINTS</b>	

#### ANNEX III-F

### OUTSTANDING PUBLIC SCHOOL TEACHER (K TO 12) (PUBLIC ELEMENTARY AND SECONDARY)

<b>1. Performance Rating for the latest School year --- 15 Pts</b>	<b>MOVs</b>
4.90—5.0 --- 15 4.80- 4.89 - 12 4.70- 4.79 - 9 4.60—4.69 - 6 4.50 – 4.59 - 3	Certified photocopy of IPCRF
<b>2. Learner Development from October (Previous Year) to September (Current Year)- ... 15 Points</b>	
a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities -----5 pts. <ul style="list-style-type: none"> <li>• Home visitation ----- 2 pts.</li> <li>• Remedial classes/tutorial – 3 pts.</li> </ul> a.2) 100% passing rate and zero dropout ---- 5 pts.	1. Report of conducted home visitation with documentation  2. Instructional plan for the conduct of remedial classes approved by the School Head  1. Certification of School Head – 100% passing rate and zero dropout (classroom/subject taught for non-advisers)

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b) Initiated and organized school and family partnerships that promote student peak performance ----- 5 pts.	2. SF 2 3. SF 4 1.. Organized functional Homeroom PTA 2. List of curricular and extracurricular activities initiated and organized with documentation
--	--

<b>3. Outstanding Accomplishment from October (Previous Year) to September (Current Year)-----30 points</b>	
<p><b>a. Contextualized/Developed Learning Materials-- 10</b></p> <p>Published in the Region LR Portal ----- 10</p> <p>Quality assured in the Division ----- 8</p> <p>Quality assured in the District ----- 6</p> <p>Quality assured in the School ----- 4</p> <p><b>b. Research (Basic or Action) ----- 5</b></p> <ul style="list-style-type: none"> <li>• Approved Completion Report – (5)</li> <li>• Implemented the approved proposal – (4)</li> <li>• Approved Proposal – (2)</li> </ul> <p><b>c. Innovation ----- 5</b></p> <ul style="list-style-type: none"> <li>• Approved Completion Report – (5)</li> <li>• Implemented the approved proposal – (4)</li> <li>• Approved Proposal – (2)</li> </ul> <p><b>d. Consultant/Resource Speaker/ Learning Facilitator in trainings/seminar representing DepEd----- 5</b></p> <ul style="list-style-type: none"> <li>• International -----5</li> <li>• National ----- 4</li> <li>• Regional ----- 3</li> <li>• Division ----- 2</li> <li>• District ----- 1</li> </ul> <p><b>e. Chair/Co-Chair In Technical/planning committee – 5</b></p> <ul style="list-style-type: none"> <li>• International -----5</li> <li>• National ----- 4</li> <li>• Regional ----- 3</li> <li>• Division ----- 2</li> </ul>	<p>Copy of Learning Materials Developed/Contextualized</p> <p>1.Research Proposal approved by the SDS</p> <p>2. Research Completion Report containing the effect/impact of the research signed by the SDS</p> <p>Certified true photocopy of certificate</p> <p>1. Innovation Proposal approved by the SDS</p> <p>2.Innovation Completion Report containing the effect/impact of the innovation signed by the SDS</p> <p>Certified true photocopy of certificate</p> <p>Certified Photocopy of certificates</p>

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<ul style="list-style-type: none"> <li>• District _____ 1</li> </ul>	Certified Photocopy of certificates
<b>4. Leadership Ability from October (Previous Year) to September (Current Year)----- 10 Points</b>	
<p>a) Able to lead the members of a team to do willingly the assigned task/project.</p> <p>a. Designation, Action plan, Accomplishment Report-- 10</p> <p>b. Designation and action plan - 7</p> <p>c. Designation - 4</p>	<p>1. Certificate of chairmanship in the School, Division or Regional and/or Community affairs or projects with successful outcome (Chairman, President, Coordinator, Focal Person)</p> <p>2. Accomplishment report with pictorials</p> <p>3. Designation/recognition</p>
<b>5. Significant Accomplishment and exemplary norms of conduct (within last 3 years)----- 20 Points</b>	Validated and certified by immediate superior
<p>Significant Accomplishments ----- 10 points</p> <p>(Score is 0 or 10)</p>	<p>A. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</p> <ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated".</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul>

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Exemplary norms of conduct ----- 10 points (Score is 0 or 10)	Format: Situation (Problems addressed)  II. Task/Action  III. Result/Impact
<b>6. Awards won from Oct. (previous year) to September (current year)----- - - 10 Points</b>	
a) International ----- 10 b) National----- 8 c) Regional----- 6 d) Division/Provincial ----- 4 e) District/Municipal- - - - - 2	- Certified photocopy of certificates, plaques, etc. - Awards taken from a search for performing or outstanding teachers - Memorandum
<b>TOTAL POINTS.....100</b>	

