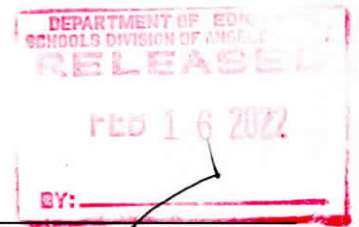




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



February 15, 2022

DIVISION MEMORANDUM

No. 010, s. 2022

IMPLEMENTATION GUIDELINES ON THE APPRAISAL OF AWARDS GIVEN BY DEPED AND OTHER ORGANIZATIONS TO TEACHERS, SCHOOL LEADERS, AND OTHER EMPLOYEES

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
OIC-Chief Education Supervisor, Curriculum Implementation Division
Heads, Public Elementary and Secondary Schools

1. Please be informed of RM 086 s. 2022 entitled "Implementation Guidelines on the Appraisal of Awards Given by DepEd and Other Organizations to Teachers, School Leaders, and Other Employees" dated February 8, 2022.
2. Attached is the Regional Memorandum No. 086 s. 2022 for reference and guidance.
3. Immediate and wide dissemination of and strict compliance to this Memorandum is earnestly desired.

MA. IRELYN P. TAMAYO PhD, CESE
Schools Division Superintendent

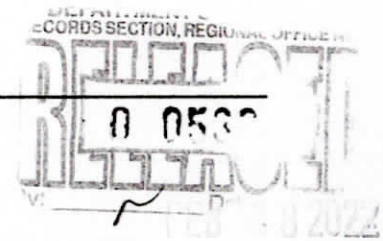


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


REGIONAL MEMORANDUM
No. 086, s. 2022

**IMPLEMENTATION GUIDELINES ON THE APPRAISAL OF AWARDS GIVEN
BY DEPED AND OTHER ORGANIZATIONS TO TEACHERS,
SCHOOL LEADERS, AND OTHER EMPLOYEES**

To : Assistant Regional Director
Schools Division Superintendents
Regional Chiefs of Functional Divisions
Human Resource Merit Promotion & Selection Board
RO/SDO PRAISE Search Committees

1. This is to announce the Implementation Guidelines on the Appraisal of Awards Given by DepEd and Other Organizations to Teachers, School Leaders, and Other Employees as basis in evaluating the documents of teachers, school leaders, non-teaching personnel, and applicants from other agencies or offices to vacant items in the Department of Education, and nominees for the search.
2. The issuance of these guidelines is consistent with the Civil Service Commission (CSC) Program on Awards and Incentives for Service Excellence (PRAISE), and the DepEd Regional Office III rewards and recognition program.
3. The implementation guidelines would settle issues and concerns relative to the evaluation of documents submitted as awards for purposes of identifying the most deserving nominees for recognized award-giving bodies and for ranking of applicants for promotion. Enclosed is the copy of said guidelines, for reference.
4. For information, guidance, and compliance of all concerned.


MAY B. ECLAR, PhD, CESO III
Regional Director

Incl.: As stated
References: Found in the enclosure
To be indicated in the Perpetual Index
under the following subjects:

REWARDS	AWARDS
PRAISE	EMPLOYEES
HRMPSB	

HRDD1/hrdd9
February 7, 2022



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(Enclosure No.1 to Regional Memorandum No. _____, s. 2022)

**IMPLEMENTATION GUIDELINES ON THE APPRAISAL OF AWARDS GIVEN
BY DEPED AND OTHER ORGANIZATIONS TO TEACHERS,
SCHOOL LEADERS, AND OTHER EMPLOYEES**

I. Rationale

Consistent with the CSC MC 01, s, 2001 Program on Awards and Incentives for Service Excellence (PRAISE), and DepEd Order No. 9, s. 2002 Establishing the PRAISE in the Department of Education, DepEd Region III has crafted the guidelines and mechanics in giving rewards and recognition to its teaching, teaching-related, and non-teaching personnel at the Regional Office and Schools Division Offices.

To institutionalize the PRAISE in the Department of Education, DepEd Regional Office III (RO3) and the Schools Division Offices (SDOs) have been given "Bronze Award" (Level II) in the four (4) pillars of Human Resource Framework by the Civil Service Commission as an index of their compliance with the standards set by the Commission relative to rewards and recognition of employees.

