



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 25, 2020

OFFICE MEMORANDUM

No. **378**, s. 2020

To: Director III
Regional Office Division Chiefs
PRAISE Committee
All Others Concerned

**CONDUCT OF THE STAGE 1 SCREENING FOR THE SEARCH OF THE MOST
OUTSTANDING DEPED REGION VIII EMPLOYEES AND OFFICES
CUM MID-YEAR ASSESSMENT**

1. This Office, through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee, shall conduct the Stage 1 Screening for the Search of the Most Outstanding DepEd Region VIII Employees and Offices cum Mid-Year Assessment on October 1 & 2, 2020 at the Training Hall I, RELC NEAP, DepEd RO8 Compound, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
 - a. evaluate the documents of the nominees based on the set criteria;
 - b. come up with a short listing of nominees who shall proceed to the stage 2 of the screening process; and
 - c. discuss the progress of the committee.
3. The participants are advised to observe precautionary measures such as wearing of facemasks and to maintain physical distancing during their attendance to this activity.
4. The expenses incurred relative to the conduct of the activity shall be charged against local funds, subject to the usual auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO IV

Director IV

DEPARTMENT OF EDUCATION
REGION VIII, EASTERN VISAYAS

RELEASED



Government Center, Candahug, Palo, Leyte
(053) 323-3156 | region8@deped.gov.ph
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DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 2

Date / Tracking No.



2:10 pm/8





Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

July 10, 2020

REGIONAL MEMORANDUM

No. **396**, s. 2020

GUIDELINES AND CRITERIA FOR THE 2020 AWARDING CEREMONY

To: Schools Division Superintendents
 All Others Concerned

1. This Office, through the Regional Program on Awards and Incentives for Service Excellence (PRAISE) Committee, releases the attached guidelines and criteria per award category for the 2020 Awarding Ceremony.

2. The awards to be given are as follows:

- Most Outstanding Teacher
- Most Outstanding School Head
- Most Outstanding School
- Most Outstanding Non-Teaching Personnel (Level 1)
- Most Outstanding Non-Teaching Personnel (Level 2)
- Most Outstanding ALS Implementer
- Most Outstanding Supervisor
- Most Outstanding Schools Division Office
- Brigada Eskwela Best Implementing School
- School-Based Management (SBM) Level III of Practice

3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO-IV

Director IV *Am*

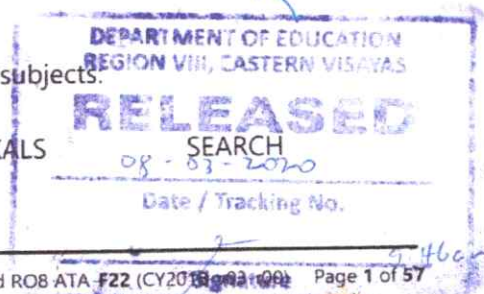
Enclosure: As stated

Reference: 2020 AIP

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES
 HRDD-JPR

PUBLIC OFFICIALS



**GUIDELINES ON THE SELECTION OF THE
MOST OUTSTANDING DEPED REGION VIII PERSONNEL AND OFFICES**

RATIONALE

Rewards and Recognition (R & R) is one of the major components of the Human Resource in an organization. Primarily, it aims to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their innovations, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, and/or other extra ordinary acts or services in the interest of the public.

To continually encourage and recognize creativity, innovativeness, efficiency, productivity, integrity, courage, and selflessness in the public service, the Department of Education Region VIII adopts DepEd Order No. 9, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education* which was originally approved in 2002 by the Civil Service Commission (CSC) based on the Revised Policies on Employee Suggestions and Incentive Awards System under CSC Resolution No. 0100112 and CSC Memorandum Circular No. 01, s. 2001. The system promoted uniformity and consistency in the implementation of the awards and incentives program in the Department. The Program on Awards and Incentives for Service Excellence or Revised PRAISE is aligned with the Maturity Level 2 of the Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM), Lingkod Bayan, and Dangal ng Bayan and other Awards of the Civil Service Commission (CSC) and is intended to recognize and reward Department of Education Region VIII employees who made a difference in the performance of their duties and whose contributions made a great impact not only to the Department but also to the community. This program is also in consonance with other award giving bodies such as the Metrobank Foundation, Ulirang Guro, Career Executive Service, and other Presidential Awards. This program recognizes and rewards employees' achievements based on their respective outputs and attitudes that they have demonstrated in the delivery of their functions as well as exemplary ethical behavior or heroic acts that they have exhibited.