#### ANNEX III-G

### OUTSTANDING ALS IMPLEMENTER CATEGORY (ALTERNATIVE LEARNING SYSTEM IMPLEMENTER)

<b>1. Performance Rating for the latest school year -- 10 Pts</b>	<b>MOVs</b>
4.90—5.0 --- 10 4.80- 4.89 - 8 4.70- 4.79 - 6 4.60—4.69 - 4 4.50 – 4.59 - 2	Certified photocopy of IPCRF
<b>2. Learner Development - - - - - 20 Points</b>	
<b>ALS Registrant ----- 5</b> 85% and above --- 5 80-84% ----- 4 75-79% ----- 3 71-74% ----- 2	ALS Tracking

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<p>66-70% ----- 1</p> <p><b>ALS Completers ----- 5</b></p> <p>85% and above --- 5</p> <p>80-84% ----- 4</p> <p>75-79% ----- 3</p> <p>71-74% ----- 2</p> <p>66-70% ----- 1</p> <p><b>ALS Test Takers ----- 5</b></p> <p>85% and above --- 5</p> <p>80-84% ----- 4</p> <p>75-79% ----- 3</p> <p>71-74% ----- 2</p> <p>66-70% ----- 1</p> <p><b>ALS Passers ----- 5</b></p> <p>85% and above --- 5</p> <p>80-84% ----- 4</p> <p>75-79% ----- 3</p> <p>71-74% ----- 2</p> <p>66-70% ----- 1</p>	<p>ALS Tracking</p> <p>ALS Tracking</p> <p>ALS Tracking</p>
<p><b>3. Outstanding Accomplishment from October (Previous Year) to September (Current Year)----- 30 Points</b></p>	
<p><b>A. Planned and implemented activities that are responsive to the needs and problems of the community ----- 5</b></p> <ul style="list-style-type: none"> <li>Implemented the planned activities with completion report (with impact) ----- 5</li> <li>Implemented w/o completion report --- 4</li> <li>Approved plan ----- 3</li> </ul> <p><b>B. Sourced-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects -----5</b></p> <ul style="list-style-type: none"> <li>Complete required MOVs ----- 5</li> <li>Lacks 1 MOVs ----- 4</li> </ul>	<p>Action Plan</p> <p>Implementation Report</p>

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**OUTSTANDING MULTIGRADE TEACHER CATEGORY  
(PUBLIC MULTIGRADE)**

1. Performance Rating for the latest school year --- 15 Pts	MOVs
4.90—5.0 --- 15 4.80- 4.89 - 13 4.70- 4.79 - 11 4.60—4.69 - 9 4.50 – 4.59 - 7	Certified photocopy of IPCRF
2. Learner Development from October (Previous Year) to September (Current Year)- - - - - 15 Points	
a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities ----- -----5 pts. <ul style="list-style-type: none"> <li>• Home visitation ----- 2 pts.</li> <li>• Remedial classes/tutorial – 3 pts.</li> </ul> a.2) 100% passing rate and zero dropout — 5 pts.	1. Report of conducted home visitation with documentation 2. Instructional plan for the conduct of remedial classes approved by the School Head 1. Certification of School Head – 100% passing rate and zero dropout (classroom) 2. Class record 3. SF 2 4. SF 4
A.3) Initiated and organized school and family partnerships that promote student peak performance ----- 5 pts.	1.. Organized functional Homeroom PTA 2. List of curricular and extracurricular activities initiated and organized with documentation
1. Curriculum Planning (Multi-grade Scheme) 5 pts.  All Indicators met ---- 5 Lacks 1 of the indicator - 4 Lacks 2 of the Indicators - 3 Lacks 3 of the indicators - 2	1. Class Programming/ Scheduling 2. Budget of Work 3. Time Allotment 4. Daily Lesson Log Preparation