While this recognition from the Civil Service Commission (CSC) is highly appreciated by the RO3 and SDOs, it was observed that there is the emergence of other organizations and entities seeking endorsement from the Regional Office through the issuance of an advisory addressed to the SDOs to disseminate their rewards and recognition system.

It was also noted that there were instances when the award ceremony for teachers and school leaders is featured as highlight or culminating activity at the end of trainings, seminars, and conferences. Whether the award is a separate activity or a culminating activity, there should be some clear evidence to prove that the award-giving body observed a certain standard or a due process parallel to that of DepEd that would justify the giving of points for such awards. Paramountly, the award should be given "free", and not generated from the proceeds of the registration fee collected from the participants.

The most pressing issue, however, particularly for the RO/SDO PRAISE Search Committee and the Human Resource Merit Promotion Selection Board (HRMPSB) is the appraisal of the certificates of awards and recognition: whether to accept the award or reject it because of some "gray areas" relative to its merit in substance and in form.



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With these implementation guidelines, there shall be a clear understanding about the awards that should be honored during evaluation of documents of applicants for promotion or during selection of nominees in the search for outstanding teacher, school leader, and other similar award categories.

II. Definition of Terms

The following terms are defined contextually and operationally to provide clear interpretation and understanding of these implementation guidelines:

1. Outstanding Employee Award - is an award given to an employee, substantiated by submission of either a certificate or a plaque of recognition that encompasses the "total" or holistic evaluation of performance and other sterling accomplishments supplemented by other pieces of evidence such as integrity, certifications, among others, and not just one aspect or "partial" evaluation of the employee. Examples of Partial Evaluation Awards: Outstanding Researcher, Outstanding Module Writer, Outstanding Demonstration-Teacher, and the like)
2. Recognized Non-DepEd Award-Giving Body - refers to private institutions, organizations, entities, or collective individuals who give awards to teachers, school leaders, and non-teaching personnel of DepEd. The recognized award-giving body shall neither collect any registration fee from the nominee nor from the nominator, has specific selection criteria, and observes a certain process of evaluation and assessment of the search. (Examples of Recognized Non-DepEd Award-Giving Bodies: Metrobank, Civil Service Commission, Manila Teachers Mutual Aid System or MTMAS)
3. Human Resource Merit Promotion Selection Board (HRMPSB) - is the selection board created by the Regional Office or Schools Division Office whose primary task is to evaluate the documents and assess the potentials of the applicants for promotion purposes, based on the selection procedures articulated in the policies and guidelines set the by Civil Service Commission and the Department of Education.

III. Scope

The coverage of these implementation guidelines includes the HRMPSB, PRAISE Committees of the Regional Office and of the Schools Division Offices in Region III. It applies to the ranking of teaching, teaching-related, and non-teaching personnel who shall apply for vacant positions either for employment or for promotion purposes.



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The guidelines also include those awards given by the Department of Education across levels of governance: office/school, district, division, regional, and national level. It likewise includes awards given by other agencies/organizations, entities, collective individuals, and other government agencies, provided that the awards are not yet used during the last promotion.

This memorandum applies to the selection of nominees of a search and evaluation/ranking of applicants to vacant positions.

IV. Implementation Arrangements

A. Evaluation of the Award Certificate/Plaque

The nominee for the search or the applicant for the position should submit a certified true photocopy of the original document subject to verification by the PRAISE Committee or HRMPSB with the original copy which must be available during the evaluation or validation.

Failure to submit or present the original copy as the HRMPSB/PRAISE Committee deems it necessary shall mean no credit for the award. The following are the equivalent points for the award:

A.1 For promotion ranking purposes (DepEd Order No. 66, s. 2007)

- National Level = 4 points
- Nominee in the department/awardee in the Region = 3 points
- Nominee in the region/awardee in the division = 2 points
- Nominee in the division/awardee in the district = 1 point
- Awardee in the school/office = .5

A.2 For search nomination purposes

Since the number of points for award in search nomination may vary depending on the selection criteria set by the award-giving body, the following may be adopted as guide to equivalent points for the award:

Award Level	5 Point Scale	10 Point Scale	15 Point Scale	20 Point Scale
National	5	10	15	20
Regional	4	8	12	16
Division	3	6	9	12
District/Cluster	2	4	6	8
School/Office	1	2	3	4



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B. Validation of the Screening Process for the Award

To determine the validity and acceptability of the recognition given by other award-giving bodies to an employee, the HRMPSB or PRAISE committee shall check the presence or availability of the following requirements for the award:

