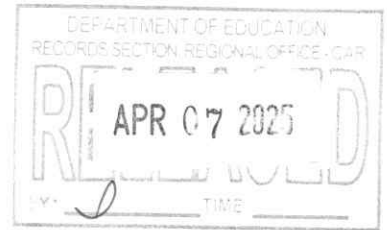




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION




04 April 2025

REGIONAL MEMORANDUM
 HRDD 248.2025

**REVISED POLICY GUIDELINES ON REWARDS AND RECOGNITION SYSTEM
 OF DEPED CORDILLERA ADMINISTRATIVE REGION**

To: Assistant Regional Director
 Schools Division Superintendents
 RO Functional Division Chiefs
 All Others Concerned

1. Pursuant to DepED Order No. 9 s. 2002 Re: Establishment of the Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Order No. 78, s. 2007 on Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education, the Department of Education-CAR through the Human Resource Development Division (HRDD) issues these Policy Guidelines on the Rewards and Recognition System of DepEd-CAR which aims to promote quality performance and commitment to public service among its employees and support innovative and sustainable practices in education.
2. The guidelines constitute the mechanics and procedures in assessing, evaluating, rewarding and recognizing teaching, related-teaching and non-teaching personnel in the school, district, division and regional level regardless of age, sex, gender or sexual orientation, religious and political affiliation, disability and ethnicity or cultural backgrounds.
3. With the commitment to improve the policy guidelines and ensure its continued relevance, it has undergone comprehensive review and validation process. The review was conducted to address evolving needs and clarify ambiguities arising from unclear provisions making it less susceptible to misinterpretation. The validation process also involved consultations with key stakeholders and assessment of program implementation to strengthen its effectiveness, fairness and inclusivity. With these refinements, the updated policy guarantees improved processes and mechanics which ensures that exemplary achievements are duly rewarded in the region.
4. All related regional issuances, rules and regulations that are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
5. Immediate dissemination of and compliance to this memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV/Regional Director

HRDD/RCA/Sasha

**REVISED POLICY GUIDELINES ON REWARDS AND RECOGNITION SYSTEM
 OF DEPED CORDILLERA ADMINISTRATIVE REGION**



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**REVISED POLICY GUIDELINES ON REWARDS AND RECOGNITION SYSTEM OF
DEPED CORDILLERA ADMINISTRATIVE REGION**

I. RATIONALE

In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and pursuant to DepEd Order No. 9, s. 2002, DepEd-CAR adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE).

The system is designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvements in DepEd operations, or for other extraordinary acts or services for the common good and public interest.

This policy likewise abides by Regional Order 008, s. 2018 entitled Regional Policy Guidelines on the incorporation of the Equal Opportunity Principle (EOP) as stated in Paragraph D, numbers 1 and 2 that "Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. ²Every employee is rewarded according to his or her contribution to the attainment of the organization's goal and objectives or based on an individual's performance, capability, and potential. Rewards and recognition can also be used as a basis for earning points for promotion purposes.

DepEd-CAR's R&R system is designed to be more adaptable, advanced and progressive for an improved employee engagement in order to deliver excellent customer or client experience resulting to an increased client satisfaction.