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<p>2. Curriculum Delivery ----- 10 pts.</p> <p>All the indicators met ----- 10</p> <p>Lacks 1 of the indicators ----- 8</p> <p>Lacks 2 of the indicators ----- 6</p> <p>Lacks 3 of the indicators ----- 4</p> <p>Lacks 4 of the indicators ----- 2</p> <p>3. Learning Assessment -----5</p> <p>All Indicators met - 5</p> <p>Lacks 1 of the indicators - 4</p> <p>Lacks 2 of the Indicators - 3</p> <p>Lacks 3 of the indicators - 2</p>	<ol style="list-style-type: none"> <li>1. Schemes (COT/ Observation notes or sheets)</li> <li>2. Differentiated Instruction and activities</li> <li>3. Art of Questioning (HOTS)</li> <li>4. Contextualized Instructional Materials/ LMs</li> <li>5. Developmentally Appropriate Practices</li> <li>6. Shifting</li> <li>7. Learning Environment</li> <li>8. School's Program to reach out children with special needs</li> </ol> <ol style="list-style-type: none"> <li>1. Table of Specifications</li> <li>2. Test Constructions</li> <li>3. Performance-Based evaluation</li> <li>4. Portfolio</li> </ol>
<p><b>3. Outstanding Accomplishment-----15 points</b></p>	
<p><b>a. Contextualized/Developed Learning Materials-- 5</b></p> <p>Published in the Region LR Portal ----- 5</p> <p>Quality assured in the Division ----- 4</p> <p>Quality assured in the District ----- 3</p> <p>Quality assured in the School ----- 2</p> <p><b>b. Research/Innovation ----- 5</b></p> <ul style="list-style-type: none"> <li>• Approved Completion Report – (5)</li> <li>• Implemented the approved proposal – (4)</li> <li>• Approved Proposal – (2)</li> </ul> <p><b>c. Resource Speaker/facilitator/Chair or Co-chair in a</b></p>	<p>Copy of Learning Materials Developed/Contextualized</p> <ol style="list-style-type: none"> <li>1. Research/Innovation Proposal approved by the SDS</li> <li>2. Research/Innovation Completion Report containing the effect/impact of the research signed by the SDS</li> </ol>

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Exemplary norms of conduct ----- 10 points (Score is 0 or 10)	addressed)  II. Task/Action  III. Result/Impact
7. Awards won from Oct. (previous year) to September (current year)----- 10 Points	
a) International ----- 10 b) National----- 8 c) Regional- - ----- 6 d) Division/Provincial ----- 4 e) District/Municipal- - - - - 2	- Certified photocopy of certificates, plaques, etc. - Awards taken from a search for performing or outstanding teachers - Memorandum
<b>TOTAL POINTS.....100</b>	

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**OUTSTANDING PRIVATE SCHOOL TEACHER  
(PRIVATE ELEMENTARY AND SECONDARY)**

INDICATORS	MOVs
<b>1. Learner Development ----- 30 Points</b>	
<p>1.1 Conducted activities like remedial classes, home visitation, tutoring and other related activities - 10 pts</p> <ul style="list-style-type: none"> <li>• Home visitation – 5 pts.</li> <li>• Remedial classes/tutorial – 5 pts.</li> </ul> <p>1.2 100% passing rate and zero dropout – 10 pts.</p> <p>1.3 Initiated and organized school and family partnerships that promote student peak performance – 10 pts.</p>	<p>1. Instructional plan for the conduct of remedial classes or other interventions</p> <p>2. Report of conducted home visitation with documentation</p> <p>1. Certification of School Head – 100% passing rate and zero dropout (classroom)</p> <p>2. Class record</p> <p>3. SF 2</p> <p>4. SF 4</p> <p>1. Teacher-Parent-Pupil Organization (TPPO)</p> <p>2. Homeroom PTA</p> <p>3. List of curricular and extracurricular activities initiated and organized with documentation</p>
<b>2. Outstanding Accomplishment.....15 pts</b>	
<p>(Adopted from DO 66, S. 2007)</p> <p><b>2.1 Innovation – 5</b></p> <ul style="list-style-type: none"> <li>● Approved Completion Report – 5</li> <li>● Implemented the approved proposal – 4</li> <li>● Approved Proposal – 3</li> </ul> <p><b>2.2 Research (Basic or Action) – - - 5</b></p> <ul style="list-style-type: none"> <li>● Approved Completion Report – 5</li> <li>● Implemented the approved proposal – 4</li> <li>● Approved Proposal – - - - - - _ 2</li> </ul> <p><b>2.3 Resource Speaker/facilitator/Chair or Co-chair in a technical working committee - - - - -</b></p> <p align="center"><b>- - - - - 5 points</b></p> <ul style="list-style-type: none"> <li>● International -5</li> </ul>	<p>Certified true photocopy of innovation</p> <p>Certified true photocopy of certificate</p> <p>Certified Photocopy of Research</p>