- b.1 Copy of the memorandum announcing the search
- b.2 Guidelines/mechanics and selection process and criteria
- b.3 Result of the evaluation for the search duly signed
- b.4 Copy of the certificate or actual plaque/trophy
- b.5 Copy of the program for the awards ceremony
- b.6 Photos/videos and other means of verification as may be required by the committee or by the board for further validation

Ideally, all the aforementioned requirements should be presented or available during the validation. However, it may depend on the level of certainty or uncertainty of the document earlier submitted. DepEd and other recognized award-giving bodies may not warrant the presentation of all the above indicated requirements like awards given by the Metrobank, Civil Service, Manila Teachers Mutual Aid System since their respective Rewards and Recognition Systems have been institutionalized.

The HRMPSB/PRAISE Committee may conduct background investigation or interview with the award-giving body in case the presented evidence would not be sufficient in substance and in form to establish authenticity of the documents and truth beyond reasonable doubt. The awards should be given **“free”**; hence, there should be no registration to be collected from the nominees of the search.

The certificates/plaques of recognition given by award-giving bodies that collected registration fees or any amount of money from the nominees/awardees shall neither be honored by the search committee nor by the selection board.

C. Answering Inquiries/Motion for Reconsideration

All inquiries/complaints shall be made in writing addressed to the Head Office by stating clear, complete, and accurate information as basis for the clarification and decision of the search committee or the selection board.

The letter of inquiry or motion for reconsideration shall be submitted by the nominee to the search committee or by the applicant to the selection board within five (5) days after the evaluation/ranking and shall be acted upon within 15 working days (Paragraph a, Section 5 of R.A.6713) by the HRMPSB/PRAISE Committee from date of receipt.



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Protest may be filed within fifteen (15) days from the announcement and/or posting of appointments subject of protest (CSC MC No. 25, s. 2016), and shall be acted upon within the timeline stated in Paragraph a, Section 5 of R.A. 6713.

The search/selection committee shall write a letter of reply to the motion for reconsideration or protest filed by the nominee/applicant. Similarly, the HRMPSB/PRAISE Committee of the Regional Office or Schools Division Office shall likewise give its justification and clarification letter signed by the Chair of the HRMPSB/PRAISE Search Committee and by the Appointing Authority or Head of Office.

The Regional Office PRAISE Committee and Schools Division Office PRAISE Committee, being created by the Regional Director and the Schools Division Superintendent, respectively, have the authority to investigate, resolve issues and complaints filed by the nominees for the search or the applicants for the vacant positions.

V. Monitoring and Evaluation

The HRMPSB/Search Committee shall conduct a client/customer satisfaction survey as one scheme adopted to ascertain compliance with the standard procedure and as basis for continuous improvement of the business process.

Anchored on the business processes articulated in the DepEd RO3 Citizens' Charter pursuant to R.A. 11032 or The Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the evaluation of documents relative to rewards and recognition by the search committee and the selection board must be attuned to the stipulated guidelines, to strengthen the quality assurance of the implementation of the rewards and recognition system, and the recruitment, selection, and placement of the Department of Education.

As the need arises, a copy of the report on the monitoring and evaluation is to be submitted by the HRMPSB to the Head of Office for information, evaluation, and recommendations for further improvement of the process observed by the search committee/selection board.

The PRAISE Search Committee and the Human Resource Merit Promotion Selection Board (HRMPSB) shall develop and adopt relevant and flexible document evaluation and validation modalities such as physical, virtual, or hybrid which are available and applicable to varying situations particularly during crisis or in times of emergency.



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No nominee or applicant shall be deprived of the opportunity to be accorded fair and just appraisal of awards. The M & E report should include analysis, interpretation, and policy recommendation (if necessary) as baseline for continuous improvement of the delivery of basic services in the Region.

References:

Republic Act No. 6713 An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, To Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violators Thereof and For Other Purposes

CSC Memorandum Circular No. 01, s. 2001 Program on Awards and Incentives for Service Excellence (PRAISE)

CSC Memorandum Circular No. 25, s. 2016 Rules on Revocation of Appointments

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

DepEd Order No. 66, s. 2007 Revised Guidelines on Appointment, Promotion of Other Teaching, Teaching-Related, and Non-Teaching Positions

DepEd Regional Office III Recognition of Employees and Appreciation Program (REAP)



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