II. OBJECTIVES

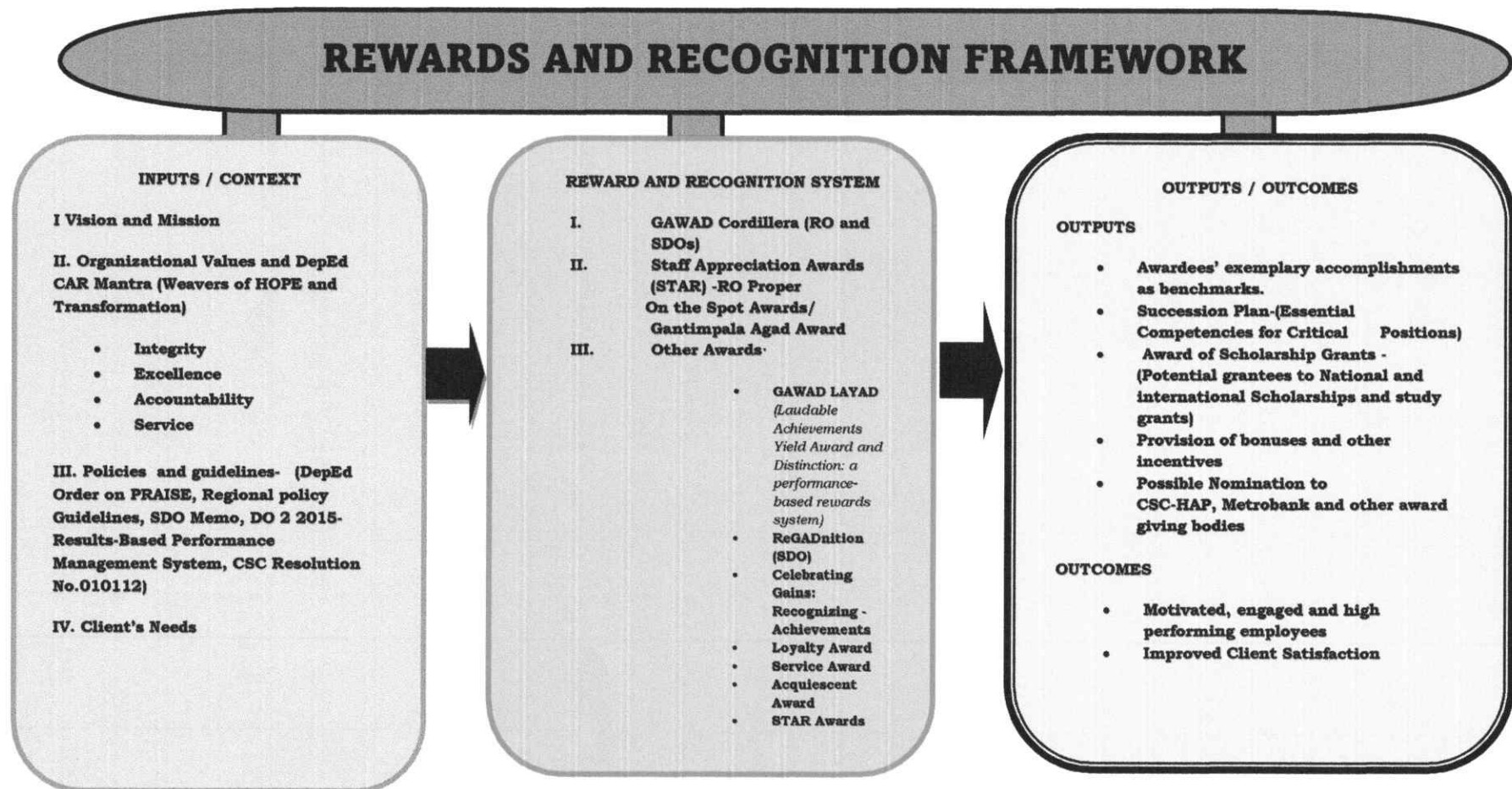
A. General

To encourage, recognize and reward individuals and groups for their suggestions, innovative ideas, inventions, discoveries, heroic deeds, exemplary behavior and extraordinary acts of service in the public service, which contribute to the efficiency, economy, and improvement in DepEd Operations which lead to organizational productivity.

B. Specific

1. To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving male and female employees;
2. To recognize and reward accomplishments and innovations periodically or as the need arises; and
3. To provide incentives and interventions to motivate employees to be actively engaged in sharing their innovative ideas, suggestions, discoveries and exemplary efforts for the improvement of service delivery.

III. REWARDS AND RECOGNITION FRAMEWORK



The R&R framework is designed to guide DepEd-CAR build a recognition program to formally acknowledge employee's performance, achievements, innovations, and ideas at work that will maintain a motivated and satisfied and high performing workforce. Building an effective rewards system that is adaptable, responsive, and inclusive will help set an R & R mechanism in place.

The initial component of this framework is its input/context which illustrates the R & R program alignment with core organizational values, such as Integrity Excellence, Accountability, Service together with DepEd Vision and Mission, anchored with R & R Policies and Performance Management Guidelines (DepEd Order on PRAISE Regional Memo, SDO Memo, DO 2 s. 2015 Results-Based Performance Management System) and Client Satisfaction Survey Results. When rewards and recognition program is aligned with organization's core, the entire program becomes a powerful tool to influence employee behavior and solidify the culture that defines the organization. Moreover, R&R policies that encourage and reward employees for their outstanding performance boost employees' spirits, increase employees' efficiency, engagement and productivity and confirm that their work is valued and recognized.

The R&R system also deploys various rewards system with recognition being the central theme for reinforcing practices that heighten performance and productivity and lower employee turnover. It includes the following; GAWAD Cordillera (RO and SDOs), On the Spot Awards/ Gantimpala Agad Award, Other Awards; GAWAD-LAYAD Award (RO), ReGADnition (RO), Celebrating Gains: Recognizing Achievements, Loyalty Award, Service Award, Most Acquiescent Award and STAR Awards.

The Reward and Recognition Framework aligned with the agency's core values implements a culture of recognition to give back to employees for their hard work and dedication and sparks empowerment among personnel to take autonomy and pride in their work and contribution to the success of the organization. However, giving back not only includes monetary and non-monetary incentives but a provision of growth opportunities, effective developmental and training programs, scholarship exposures and promotion breaks for its personnel that optimizes favorable outcomes namely, motivated and engaged employees which guarantees satisfied and delighted office clients.

A. INTERPLAY OF REWARDS AND RECOGNITION TO THE HR SYSTEMS

DepEd-CAR remains committed to serve its stakeholders, to strive even more in the pursuit of the highest standards of human resource management systems and to promote people excellence in the office for efficient and effective public service delivery.

