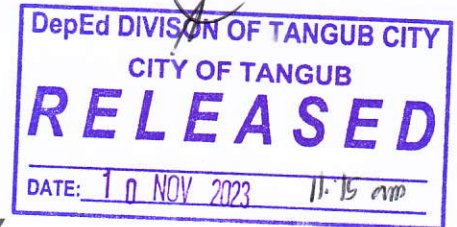




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



November 6, 2023

DIVISION MEMORANDUM

No. 396, s. 2023

**DIVISION SEARCH FOR MOST OUTSTANDING TEACHING RELATED AND
NON- TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District In-charge (PSDICs)
Elementary and Secondary School Heads
Division PRAISE Committee
Non-Teaching Personnel
Section Heads
All Others Concerned
This Division

1. Per DepEd Order No.9, S. 2002 titled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education and DepEd Order No.78 S. 2007 titled Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education, this Office conducts the Division Search for the 2023 Most Outstanding Teaching - Related (Division Based) Non-Teaching Personnel.

2. The search aims at rewarding, encouraging, and recognizing employees within Levels 1 and 2 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 the Division.

3. Non- Teaching and Teaching Related personnel who have previously won the STELLAR Awards are ineligible to participate in the current activity.

4. Public Schools District In-Charges (PSDICs) shall create a committee with the following compositions:

a. School Level:

Chairperson: School Head

Members: President, School Teachers` Organization, PTA President

b. District Level:

Chairperson: District In-Charge within the district

Members: School Heads, District Teachers` Organization, PTA President



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5. Immediate head/ section head shall endorse/nominate the candidate through a nomination letter with a nomination form.
6. The Division committee on Program On Awards and Incentives For Service Excellence (PRAISE) will screen and evaluate the district winners.
7. Winners shall be recognized during 2023 Tangub Stellar Asenso DepEd Achievement (TSADA) Awards on December 19, 2023.
8. Adherence Awardee to the timeline is crucial to ensure the smooth execution of the activity and mitigate any potential disruptions to the process.

Activities	Dates
District Level Screening and Selection Process	November 17, 2023
Submission of documents to the Division Office	November 21, 2023
Division Level Screening and Selection (Division PRAISE Committee)	November 23-24, 2023

Categories/ Best Employee Award	Positions
Level 1	<ol style="list-style-type: none">1. Administrative Aide I-VI2. Administrative Assistant I-III3. Administrative Officer I
Level II	<ol style="list-style-type: none">1. Librarian I-II2. Administrative Officer II-V3. Project Development Officer I-II4. Education Program Specialist II5. Senior Education Program Specialist6. Education Program Supervisor7. NURSE II8. DENTIST II
Other Awards	<ol style="list-style-type: none">1. Outstanding Employee is granted to an individual who excelled among peers in a functional group, position or profession.2. 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.3. Special Award Best in Attendance



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9. The following are enclosed for references:

- a. Enclosure No.1 - Mechanics and Criteria for the Evaluation
- b. Enclosure No.2 - Nomination Form
- c. Enclosure No.3 - List of Official District Winners

10. Further, the Equal Opportunity Principle (EOP) shall be exercised to underscore the Department's policy of no discrimination against any employee for rewards and recognition regardless of age, gender, civil status, disability, religion, ethnic group and political beliefs.

11. Immediate and widest dissemination of this Memorandum.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 396, s. 2023

MECHANICS

- a. All units including schools shall submit their nominees with attached supporting documents on or before November 10, 2023.
- b. Supporting documents of the nominees shall be evaluated per category through a point system.
- c. The screening committee shall get the first 5 nominees per category to be recommended to the PRAISE committee.
- d. The PRAISE committee shall do the final evaluation and select the top 3 awardees per category with the corresponding ranks.
- e. Winners will be notified a week before the Awarding Ceremony of the scheduled Awards Night.

CRITERIA FOR EVALUATION

1. Outstanding Quality and Consistency of Performance: Over Past three years, consistently high-performance ratings have been a notable hallmark, significantly contributing to the organization/ institution's achievements (20 Points)

- 4.900-5.000 - 20 points
- 4.800-4.899 - 18 points
- 4.700-4.799 - 16 points
- 4.600-4.699 - 14 points
- 4.500-4.599 - 12 points

2. Exceptional Responsiveness to the Public/ Clientele: Demonstrated a commitment to delivering timely, courteous, and comprehensive services to the public / clients (20 points)

- Consistently delivers timely, courteous, and comprehensive service to the public/clients (20 points)
- Frequently provides prompt, courteous, and adequate service to the public/ clients (18 points)
- Regularly extends timely, courteous, and adequate service to the public/clients (16 points)
- Occasionally provides prompt, courteous, and adequate service to the public/clients (14 points)
- Seldom extends prompt, courteous, and adequate service to the public/clients (12 points)



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3. Dedication and Diligence: The level of enthusiasm, sincerity, and industriousness demonstrated in fulfilling tasks, duties, and responsibilities (20 points)

- Exhibits an exceptionally high level of dedication and diligence in their work. (20 points)
- Demonstrates a commendable level of dedication and diligence in their work (18 points)
- Displays an average level of dedication and diligence in their work (16 points)
- Shows a limited level of dedication and diligence in their work (14 points)
- Exhibits a very limited level of dedication and diligence in their work. (12 points)

4. Honesty, Trustworthiness, and Sincerity: The extent or truthfulness, dependability, and transparency exhibited in one's words and actions as an employee (20 points)

- Demonstrates an exceptionally high level of commendable honesty, truthfulness, and sincerity (20 points)
- Displays a commendable high level of honesty, truthfulness, and sincerity. (18 points)
- Exhibits an average commendable depth of honesty, truthfulness, and sincerity. (16 points)
- Shows a less commendable depth of honesty, truthfulness, and sincerity. (14 points)
- Demonstrates the least commendable depth of honesty, truthfulness, and sincerity (12 points)

5. Level of Challenge and Inherent Risk in a Work: The extent of sacrifice, danger, and hazard significantly associated with the tasks at hand (20 points)

- Faces exceptionally high levels of difficulty and risk in their work (20 points)
- Encounters high levels of difficulty and risk in their work (18 points)
- Deals with average levels of difficulty and risk in their work (16 points)
- Experiences relatively low levels of difficulty and risk in their work (14 points)
- Encounters very low levels of difficulty and risk in their work (12 points)



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Enclosure No. 2 to Division Memorandum No. 316, s. 2023

NOMINATION FORM

Name of Nominee : _____
Age : _____
No. of years in Service : _____

Type of Recognition

Level I

Level II

Other Awards Set by the Office

Outstanding Employee

Exemplary Behavior Award

Special Award (Best in Attendance)

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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Enclosure No. 3 to Division Memorandum No. 396, s. 2023

LIST OF OFFICIAL DISTRICT WINNERS

DIVISION SEARCH FOR MOST OUSTANDING TEACHING RELATED AND
NON- TEACHING PERSONNEL

DISTRICT: _____

Category	Name of Winner	Schools	Contact Number

The District Screening and Selection Committee certifies that the information contained herein, and the accompanying supporting documents, are true and correct.

Chairman

Member

Member



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