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<ul style="list-style-type: none"> <li>● Regional – 4</li> <li>● Division – 3</li> </ul>	<p>Certified Photocopy of certificates</p> <p>Certified true photocopy of certificates</p>
<b>3. Leadership Ability - - - - - 15 Points</b>	
<p>Able to lead the members of a team to do willingly the assigned task/project.</p> <p>3.1 Designation , Action Plan and Accomplishment Report – 15</p> <p>3.2 Designation, Certificate and action plan ——— 10</p> <p>3.3 Designation and action plan ————— 5</p>	<p>1. Certificate of chairmanship in a School, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person)</p> <p>2. Certificate as winning</p> <p>3. Accomplishment report</p> <p>Program paper, narrative report, evaluation, pictures</p> <p>4. Action plan/project proposal</p> <p>5. Designation</p>
<b>4. Responsiveness to the public - - - - 10 Points</b>	Use a feedback form to be filled out by the client
<p>4.1 Undertook volunteer service for the community and school:</p> <ul style="list-style-type: none"> <li>• In times of calamities</li> <li>• Municipal/barangay activities</li> <li>• Outreach programs</li> </ul>	<p>1. Certification by GOs/NGOs</p> <p>2. Documentation</p>
<b>5. Significant Accomplishments and exemplary norms of conduct (within last 3 years)----- 20 Points</b>	Validated and certified by immediate superior
<p>Outstanding Accomplishments ——— 10 points</p> <p>(Score is 0 or 10)</p>	<p>A. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</p>

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	<ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated” .</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in bullet form</li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul> <p><b>Format:</b></p> <p>I. Situation (Problems addressed)</p> <p>II. Task/Action</p> <p>III. Result/Impact</p>
Exemplary norms of conduct ————— 10 points (Score is 0 or 10)	
<b>6. Awards won for the last 5 years - - - - -10 Points</b>	
a) National - - - - - 10 b) Region- - - - - 8 c) Division- - - - - 6 d) District/Municipal - - - - - 4 e) School/Barangay - - - - - 2	1. Awards taken from a search for performing or outstanding teacher 2. Certified photocopy of certificates, plaques, etc. 3. Memorandum
<b>TOTAL POINTS.....100</b>	

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**OTHER AWARDS**

<b>AWARDS</b>	<b>COVERAGE</b>	<b>CRITERIA</b>	<b>PRIZE (Per Level)</b>
<b>A. BEST SCHOOL BASED MANAGEMENT IMPLEMENTER</b>	Public Schools <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	Please refer to RM No. 278 s. 2019	Plaque of Recognition
<b>B. BEST PRACTICES IMPLEMENTER</b>	Public Schools <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	Please refer to RM No. 148 s. 2020	Plaque of Recognition Finalist - Certificate of Recognition
<b>C. BEST BRIGADA ESKWELA IMPLEMENTER</b>	Public Schools <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	Please refer to RM No. 228 s. 2019	Plaque of Recognition Finalist - Certificate of Recognition
<b>D. FINANCIAL MANAGEMENT</b>	A. Schools Division Office  B. Public Schools <ul style="list-style-type: none"> <li>• Implementing Units</li> </ul>	Annex III-A	Plaque of Recognition

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## NOMINATION FORM FOR STAR AWARDS

For the Month of \_\_\_\_\_

To the SHINE-DepEdCAR PRAISE Committee:

I respectfully nominate \_\_\_\_\_

(Full Name of Employee)

of \_\_\_\_\_

(Position/Designation of Employee)

(Office of Employee)

for the award, (please check only one below):

*Note: Nominations are open to all DepEd-CAR Regional Office employees regardless of sex, age, ethnicity, ability and disability.*

CHECK HERE	AWARD TYPE	INDICATOR
	1. <b>Most Punctual</b>	the earliest to enter the Office and attend activities of the Regional Office; up-to-date submission of reports and DTR
	2. <b>Most Organized Employee</b>	an employee, nominated for being orderly in his or her files, logical in the presentation of his or her outputs, and establishes a system of accomplishing given tasks, shall be given this award
	3. <b>Employee of the Month with Exemplary Ethical Behavior</b>	shall be awarded to an employee who displays any or all of eight norms of ethical behavior provided under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living
	4. <b>Most Client Responsive Employee</b>	an employee who has been commended by a client in the feedback form or who has been nominated by co-employees for being respectful, approachable, flexible, and perceptive to clients shall be awarded this merit
	5. <b>Best Idea Award</b>	shall be received by an employee nominated for sharing a practical and interesting idea that is beneficial to the Office
	6. <b>Best Dressed Employee</b>	shall be given to an employee nominated for wearing appropriate clothing for the right occasions or event in the Regional Office
	7. <b>Other STAR Awards</b>	If there are other awards you would suggest, please indicate the name of award here and the person you nominate for such an award Name of Award: _____ Person Nominated: _____

