



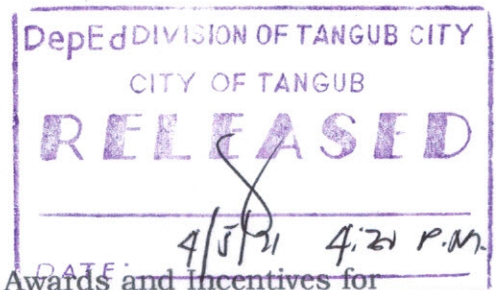
November 5, 2021

DIVISION MEMORANDUM

No. 324 s. 2021

SEARCH FOR MOST OUTSTANDING NON- TEACHING PERSONNEL

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Elementary and Secondary School Heads
This Division



1. Tangub City Division committee on Program on Awards and Incentives for Service Excellence (PRAISE) will conduct a search for Outstanding Non- Teaching Personnel for the year 2021.

2. It aims "to reward, encourage, recognize employees who have contributed creatively, 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. The criteria of this search are as follows;

I. Outstanding Non- Teaching Employees

a. Average (IPCRF) Rating for the last 3 rating periods (35%)

Average Rating	Points
4.50-5.00	35
3.50-4.49	25
2.50-3.49	15

b. Attendance and Punctuality (15%) (January -October 2021)

Punctuality	Points
Always on time	15
Total of 15 mins tardy	13
Total of 30 mins tardy	8

c. Impact of Accomplishments/Innovation (50%)

- **Service: As a Professional Staff** -The extent of occupational competence (record management, administrative support, technical competencies/ provision of frontline services, time management).
- **Values: As a Responsible Citizen** – The degree of manifestation of the DepEd Vision, Mission, Core Values and mandates that the nominee lives and how he /she exemplifies these in his /her personal and professional life and for the common good.





➤ **Impact on Community: As an Agent of Positive Change and Influence** – The extent of guiding colleagues to strengthen relationship with stakeholders to maximize their involvement in the educative process.

II. Outstanding Administrative Assistant

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

Average Rating	Points
4.50-5.00	30
3.50-4.49	20
2.50-3.49	10

b. Submission of Reports (30%)

Date Submitted	Points
7 days before deadline	30
5-3 days before deadline	20
On the deadline	10

c. Impact of Accomplishments/Innovation (30%)

- **Service: As a Professional Staff** -The extent of occupational competence (record management, administrative support, technical competencies/ provision of frontline services, time management).
- **Values: As a Responsible Citizen** – The degree of manifestation of the DepEd Vision, Mission, Core Values and mandates that the nominee lives and how he /she exemplifies these in his /her personal and professional life and for the common good.
- **Impact on Community: As an Agent of Positive Change and Influence** – The extent of guiding colleagues to strengthen relationship with stakeholders to maximize their involvement in the educative process.

c. Attendance and Punctuality (10%) (January -October 2021)

Punctuality	Points
Always on time	10
Total of 15 mins tardy	8
Total of 30 mins tardy	6

4. Enclosed is the Nomination Form to be submitted on or before November 15, 2021.
5. Immediate and widest dissemination of this Memorandum.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent 

AEC/drd 11-05-21

