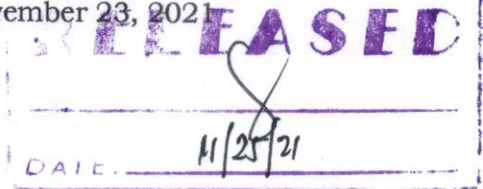




November 23, 2021

DIVISION MEMORANDUM

No. 349 s. 2021



**ADDENDUM TO DIVISION MEMORANDUM NO.324 S. 2021
RE: SEARCH FOR MOST OUTSTANDING NON- TEACHING PERSONNEL**

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

1. Regarding Division Memorandum No. 324, s. 2021, re: Search for Most Outstanding Non-Teaching Personnel, the following information and clarifications are added.

I. Outstanding Employee

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

II. Outstanding Gantipala Agad Award

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

III. 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.

IV. Other Awards

- a. Outstanding Administrative Officer
- b. Rising Employee Awardee

2. All other provision on the previous Memorandum remains in effect.
3. Immediate and widest dissemination of this Memorandum.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/drd 11-23-21