DepEd-CAR also provides growth opportunities, like effective developmental and training programs, scholarship exposures and promotion breaks for its employees. These will help them not only improve their skills, but become more proficient at their jobs.

Its current PRIME-HRM Level 2 status propels the interplay of the four aspects of HR management, namely: **Recruitment, Selection and Placement; Learning and Development; Performance Management and Rewards and**

Recognition for the development of its human resource management competencies, systems and practices toward HR excellence.

Further, Rewards and Recognition is one of the core areas of the Human Resource Management (HRM) which ensure productivity in public service, hence; realizing the target goals of the institution and contributing to the improvement of the three other core HRM areas and the operations of the agency as a whole.

Establishing links among the four core areas of Human Resource Management (HRM) is necessary to ensure that DepEd-CAR Regional Office PRIME-HRM is fully functional and operational. Below articulates the interrelatedness of the R&R Core HRM area to each of the other systems of PRIME-HRM.

1. Recruitment, Selection and Placement (RSP)

The results of the GAWAD Cordillera shall serve as one of the bases for selection and promotion under the Human Resource Merit Promotion and Selection Board (HRMPSB).

2. Learning and Development

GAWAD Cordillera is also directly linked to Learning & Development provided by HRDD-NEAP R since the employees' participation in the different learning and development programs shall serve as a reference for giving rewards and recognition. Likewise, the evaluation results of the GAWAD Cordillera serve as a basis for recommendation of personnel to participate in relevant learning and development activities including scholarships.

3. Performance Management

The outcomes of the application of Performance Management policies, through the OPCRF and IPCRF shall be a determining factor for personnel to vie for the different awards and recognition, including the provision of bonuses and incentives. Results of the GAWAD Cordillera evaluation, in return, will help personnel identify their strengths and weaknesses which is instrumental in improving their personal and career development plans and performance.

These recognition incentives impact organizations to retain and motivate its employees as a result of achieving high levels of performance. Thus, it is imperative to sustain such R & R program to fulfill employees' needs and motivate them to work. Motivated employees can be a significant factor in organizational success. When employees are motivated to work at higher levels of productivity and satisfied with their workplace, the organization as a whole will run more efficiently and is more effective at reaching its goals.

If the organization does not have a proper reward system, it may lead to problems such as low employee morale, the unproductive performance of the personnel, or it can lead to high turnover rate among employee.

B. SCOPE

These policy guidelines shall be used by the Regional Office, Schools Division Offices, District Offices and schools in assessing, evaluating and rewarding DepEd-CAR teaching, related-teaching and non-teaching personnel.

C. DEFINITION OF TERMS

For these policy guidelines, the following terms shall be defined as follows:

1. **Awards** –This refers to recognition which may be monetary or non-monetary, conferred to an individual or a group of individuals for their ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.
2. **Equal Opportunity Principle** – This refers to the non-discrimination principle that allows any personnel within DepEd to participate and to be nominated in all applicable award category regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
3. **Employee**- This refers to male or female worker with an employee-employer relationship who may have a permanent, contractual, provisional, or casual status, whose appointments undergo the Recruitment, Selection, Placement, and Induction process, and who offers service for the organization that contributes to the attainment of its vision and mission.
4. **Incentive** – This refers to monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishments or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
5. **Innovation**- refers to the process of translating an idea, concept or invention into an output, practice, policy, or system that creates value to the organization and its clientele; and results in workplace improvement through efficiency in operation, increased production, improved working standards, and/or savings in government spending. (*DepEd Order No. 007. S. 2023*)
6. **Invention** – This refers to the creation of something previously non-existent which will benefit the organization.
7. **Mechanism** – This refers to the established process by which DepEd-CAR implements its rewards and recognition program.
8. **Non-teaching Personnel Level 1** – This refers to male or female employees of DepEd -CAR who belong to **Salary Grade 1-9** who are involved in structured work in support of Office Operations or engaged in clerical trades, crafts, or custodial services which involve sub-professional work in a non-supervisory or supervisory capacity.
9. **Non-teaching Personnel Level 2**- This refers to male and female employees of DepEd-CAR who belongs to **Salary Grade 10-24** who perform professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
10. **Teaching Personnel**- This refers to male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers and Alternative Learning System (ALS) teachers.

11. School Heads- This refers to male or female school principals, head teachers and teacher in-charge who manage and supervise schools.

12. Supervisors – This refers to permanent teaching-related personnel who performs guidance and instructional supervision as well as mentoring and coaching.

13. System – This refers to the agency’s awards and incentives program for employees.

14. Related-Teaching Personnel – This refers to positions whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instructions, such as; standard setting, policy and program formulation, research and sector monitoring and evaluation.

