



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

September 14, 2023

OFFICE MEMORANDUM
HRDD-2023- **587**

**CRITERIA OF THE DEPED REGIONAL OFFICE VIII PROGRAM ON AWARDS
AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
SPECIAL AWARDS**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the Human Resource Development Division (HRDD), disseminates the attached criteria of the DepEd Regional Office VIII PRAISE Special Awards.
2. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

HRDD-RVR



Enclosure to Office Memorandum No. 587, s. 2023

**CRITERIA OF THE DEPED REGIONAL OFFICE VIII PROGRAM ON AWARDS
AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
SPECIAL AWARDS**

A. MOST PUNCTUAL AWARD	
<i>Cut-off Date: A month before the conduct of the Awarding Ceremony</i>	
1	Completion of 8-hour a day/40-hour per week
2	No record of Tardiness regardless of number of minutes
3	No record of Undertime regardless of number of minutes
4	No record of Pass Slip on going out of the Office premises on Personal Business
5	No record of going out of the office premises without pass slip
6	No Record of Absence/s without Official Leave
<i>To be provided by the Personnel Section based on the submitted Daily Time Records (DTRs)</i>	
B. THE LOYALTY AWARD	
<i>Cut-off Date: Date of the Awarding Ceremony</i>	
Pursuant to CSC MC No. 6, s. 2002	
1	An official or employee who rendered ten (10) years of continuous and satisfactory service in the government and every five (5) years thereafter.
2	An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period for the 1st 10 years.
3	An official or employee who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the 5-year period for the succeeding 5-year milestone.
4	Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap. Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.
<i>To be provided by the Personnel Section based on the Service Records</i>	
C. PROMPT SUBMISSION OF REPORTS AWARD	
<i>Cut-off Date: A month before the conduct of the Awarding Ceremony</i>	
1	Daily Time Record (DTR) (based on the Chief's record of signing the DTR)
2	Submission of Individual Performance Commitment Review Form (IPCRF) Target and Accomplishments



3	Reports required for the Regional Monitoring Evaluation and Adjustment (RMEA)/Program Implementation Review (PIR) (to be identified by the Chief/Immediate Head)
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4	Assigned reports based on KRA and other relevant reports (to be identified by the Chief/Immediate Head)
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To be provided by the Chief of each Functional Division/ Office of the Regional Director

D. ACTIVE PARTICIPATION TO RO ACTIVITIES AWARD

Cut-off Date: A month before the conduct of the Awarding Ceremony

1	Attendance to Flag Raising Ceremony/Retreat (to be provided by the Personnel Section) (with exemption of those on official travel/business on Mondays/Fridays)
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2	Attendance to National Trainings/Meetings/Orientations/Activities
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3	Attendance to Regional Trainings/Meetings/Orientations/Activities
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4	Meetings called for by the Chief (based on record of attendance)
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5	Other RO activities
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To be provided by the Chief of each Functional Division/ Office of the Regional Director

E. INNOVATION AWARD

This award shall be given to employee/s who introduced new ideas, goods, services, and practices which are intended to be useful and could address gaps on access, quality and relevance, and governance or management of education services with proper documentation.

To be provided by the Chief of each Functional Division/ Office of the Regional Director

F. GAWAD NG REGIONAL DIRECTOR AWARD

This award is given to employee/s with distinguished accomplishment as determined by the Regional Director.

