



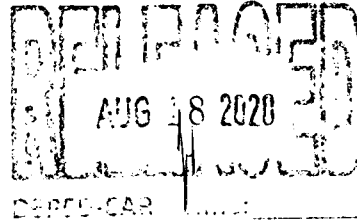
Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION

Office of the Regional Director

August 4, 2020

REGIONAL MEMORANDUM

No. 240-2020



**2020 SEARCH FOR BEST OFFICE AND EMPLOYEES OF THE DEPARTMENT OF  
 EDUCATION CORDILLERA ADMINISTRATIVE REGION**

To: Schools Division Superintendents  
 Chiefs of Division  
 All others Concerned

- In line with Regional Memorandum No. 232 s. 2020, "SHINE DepEd Policies and Guidelines on Rewards and Recognition", this office announces the submission of entries for the 2020 Search for the Best Functional Division/Unit and Employees in the Regional Office; Best Schools Division Office and employees, schools, school heads and teachers in the region.
- The schedule of activities for the 2020 Search for Best Office and Employees of the Department of Education-Cordillera Administrative Region is as follows:

ACTIVITIES	SCHEDULE
<b>Schools Division Offices Entries</b>	
Deadline of submission for entries duly assessed by the Division PRAISE - through the Regional Office Records Section	October 20, 2020
Preliminary Evaluation of entries	October 22-23, 2020
Meeting of SHINE DepEdCAR	October 27, 2020
Rating/Evaluation of documents of applicants and validation	October 28-30 & Nov. 2-4, 2020
Finalization of Results	November 5-6, 2020
<b>Regional Office Entries</b>	
Deadline of submission of entries	November 4, 2020
Rating/Evaluation of Documents	Nov. 5-6, 2020
Finalization of results	Nov. 9, 2020
Awarding Ceremony	December 10, 2020

- The objectives of the activity are the following :
  - Motivate, distinguish and reward men and women employees for their exceptional work performance which contribute in achieving DepEd's mission and vision.
  - Motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts in the improvement of service delivery.



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4. The Criteria provided in Regional Memorandum No. 232 s. 2020 shall be used by the Schools Division Office PRAISE Committee to select their entries for the 2020 regional search.
  
5. Each Regional Functional Division and Schools Division Offices shall submit one (1) entry for each of the following categories:

<b>A. Regional Awards for Regional Office</b>	
	1. Outstanding Employee (one entry per Functional Division in each category) <ol style="list-style-type: none"> <li>a) Supervisor Category</li> <li>b) Non-Teaching Category           <ol style="list-style-type: none"> <li>i. Level 1 (Salary Grade 1-9)</li> <li>ii. Level 2 (Salary Grade 10-16)</li> <li>iii. Level 3 ( Salary Grade 18-23) except EPS</li> </ol> </li> </ol>
	2. Best Functional Group <ol style="list-style-type: none"> <li>a) Division</li> <li>b) Unit</li> </ol>
	3. Special Awards <ol style="list-style-type: none"> <li>a) Office Laurel Award</li> <li>b) Service Commitment</li> <li>c) Lifelong Learning (Educational Advancement)</li> <li>d) Loyalty Awards</li> </ol>
<b>B. Regional Awards for Schools Division Office</b>	
	1. Outstanding Employee (one entry per SDO for each category) <ol style="list-style-type: none"> <li>a) Supervisor Category</li> <li>b) Non-Teaching Category           <ol style="list-style-type: none"> <li>i. Level 1 (Salary Grade 1-9)</li> <li>ii. Level 2 (Salary Grade 10-16)</li> <li>iii. Level 3 ( Salary Grade 18-23) except EPS</li> </ol> </li> </ol>
	2. Outstanding Schools Division Office
<b>C. Regional Awards for Schools</b>	
	1. Outstanding School Award (one entry per SDO for each category) <ol style="list-style-type: none"> <li>a) Public Schools           <ol style="list-style-type: none"> <li>i. Elementary</li> <li>ii. Junior HS only</li> <li>iii. Junior HS with Senior HS</li> <li>iv. Multi-grade school</li> </ol> </li> <li>b) Private Schools           <ol style="list-style-type: none"> <li>i. Elementary</li> <li>ii. Secondary</li> </ol> </li> </ol>





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	2. Outstanding School Head Awards (one entry per SDO for each category) a) Public Schools i. Elementary ii. Secondary b) Public School i. Elementary Secondary ii. Secondary
	3. Outstanding Teacher Award (one entry per SDO for each category) a) Public Schools i. Elementary ii. Junior and Senior iii. Alternative Learning System Implementer iv. Multigrade

6. For more information and queries, please contact Sasha Joseph Daganos and Emmanuela M. Gabol at telephone no. (074) 422-1804 or email at [hrdd.depedcar@gmail.com.ph](mailto:hrdd.depedcar@gmail.com.ph)
7. Immediate and widest dissemination of and strict compliance to this memorandum is desired.