IV. COMPOSITION OF THE PRAISE COMMITTEE AND SECRETARIAT

Pursuant to Part V. 5.1 of the enclosure of DepEd Order No. 9 s. 2002, the composition of the PRAISE committee and secretariat in the regional office is as follows :

1. Regional Director or his/her Authorized Representative
2. Chief Administrative Officer - Finance Division
3. Chief Administrative Officer - Administrative Division
4. Chief of the Human Resource Development Division
5. Other Division Chiefs assigned by the Regional Director
6. Two (2) representatives and their alternates from the accredited employees’ union (one from the first level and one from the second level) shall serve for a period of two years. Without an accredited union, a general election may be done as an option.

The PRAISE Committee of the Schools Division Office shall be composed of the following:

1. Assistant Schools Division Superintendent – Chairperson
2. SGOD Chief - Vice Chairperson
3. Members: Chief of CID, EPS – SGOD, SEPS-HRD, AOV, 1 for Finance Office, 1st & 2nd Level Representatives

******The PRAISE Secretariat of the Regional office shall consist of two (2) EPS 2 And ADAS from the Human Resource Development Division and two (2) AO V and AO IV from the Personnel Section of the Administrative Division while the PRAISE Secretariat of SDOs shall be the AO IV (HRMO) and EPS II of the HRD.

ROLES AND FUNCTIONS OF THE PRAISE COMMITTEE AND SECRETARIAT

1. The PRAISE Committees of RO and SDO shall have the following functions:
 - a. establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
 - b. formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism in recognizing the awardees;
 - c. determine the form of awards and incentives to be granted;

- d. monitor implementation of approved suggestions and ideas through feedbacks and reports;
 - e. prepare plan, identify resources and prepares budget for the system on an annual basis;
 - f. develop and distribute a system policy manual and orients all the employees;
 - g. document best practices, innovative ideas and success stories which serve as promotional materials to sustain interest and enthusiasm;
 - h. submit an annual report on the awards and incentives system to the Civil Service Commission (CSC) on or before the thirtieth day of January;
 - i. monitor and evaluate the system's implementation every year and make essential improvements to ensure its sustainability to the agency; and
 - j. address issues relative to awards and incentives within fifteen (15) days from the date of submission
2. The PRAISE Secretariat shall attend all the PRAISE Committee meetings to coordinate, collaborate and perform the following tasks:
- a. document all proceedings of PRAISE Committee meetings;
 - b. facilitate the implementation of the PRAISE programs and activities from the start of the nomination process, evaluation of the nominees' documents, validation, interview, awarding and monitoring and evaluating the activities within the bounds of equal opportunity principle;
 - c. gather feedback from concerned stakeholders, winners and non-winners with regard to the implemented PRAISE programs and activities;
 - d. remind or update the Committee, through its Chair on Regional and National activities relevant to Rewards and Recognition; and
 - e. prepare accomplishment report after every Rewards and Recognition activity conducted.

V. AWARD CATEGORIES

A. Schools Division Search for Outstanding Employee Award and Dayaw ti Cordillera Award

1. Education Program Supervisor/Public Schools District Supervisor Category
2. School Head Category (Elem. and Sec., Public & Private)
3. Teaching Category (Teachers) Elem. and Sec., Public & Private
4. Teaching Category (Master Teacher) Elem. and Sec., Public & Private
5. Non-Teaching Category
 - Level 1
 - Level 2
6. Other Related-Teaching Category Group Category (SDOs, Public Schools & Private Schools)

B. Regional Office Search for Outstanding Employee Award and Dayaw ti Cordillera Award

1. Education Program Supervisor
2. Non-teaching
 - Level I
 - Level II
3. Teaching- Related (SEPS, EPS, Librarian)
4. Group Category (FDs, Units/Sections)

C. GAWAD Cordillera -Regionwide Search for Outstanding Employee Award and Dayaw ti Cordillera Award

1. Education Program Supervisor/Public Schools District Supervisor Category
2. School Administrator Category (Elem. and Sec, Public & Private)
3. Teaching Category (Teachers) Elem. and Sec, Public & Private
4. Teaching Category (Master Teacher) Elem. and Sec, Public
5. Non-Teaching Category
 - Level 1
 - Level 2
6. Other Related Teaching Category
7. Group Category (SDOs, Public and Private Schools, RO FDs, Units and Sections)

** There shall be no categories for Dayaw Ti Cordillera. Both RO and SDO PRAISE committees are responsible to evaluate and shortlist potential nominees for this award.

**Winners in the Outstanding Employee Award, individual or group and Dayaw ti Cordillera in the regionwide search may be nominated in any of the following;

a. **Presidential Lingkod Bayan (PLB) Award** is conferred to an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had an impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.

b. **Pagasa Award** is conferred to an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit the government; The term "group" shall refer to the following: Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership Pagasa Awards group/team shall not exceed 10 members. The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

- c. **Dangal ng Bayan Award** is conferred to an individual for the performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", to wit: 1. Commitment to Public Interest 2. Professionalism 3. Justness and Sincerity 4. Political Neutrality 5. Responsiveness to the Public 6. Nationalism and Patriotism 7. Commitment to Democracy 8. Simple Living

VI. QUALIFICATION REQUIREMENTS OF NOMINEES

A. Basic Qualifications

1. Have rendered at least three (3) years of continuous government / private service as of deadline of nomination's submission.
2. Have a performance rating of at least Very Satisfactory or its equivalent for the last six (6) semesters or three (3) annual rating periods prior to the nomination.