Name and Signature of Nominator: \_\_\_\_\_

Date of Nomination: \_\_\_\_\_

Validated by PRAISE Committee: \_\_\_\_\_

Chairperson/Representative

Secretariat

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**STAR AWARDS EVALUATION TOOL**

*Note: This tool shall be answered by all RO employees present right after the conduct of the Awarding Activity for STAR Awards*

<b>Name (optional):</b>				
<b>Date of Evaluation:</b>				
<i>Directions: Please evaluate the recently-conducted STAR Awards and give your honest responses to each of the questions by ticking (/) the appropriate column.</i>				
E stands for Excellent, signifying that you are highly satisfied with the activity indicator and would recommend the same in future undertakings.				
VS stands for Very Satisfactory and this signifies that you are a little satisfied with the activity indicator specified.				
G stands for Good. This describes that the activity indicator was met but you are not so satisfied with how it was carried out.				
NI means Needs Improvement which denotes that you are not at all satisfied with the activity indicator and would suggest points for improvement in future endeavors.				
<b>ACTIVITY INDICATORS</b>	<b>E</b>	<b>VS</b>	<b>G</b>	<b>NI</b>
The specific STAR award was relevant to the attainment of DepEd's goals, vision, and mission				
The process of determining awardees was fair or non-discriminatory				
Award was given to the rightful recipient				
Venue for awarding is favorable				
Award was given on time				
Please give suggestions for the improvement of upcoming awarding activities:				

(developed by HRDD, July 2019)

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## TEMPLATE FOR REWARDS AND RECOGNITION PLAN

<b>Name of Office:</b>								
<b>Calendar Year:</b>								
Objectives	Strategies	Specific Tasks or Activities	Performance Indicators	Time Frame	Resources			Remarks
					Human	Financial	Material	

(developed by HRDD, July 2019)

Prepared by: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Chief/Unit Head

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED:**

**Regional Director**

Date: \_\_\_\_\_

### Note:

1. This template shall be followed in preparing the annual R and R plan.
2. The "Remarks" part shall be accomplished at the end of the year to determine status of implementation of the plan (to serve as monitoring tool).

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## TEMPLATE FOR ACCOMPLISHMENT/PROGRAM COMPLETION REPORT

Program Title:						
Location and Venue:						
Duration:						
Date:						
Number of Participants						
	Target Participants			Actual Participants		
	Male	Female	Total	Male	Female	Total
Total						
<b>Executive Summary</b>						
Preliminary Activities:						
During the activity:						
Post Activity:						
Program Objectives						
<b>Program Design/Matrix of Activities</b>						
<b>TITLE OF ACTIVITY</b>						
Terminal Objective:						
<b>MATRIX/DESIGN:</b>						
Time	Session	Session	Methodology	Expected	Facilitator	Remarks

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	Title	Objectives		Output		
Key Results						
QAME Results						
Participants' Feedback						
Resource Materials						
Program report attachment		Attendance Sheet Legal Basis (memo, AR, PR) Pictorials				

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed/Noted:

\_\_\_\_\_  
Chief/Unit Head

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Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

Office of the Regional Director

July 23, 2020

**APPROVAL SHEET**

This Guidelines on Service with Honor and Integrity - Awards and Incentives for Employees of the Department of Education - Cordillera Administration (SHINE-DepEdCAR) is submitted for review and approval:

Submitted by:

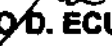
  
**ROSITA C. AGNASI**

EPS - SHINE-DepEdCAR Secretariat

  
**EMMANUELA M. GABOL**

EPS II-SHINE-DepEdCAR Secretariat


Reviewed by the Regional Policy Review Committee (RPRC) Members


  
**PIO D. ECUAN**  
Chief, PPRD  
Member

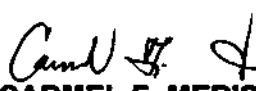
  
**ATTY. SEBASTIAN G. TAYABAN**  
Chief, Finance Division  
Member

  
**EDGARDO T. ALOS**  
Chief Administrative Officer  
Member

**AGUSTIN B. GUMUWANG**  
Chief, ESSD  
Member

  
**JENNIFER P. ANDE**  
Chief, HRDD  
Member

  
**AIDA L. PAYANG**  
Chief, QAD  
Member

  
**CARMEL F. MERIS**  
Chief, CLMD  
Member

  
**ATTY. VANNESSA B. FLORA**  
Attorney IV  
Member

  
**FLORANTE E. VERGARA**  
OIC, ARD  
Member

**APPROVED:**

  
**MAY B. ECLAR, PhD., CESO V**  
Regional Director

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