  
**MAY B. ECLAR, PhD., CESO V**  
Regional Director

HRDD:emma



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Inclosure No. 1 to RM \_\_\_\_\_ s. 2020

**Coverage and Rewards for Specific Awards:**

AWARDS	COVERAGE	CRITERIA	PRIZE (per level)
<b>1. Outstanding Regional Office Employee Award</b>			
A) Supervisor Category	All Education Program Supervisors (EPS)	Annex I-A	Per Category: 1. Plaque of Recognition 2. Cash Prize of Php10,000.00
B) Non-Teaching Category	Level 1 – Salary Grades 1-9  Level 2 – Salary Grades 10-16  Level 2 SG 18-23 (except EPS)	Annex I-B	
<b>2. Outstanding Regional Office Functional Division/Unit/Section Award</b>			Plaque of Recognition
A) Division Category	All functional Divisions	Annex I-C	Cash prize – 20,000 (unit/section)
B) Unit/Section Category	All units/sections		Cash Prize -30,000 (Division)
<b>3. Special Awards</b>			Plaque of Recognition
A) Office Laurel Award (Individuals or Groups awarded or recognized by other institutions/agencies)	RO Employees	Annex I-D	
B) Service Commitment	RO Employees		
C) Lifelong Learner Award (Educational Advancement)	RO Employees		
D) Loyalty Award	All permanent employees	CSM MC No. 6 s. 2002- Revised Policies on the	1. Plaque of Recognition 2. Bronze Service Pin



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		Grant of Loyalty Awards, Do. 55 s. 2003 & M+DM No. 153 s. 2015	3. Silver service ring 4. Gold Service Medallion
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**REGIONAL AWARDS FOR SCHOOLS DIVISION OFFICES**

AWARDS	COVERAGE	CRITERIA	PRIZE(Per Level)
<b>A. OUTSTANDING SCHOOLS DIVISION OFFICE</b>	A. All 8 SDOs	ANNEX II-A	1. Plaque of Recognition  2. Cash Prize:  Best - 20,000.00  Finalist - Certificate of Recognition
<b>B. OUTSTANDING DISIVION SUPERVISOR</b>	A. RO & All 8 SDOs	ANNEX II-B	1. Plaque of Recognition  2. Cash Prize:  Best - 10,000.00  Finalist - Certificate of Recognition
<b>C. OUTSTANDING DIVISION OFFICE NON-TEACHING PERSONNEL</b>	A. Level I – 1 per SDO  B. Level II – 1 per SDO	ANNEX II-C	1. Plaque of Recognition  2. Cash Prize:  Best - 10,000.00  Finalist - Certificate of Recognition

**REGIONAL OFFICE AWARDS FOR SCHOOLS**



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AWARDS	COVERAGE	CRITERIA	PRIZE (Per Level)
<b>A. OUTSTANDING SCHOOL AWARD</b>	A. Public Category <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> <li>• Multigrade</li> </ul>	ANNEX III-A	1. Plaque of Recognition  2. Cash Prize:  Best - 15,000.00  Finalist - Certificate of Recognition
	B. Private Category <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	ANNEX III-B	
		ANNEX III-C	
<b>B. OUTSTANDING SCHOOL HEAD AWARD</b>	A. Public Category <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	ANNEX III-D	1. Plaque of Recognition  2. Cash Prize:  Best - 10,000.00  Finalist - Certificate of Recognition
	B. Private Category <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	ANNEX III-E	
<b>C. OUTSTANDING TEACHER AWARD</b>	A. Public Sch. Teacher <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> <li>• ALS</li> <li>• Multigrade</li> </ul>	ANNEX III-F	1. Plaque of Recognition  2. Cash Prize:  Best - 10,000.00  Finalist - Certificate of Recognition
		ANNEX III-G	
		ANNEX III-H	
	B. Private Sch. Teacher <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	ANNEX III-I	