B. Required Nomination Documents:

The following are the required documentary requirements to be submitted:

1. Completely filled-out Nomination Form (Please see attached)
2. Nominee's updated CSC Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.
3. Endorsement from the Chief/Unit Head/Schools Division Superintendent
4. A Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on the administrative or criminal case at the time of nomination.
5. A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required. Detailed information on dismissed/decided case/s of the nominee, if any.
6. Copy of the signed OPCR/IPCR for the past three year rating periods with at least a Very Satisfactory (VS) performance rating prior to the nomination.
7. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 prior to the nomination (*FOR ALL NOMINEES OR WHICH EVER IS APPLICABLE*). (When it will be found that there was an unliquidated CA during the validation, the nominee shall be disqualified.)
8. Copy of the statement of Liabilities and Net worth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified true copy by the highest ranking

Administrative Officer (AO) or authorized officer of the employing agency.

9. Updated service record duly certified by the Office's Human Resource Management Officer (HRMO/School Head).
10. Write up of accomplishments.
*** Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination folder.*

C. Write-up of Accomplishments

1. The write-up must highlight nominee's outstanding accomplishments, projects or exemplary norms of conduct manifested within the last three years prior to the nomination. Presentation of accomplishments or norms manifested should be in the order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- a. use specific terms such as; "assisted", "contributed" or "facilitated".
- b. state outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and in bulleted form.
- c. present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefitted and/or transactions facilitated; and
- d. the nomination write-up of Immediate Supervisor should present individual accomplishments or behavioral norms NOT the accomplishment of the entire office.

2. The following information must be adequately provided:

- a. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of the nominee's regular duties or mandates, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated;
- b. Impact of the exceptional/extraordinary contribution to the public interest, security and patrimony;
- c. Impact of the outstanding contribution to more than one school or office; and
- d. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

3. Limitation on Nomination

- a. the nomination write-up should not exceed a maximum of 10 pages (A-4 size bond paper using Arial, font size 12) single space,

to include the summary of accomplishment, impact and other information.

- b. Awardees or those who have been previously conferred with any of the awards can still be nominated to the same or different award category after five (5) years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.
- c. Nominee/s shall be nominated in one award category only.

VII. CRITERIA FOR EVALUATION

Deserving employees shall be nominated to any of the following awards per category:

A. Outstanding Employee Award (Individual and Group Categories- Public and Private)

- a. **Innovativeness of the project, outstanding performance or contribution**- The degree of uniqueness and originality of outstanding performance or contribution/s.
- b. **Sustainability and Replicability**- The extent to which the idea, suggestion, innovation or invention is being used and its result; the number of persons who benefited; the paradigm shift it has caused and the amount of money saved.
- c. **Effectiveness** - The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
- d. **Demonstrated teamwork, cooperation, camaraderie and cohesiveness (for group nominations)** members motivate and support each other or the degree to which group members positively influence each other.
- e. **Awards**- These are major awards/citations received by the employee/school/SDO. (The highest award or recognition received by the employee/school/SDO that gave the greatest impact in the organization shall be credited)
- f. **Performance Rating**- The degree of consistency of the nominee in delivering excellent service as manifested in his/her performance rating for the last three (3) rating periods.

B. Dayaw ti Cordillera Award

- 1. **Quality and Consistency of Behavioral Performance** -The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
- 2. **Impact of Behavioral Performance** - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
- 3. **Risk or Temptation Inherent in the Work** - The degree of risk and temptation substantially present in the work.
- 4. **Obscurity of the Position** - The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
- 5. **Years of Service** - The cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.

6. Performance Rating- The degree of consistency of the nominee in delivering excellent service as manifested in his/her performance rating for the last three (3) rating periods.

7. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Awards.

VIII. PROCEDURE FOR SCREENING AND EVALUATION

The Regional PRAISE shall evaluate the nominations based on the required nomination documents (1-10) and the Criteria for Evaluation.

The PRAISE Secretariat shall screen all nominations with complete documentary requirements and determine the correctness of the category vis- a-vis the accomplishment/s presented. It shall shortlist qualified nominees based on the Policy Guidelines (Qualification Requirements of Nominees) and the (Required Nomination Documents) and submit the list of qualified nominees to the Committee for evaluation.

The PRAISE shall evaluate the documents based on the Criteria for Evaluation of the Policy Guidelines. It shall validate the accomplishments of the nominees under a flexible validation (blended/limited face-to-face) and endorse the results to the Office of the Regional Director for final deliberation and approval.

