



DIVISION MEMORANDUM
NO., 276 s. 2020

AWARDING AND RECOGNITION FOR NON-TEACHING PERSONNEL IN THIS DIVISION

To : Non-Teaching Personnel
 This Division

DepEd DIVISION OF TANGUB CITY
 CITY OF TANGUB
RELEASEE

DATE: 12/4/20

1. The Division Committee Members of Program on Awards and Incentives for Service Excellence (PRAISE) shall conduct a search for Outstanding Non-Teaching Personnel for the year 2020.
2. This search aims "to reward, encourage, recognize employees who have contributed creativity, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or service in the public interest and other personal efforts extended in this time of COVID-19 Pandemic.
3. Enclosed is the Nomination Form to be submitted on or before December 7, 2020
4. Immediate and wide dissemination of this memorandum is enjoined.

AGUSTINES E. CEPE, CESO V
 Schools Division Superintendent

AEC/MTA/12-03-2020

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Form 1-A

NOMINATION FORM

Name of Nominee : _____
Age : _____
No. Of Years in Service : _____

Type of Recognition

- Best Employee Award
- Gantimpala Award
- Exemplary Behavior Award
- Best Organizational Unit Award
- Cost Economy Measure Award
- Service Awards
- Other Awards Set by the Office

Narrative Description of the Nominator to his/her Nominee featuring achievements, unique approach and strategy towards work. (Please use another sheet for the narrative description)

Nominator

Signature over Printed name

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KINDS OF AWARDS

1. BEST EMPLOYEE AWARDS

- is granted to an individual who excelled among peers in a functional group, position or profession.

2. GANTIMPALA AGAD AWARD

- is given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

3. EXEMPLARY BEHAVIOR AWARD

- is given based on the eight norms of conduct provided under RA 6713 "*Code of Conduct and Ethical Standard*". The awardee will be automatically nominated by the agency PRAISE Committee to the Dangal ng Bayan Award.

4. BEST ORGANIZATIONAL UNIT AWARD

- is granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other predetermined criteria.

5. COST ECONOMY MEASURE AWARD

- is granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions results in savings in terms of manhours and cost or otherwise benefit the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.

6. SERVICE AWARD

- is conferred on retirees whether optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.

7. OTHER AWARDS

- A. Outstanding Non-Teaching Employee
- B. Outstanding Administrative Assistant
- C. Money Saver Employee Award





I. Criteria for Outstanding Non-Teaching Employee

a. Average IPCRF Rating for the last 3 years (30%)

<i>Average rating</i>	<i>Points</i>
4.50 – 5.00	30
3.50 – 4.49	20
2.50 – 3.49	10

b. Impact of Accomplishments/Innovations (30%)

- Problems addressed, savings generated, people/office benefitted and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions or mandated or the product of his/her own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered extraordinary.
- The extent to which the idea, suggestion, innovation or invention is being used and its result; the number of persons who benefitted, the paradigm shift it has caused and the amount saved.

c. Attendance and Punctuality (20%)

<i>Punctuality</i>	<i>Points</i>
Always on time	20 points
Total of 15 mins tardy/month	15 points
Total of 30 mins tardy/month	10 points
Total of 45 mins tardy/month	5 points

d. Major Awards/Citations Received/Membership in the organizations/Community service (20%)

II. Criteria for Outstanding Administrative Assistant

a. Average IPCRF Rating for the last 3 years (30%)

<i>Average rating</i>	<i>Points</i>
4.50 – 5.00	30
3.50 – 4.49	20
2.50 – 3.49	10

b. Submission of Reports (30%)

<i>Date Submitted</i>	<i>Points</i>
7 days before deadline	30
5-3 days before deadline	20
On the deadline	10





c. Work Innovation (30%)

- Performing extra duties beyond those normally assigned without taking jeopardizing the main function.
- Volunteering for and working on special projects.
- Providing services to others that are beyond assigned responsibilities.
- Developing new work methods that reduce waste or stretch resources.

d. Attendance and Punctuality (10%)

<i>Punctuality</i>	<i>Points</i>
Always on time	20 points
Total of 15 mins tardy/month	15 points
Total of 30 mins tardy/month	10 points
Total of 45 mins tardy/month	5 points

III. Criteria for Money-Saver Employee Award

a. Net Worth (40%)

<i>Range</i>	<i>Points</i>
Above 2 million	40
1.5M – 2M	30
1M – 1.49M	20

b. Amount of Existing Loan Balance (30%)

<i>Range</i>	<i>Points</i>
P 0.00 – P 30,000.00	30
P 30,001.00 – P 60,000.00	20
P 60,001.00 – P90,000.00	10

c. Unliquidated cash advances (30%)

<i>Percentage of Unliquidated Cash Advance</i>	<i>Points</i>
0% - 3%	30
4% - 6%	20
7% - 10%	10

Categories for Money-Saver Employee Award:

1. Teaching-Related Personnel in the Field
2. Non-Teaching Personnel in the Field
3. Teaching-Related Personnel in the Division Office
4. Non-Teaching Related Personnel in the Division Office