1. COMPOSITION OF THE REGIONAL PRAISE COMMITTEE

Honorary Chairperson	Dr. Ramir B. Uytico, CESO IV, Director IV
Chairperson	Mr. Arnulfo M. Balane, CESO V, Director III
Co-Chairperson	Dr. Harvie D. Villamor, Chief, Human Resource Development Division
Members	Ms. Mercedes D. Sarmiento, Chief, Administrative Division
	Dr. Rosemarie M. Guino, OIC-Chief, Curriculum and Learning Management Division

	Mr. Cesar P. Verunque, Chief, Educational Support Services Division
	Ms. Alma E. Suyom, Chief, Finance Division
	Dr. Alejandrino L. Yman, Chief, Field Technical Assistance Division
	Dr. Isidro C. Catubig, Chief, Policy, Planning and Research Division
	Dr. Rita R. Dimakiling, Chief, Quality Assurance Division
Secretariat	Dr. Josemilo P. Ruiz, EPS, HRDD
	Ms. Eva R. Rosales, AO V, Personnel, AD
	Ms. Maureen Charisse A. Maltos, EPS II, HRDD

2. 2020 SCHEDULE OF ACTIVITIES

DATE	ACTIVITY	REMARKS	EXPECTED OUTPUT
January to December 2020	Conduct of On-the-Spot Awards <i>(for the Regional Office personnel only)</i>	PRAISE Committee	Conducted On-the-Spot Awards
March 2020	<p>PLANNING</p> <ul style="list-style-type: none"> assessment of the 2019 R & R activities plan for 2020 R & R activities come up with standards and processes in evaluating and validating the nominees for the awards; and discuss other issues and concerns. 	PRAISE Committee Meeting	Crafted the 2020 Rewards and Recognition (R & R) Plan
May 2020	Presentation of the Awards to be given during the awarding ceremony per functional division	<p>In-Charge: Functional Division</p> <p>Coordinate with the PRAISE Committee</p> <p>Guidelines and criteria must be attached</p>	
June 8, 2020	Finalization of the Awards to be given during the awarding ceremony per functional division	PRAISE Committee	

June 10-25, 2020	Conduct of validation of the guidelines and criteria to be institutionalized in the Office	PRAISE Committee and selected validators from SDOs	Validated guidelines and criteria for the awards in the Office
July 10, 2020	Issuance of Memorandum of the Rewards and Recognition Plan to the field	PRAISE Committee	Issued Memorandum re: Rewards and Recognition Plan
August 2020	Conduct of Mid-Year Assessment	PRAISE Committee Meeting	Conducted the Mid-year assessment
July 15 to September 15, 2020	Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Employee and Offices at the Schools Division Offices (SDOs)	Division/School PRAISE Committee	Identified the nominees per award category
September 21-25, 2020	Submission of Nominees by the Schools Division Offices corresponding to each award category	The Nomination Form, together with the required documents, can be submitted through email, courier, and other platforms. Check and ensure the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat Late documents will not be accepted	List of Nominees from the 13 SDOs
September 29 to October 2, 2020	Stage 1 Screening and shortlisting period • Evaluation of documents of the nominees based on the set criteria	In-charge: PRAISE Committee c/o Functional Division	Screened qualified and shortlisted nominees

	<ul style="list-style-type: none"> Short listing of the nominees 	Qualified nominees will be notified	
October 12-23, 2020	<p>Stage 2</p> <ul style="list-style-type: none"> Teleconferencing/video/onsite validation of the qualified nominees 	Only the top 3 shortlisted in every category shall undergo the validation process (Exemption: SBM Level of Practice)	Qualified nominees validated through teleconferencing/ onsite
October 26-30, 2020	Preparation, finalization, and PRAISE Meeting	PRAISE Committee convenes and deliberates the results	Final results of deliberation
November 16-20, 2020	Announcement of the Winners per award category	PRAISE Committee prepares logistics for the awarding	Fielded the Memorandum re: Announcement of Winners
November 28, 2020	Conduct of Awarding Ceremony	Venue to be announced	Conducted through Project Duhol
December 10, 2020	Submission of the Activity Completion Report	PRAISE Committee	Submitted the Activity Completion Report

3. PROCEDURE FOR NOMINATING, EVALUATING, AND IDENTIFYING FOR THE MOST OUTSTANDING TEACHER

3.1 The School PRAISE committee shall conduct a selection process at the school level. The prescribed evaluation template shall be used in evaluating the document of the candidates.

3.2 The candidate with the highest score shall be nominated to the district level. A nomination form shall be duly accomplished and all the other requirements, as reflected on the list, shall be submitted by the School PRAISE Committee Chairperson to the District PRAISE Committee. Attached to the nomination shall be a documentation (pictorials, ACR, etc.) of the actual conduct of the school selection procedure.

3.3 The District PRAISE Committee shall validate and evaluate the forwarded documents using the same evaluation template. The district nominee with the highest score shall be nominated to the Division PRAISE Committee as the district nominee. The District