IX. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

- A. Non-compliance with the guidelines on the submission of complete documentary requirements (no office endorsement, observance of deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, and other required documents) shall render the nominee ineligible for the search.
- B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable laws and rules.
- C. Group members with lacking documentary requirements shall be automatically removed from the team and shall be considered ineligible to/disqualified from the search.
- D. Nominee, whether individual or member of a group, who was conferred the award in the same or different category within the last three years prior to the nomination period shall be disqualified from the search.

X. MATRIX OF ACTIVITIES

A. REGIONAL OFFICE SEARCH FOR OUTSTANDING EMPLOYEE AWARD AND DAYAW TI CORDILERA AWARD

ACTIVITIES	PERSON RESPONSIBLE	TIMELINE
Call for submission of nominations	HRDD	2 nd week of August
Deadline for submission of nominations	Records/PRAISE Secretariat	2 nd week of September
Preparation of Master list of entries	PRAISE Secretariat	3 rd week of September

Assessment/Evaluation of Documents	PRAISE Committee	4 th week of September
Interview and Validation of shortlisted nominees	PRAISE Committee	2 nd week of October
Deliberation/Finalization of Winners	PRAISE Committee	14 th day of October
Awarding Ceremonies	RD/AR/ PRAISE Committee	29 th day of October
Release of Results through Office Memorandum	HRDD	Within 5 working days after the awarding ceremonies
Preparation of Accomplishment Reports	HRDD	Within 5 working days after the awarding ceremonies
Provision of R& R Results to HRMPSB/NEAPR for L & D & PMT	PRAISE Secretariat/HRDD	Within 5 working days after the awarding ceremonies

A. REGIONWIDE SEARCH FOR OUTSTANDING EMPLOYEE AWARD AND DAYAW TI CORDILLERA AWARD

TIMELINE	ACTIVITY	REMARKS
3 rd week of August	RM for the call for submission of nominations	Release of Regional Memorandum
3 rd week of September	Deadline of submission of the nomination folder (PDF copies of documents) to the Regional Office via online	Late and incomplete documents will not be accepted.
2 nd week of October	Shortlisting of nominees	c/o PRAISE Secretariat
3 rd week of October	Stage 1 Screening and Evaluation of the nomination Write-up including required documents.	
4 th week of October	Announcement of top three (3) finalists per category of the search	Qualified nominees shall be notified through an Advisory.
1 st week of November	Stage 2 Interview and onsite validation of qualified nominees from stage 1	Only the top three (3) shortlisted finalists in every category shall undergo the interview and validation process.
2 nd week of November	Finalization of Results	RO PRAISE Committee, Secretariat, TWG
3 rd week of November	Conduct of Awarding Ceremonies	Regional Office
Within 5 working days after the awarding ceremonies	Release of Results through Regional Memorandum	c/o HRDD
Within 5 working days after the	Preparation of Accomplishment Reports	c/o HRDD

awarding ceremonies		
Within 5 working days after the awarding ceremonies	Provision of R& R Results to HRMPSB/NEAPR for L & D & PMT	c/o HRDD

XI. Other Awards (For the Regional Office Only)– conferred by the office and other government agencies, DepED accredited/ recognized private institutions for outstanding contributions of an idea or performance that directly benefited the government.

A. SPECIAL AWARDS (Regional Office)

- 1. Professional Advancement Award** shall be granted to an employee who have completed a Masters, Doctorate degree. Specialized courses related to his/her position, completed scholarship grants, passed Licensure/board/bar examinations or any government eligibility for 2nd and 3rd level positions within five (5) years prior to the award.
- 2. Loyalty Award** shall be granted to an employee who has served continuously and very satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award of P1,000.00 per year during the first ten (10) years. Succeeding awards shall be given five (5) years thereafter. In addition to the cash award, the awardee shall receive a loyalty memorabilia/souvenir such as a lapel emblem/loyalty pin as follows (CSC MC No. 6, s. 2002 disseminated through DO No. 55, s. 2003);
- 3. Service Award** shall be conferred to retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.

INDICATORS	MOVs
1. Professional Advancement Award - completed a Masters, Doctorate degree. Specialized courses related to his/her position, completed scholarship grants, passed Licensure/board/bar examinations or any government eligibility for 2 nd and 3 rd level positions within five (5) years prior to the award.	<ul style="list-style-type: none"> • Completion of Degree as evidenced by Diploma/OTR • Certificate of Completion of Skills/specialized Training. • Licensure Examination Results
2. Loyalty Award (CSC MC No. 06 s. 2002)	<ul style="list-style-type: none"> • Service Records • Recommendation from Admin HR
3. Service Award	<ul style="list-style-type: none"> • Approved Application for retirement • Approved Clearance for employees who will be transferring to other workstations/order of transfer/reassignment

**B. STAR (Staff Appreciation and Recognition) AWARDS (Regional Office)
(ON-THE-SPOT AWARDS)**

These *on-the-spot* awards shall be referred to as Staff Appreciation and Recognition Award (STAR) and may be given to any permanent, job order, contract of service, and outsourced employee/s for their contribution in a certain project or task worthy of recognition and commendation. The contribution shall be above and beyond the manifestation of the norms of public service.

Above and Beyond – shall mean things that are clearly above the normal duties assigned to the individual’s roles or tasks.

The following awards shall be given to all deserving RO Employees on a monthly basis during the RO Convocation, Maximum Wellness Activity, or any fitting ceremony.

AWARD TYPE	MOV
<p>1. Bravery (Kabayanihan) Award – shall be awarded to an employee who had shown and dynamically acted in the face of great uncertainty, danger, accidents, calamities and crisis to save properties and lives.</p>	<ul style="list-style-type: none"> • Nomination Form • Pictorials/testimonies
<p>2. Most Acquiescent Award Division/ Unit/Section</p>	<ul style="list-style-type: none"> • Highest points acquired based on the criteria for most acquiescent DF/unit
<p>3. Most Client Responsive Office Shall be awarded to an office who has been commended by a client in the feedback form for being respectful, approachable, flexible, and receptive to clients shall be awarded this merit.</p>	<ul style="list-style-type: none"> • CCSS form • Nominated by the Public Affairs Unit
<p>4. Most Client Responsive Personnel Given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty. This award shall be given during the Flag Rites</p>	<ul style="list-style-type: none"> • Feedback with statement of commendation from clients thru Verbal, written, online or phone calls.
<p>5. Most Innovative Personnel This shall be conferred to employees who have initiated and innovated an exemplary practice or project that significantly improved a work process or system and has significantly increased the operational efficiency of the unit or division the employee belongs to.</p>	<ul style="list-style-type: none"> • Nomination Form • Documentation of shared idea/s and its benefits/impact to the office
<p>6. Professional Advancement Awards is conferred to permanent employees who have completed a Masters or Doctorate</p>	<ul style="list-style-type: none"> • Transcript of Records, Diploma

degree or special courses and passed board and other examinations.	
7. Other STAR Awards that the Committee may suggest or that other employees may nominate depending on unique characteristics they observe from each employee or group.	

MATRIX OF ACTIVITIES (Regional Office)

A. Staff and Recognition (STAR) Awards

ACTIVITIES	PERSON RESPONSIBLE	TIMELINE
Submission of Nominations w/ complete MOVs	PRAISE Secretariat	Every 3 rd Friday of the Month
Evaluation of documents of nominees and preparation of certificates/prizes	PRAISE/ Secretariat/HRDD	Last week of the Month
Monthly STAR Awarding Ceremonies	RD/ARD/PRAISE	Every 1 st Friday of the succeeding Month - MAXWELL
Preparation of Accomplishment Reports	HRDD	Within 5 working days from the awarding ceremonies

XI. MONITORING AND EVALUATION

Monitoring and evaluation of Rewards and Recognition activities shall be done online in partnership with the Quality Assurance Division and the Information, Communications, and Technology Unit of the Office of the Regional Director.

The electronic evaluation tool, named as "Program Evaluation" shall be answered after the GAWAD Cordillera Awarding Ceremonies before the end of December to evaluate the overall implementation of the awarding system and conduct of the ceremony.

XII. FUNDING

The Regional Office, through the Human Resource Development Division, shall allocate at least 5% in the MOOE for the Rewards and Recognition System and in its annual Work and Financial Plan and Budget to be reflected in the HRDD Work and Financial Plan.

XIII. EFFECTIVITY

This policy and guidelines shall take effect immediately upon approval. All Rewards and Recognition awarded by the Regional Office shall adhere to and shall develop specific rules and procedures to implement this policy relative to their context.

XI. REFERENCES

DepEd Order No. 9, series 2002. Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education.

DepEd Order No. 78, s. 2007 - Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education

DepEd Order No. 36 s. 2016 - **Policy Guidelines on Awards and Recognition for the K to12 Basic Education Program** CSC MC No. 01, s. 2001 – Program on Awards and Incentives for Service Excellence (PRAISE)

WRITE UP TEMPLATE

Name of Nominee: _____ Division: _____

Position of Nominee: _____ No. of years in the position _____

Length of Service in Government: _____

I. Executive Summary: (Presents a summary of major accomplishments, and a brief description of how the nominee exemplifies the four CORE values of the Department of Education)

II. Significant Accomplishment/a within the Last Three Years: (Bullets and describes the Project/s /Work/s Accomplished/ Strategy/ies/Activity/ ies done in terms of its/their nature and purpose within three years.)

III. Impact of Accomplishments (Discusses the impact of major accomplishments which are original/unique/creative/novel and extent of use (frequency, timeframe), results (gain, improvement), and a number of persons benefitted (learners, parents, and other stakeholders), scope and replicability and level of attainment per identified performance indicator.)

IV. Other Information (Lists major awards/citations received/membership in organization)

CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:_____
Nominee_____
Nominator_____
PRAISE Committee Chairperson_____
SDS/RD

ANNEX 2

Letter Head

GAWAD CORDILLERA

(to be filled-out by the Head of Office/Division/Unit)

I _____, Schools Division Superintendent/ Chief of RO Functional Division/Unit Head of the Schools Division of _____/ Regional Office, willfully nominate the following individual/s/office/s to the different Categories of the GAWAD CORDILLERA for his/her/their good character and outstanding performance.

Title (Ms/Mr)	Name	Current Position	Category	Salary Grade	RO/SDO	Contact Number

I understand that the above nominee/s meet the qualifications of the category/ies they are nominated for.

Our PRAISE Secretariat can be reached through the following contact Number _____ and email address _____. Please coordinate the submission of documentary requirements.

Thank you for this opportunity

Head of Office

Designation/Position Title

Date

INCENTIVES

In fulfillment of DepEd Order No. 9, s. 2002, the DepEd-CAR shall continuously search, screen, and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following incentives shall be regularly awarded:

- A. Loyalty Incentive – This shall be granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award under existing policies. Succeeding awards shall be given every five (5) years thereafter. In addition to the cash award, a loyalty pin, ring, or medallion shall be given as follows: (CSC-DBM Circular No. 06 s. 2002)

10 and 15 years – Bronze Service Pin
 20 and 25 years - Silver Service Ring
 30, 35, 40 years – Gold Service Medallion

- B. Length of Service Incentive (Step Increment) – This shall be given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following Joint CSC – DBM Circular No. 1, s. 1990.
- C. Productivity Incentive – This shall be given to all employees who have performed at least very satisfactorily for the year covered in accordance with the DepEd’s CSC-approved Performance Evaluation System and in strict adherence to relevant existing guidelines.
- D. Career and Self-Development Incentive – This shall be granted in recognition of an individual who has satisfactorily completed a program or short course within or outside the country at one’s own expense. A plaque of recognition may be given to qualified individuals in a fitting DepEd ceremony.
- E. Special Incentive – This shall be given to employees who have performed beyond and above their normal duties by achieving Outstanding or Very Satisfactory Rating during the previous year Rating period which contributed to the attainment of the goals of the Regional Office.
- F. Compensatory Overtime Credits – This shall be granted to an employee who has worked beyond his or her regular office hours on a project without overtime pay as provided in a memo or order.
- G. Alternative Work Arrangement (AWA) – This shall be allowed to qualified employee/s who demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
- H. “Salu-salo” Together – This shall be hosted by superiors or supervisors for employees who have made significant contributions and manifested meritorious performance without cost from the office.
- I. Personal Growth Opportunities – This shall be granted to deserving and qualified employee which may be in the form of attendance to conferences on official business, membership in professional organizations, and other learning opportunities.
- G. Plaques, Certificates
- K. Monetary Award
- L. Travel Packages
- M. Local and Foreign Scholarship Nominations - Deserving and qualified employee shall be nominated to a scholarship provided he or she has served the office for at least five (5) years and has a very satisfactory rating for the last two (2) rating periods preceding the nomination.

- N. Permit to go on Study Leave – Deserving and qualified employee shall be permitted to go on study leave for 6 months to one year to complete a thesis or dissertation or three (3) months to review for board or bar examination, after seven (7) years of service and after incurring a very satisfactory performance for last two (rating periods).
- O. Non-monetary Incentives – This refers to incentives in kind which may be in the form of merchandise, computers, mobile phones, recognition posted on the “Wall of Fame”, feature in DepEd publications, and others.
- P. Other Incentives – This shall also be given to deserving employee which the agency’s PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition accorded by stakeholders for a particular achievement.

Coverage and Rewards for Specific Awards:

AWARDS	COVERAGE	CRITERIA	PRIZE(Per Level)
A. Group Categories (RO & SDO)	RO & SDO Functional Divisions and SDO	GAWAD CORDILLERA GUIDELINES	1. Plaque of Recognition 2. Cash Prize: 20,000.00 Tokens
	Public Schools RO Unit/Section		1. Plaque of Recognition 2. Cash of Prize 12,000.00 Token
	Private Schools		1. Plaque of Recognition 2. Cash Prize of 8,000.00 Token
B. Individual Categories	RO & SDO Public (School Heads, MT, Teaches, EPS/ PSDS/CES/Levels I & II, related-teaching)		1. Plaque of Recognition 2. Cash Prize: 10,000.00 Tokens
	Private – School Heads and Teachers	GAWAD CORDILLERA GUIDELINES 1. Plaque of Recognition 2. Cash Prize of 5,000.00 Token	
C. STAR Awards	RO		500 per Award Categories 1000- Kabayanihan Award
D. Loyalty Awards	RO	CSC-DBM Circular No. 06 s. 2002	Gold Medallion – 30 yrs and above Silver Service Ring – 20-25 yrs Bronze Service Pin – 10-15 yrs Tokens
E. Service Awards	RO	CSC MC No. 07 s. 1998	Plaque of Recognition and token