



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division  
Superintendent

July 13, 2020

DIVISION MEMORANDUM  
No. 173, s. 2020

**POLICY ON THE GRANT OF ON-THE-SPOT AWARDS IN THE DEPARTMENT OF EDUCATION (DEPED) DIVISION OF CITY SCHOOLS-TAGBILARAN**

TO All DepEd Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education, Division of City Schools-Tagbilaran promotes equal opportunity principle in the giving of rewards, awards and incentive to deserving employees.
2. Rewards and recognition programs are designed to encourage, recognize and reward employees individually and in group for their contribution to efficiency, economy and improvement in organizational productivity, as well as, to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.
3. This Office has been giving awards during planned awarding ceremonies and on-the-spot awards are encouraged to reward employees on their exemplary behavior and/or outstanding accomplishments.
4. The committee on Recognition and Rewards hereby establishes the **POLICY ON THE GRANT OF ON-THE-SPOT AWARDS IN THE DEPARTMENT OF EDUCATION-DIVISION OF CITY SCHOOLS**, which are explained as follows, to wit:

**A. TYPES OF ON-THE-SPOT AWARD**

1. Award for Exemplary Behavior (Individual)
2. Award for Exceptional/Extraordinary Accomplishment/Performance (Individual or Group)

**B. COVERAGE**

All employees and officials of the Department of Education, Division of City Schools-Tagbilaran City, regardless of employment status, age, gender, religion, ethnicity, civil status, disability, and political affiliation.

**C. SELECTION CRITERIA**



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## **1. AWARD FOR EXEMPLARY BEHAVIOR (INDIVIDUAL)**

The following are some examples of the types of contributions from an employee who will be best suited for an On-the-Spot Award:

- a) Handling an unusually heavy workload, such as when co-workers are absent or when vacant positions are not filled immediately.
- b) Completing a significant special assignment that is outside of normal job responsibilities.
- c) Helping a co-worker who has an unusually heavy workload or a crash project.
- d) Planning a special event which is particularly successful because of the employee's personal efforts.
- e) Returning of lost personal and valuable belongings of customers.
- f) Performing a difficult task in the office even without being told.
- g) Extending courtesy and patience to difficult-to-handle customers.
- h) Showing exemplary behavior and accomplishments in the community.
- i) Finishing difficult tasks ahead of the target.
- j) Being recognized by an award-giving body or a client for their behavior and/or performance.
- k) Any other related exemplary behavior and outstanding accomplishments.

## **2. AWARD FOR EXCEPTIONAL/EXTRAORDINARY ACCOMPLISHMENT ACCOMPLISHMENT PERFORMANCE (INDIVIDUAL OR GROUP)**

The following are some examples of the types of contributions of a department/office who will be best suited for an On-the-Spot Award:

- a) Completion of a short-term project in less time than expected or where there were unusual difficulties to overcome.
- b) Development of new or revised procedures or other contributions toward improvement of office productivity.
- c) Contributions that enable the office to make more effective use of its resources.
- d) Contributions that improve the public awareness and/or understanding of the department/office programs.
- e) Voluntary participation in support of efforts related to the mission of the Department of Education.
- f) Recognition from award-giving bodies.
- g) Recognition from the clients of the respective office for an exemplary performance.
- h) Any other related exemplary behavior and outstanding accomplishments.



#### **D. EQUAL OPPORTUNITY PRINCIPLE GUIDELINES**

The Department of Education, Division of City Schools-Tagbilaran upholds Equal Opportunity Principle: "There shall be no discrimination in the giving of awards and recognition to employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances, and equal opportunity in the giving of awards and recognition to deserving employees."

#### **E. FORM OF AWARD**

1. Giving of On-the-Spot Certificate of Appreciation or Recognition;
2. Giving of free snacks and/or meals;
3. Tapping of shoulders;
4. Announcements during Flag Raising Ceremony;
5. Announcements thru posting at the bulletin board, DepEd Tagbilaran City website and/or DepEd Tagbilaran City Official Facebook page.

#### **F. SOURCE OF FUNDS**

Budgetary requirements for this type of award shall be charged to the division/section head's personal pocket or to DepEd Division of City Schools-Tagbilaran City funds subject to the existing COA rules and regulations.

#### **G. SCHEDULE OF AWARD**

The awarding of this type of award shall be done within the week or the next Flag Raising Ceremony within which the exemplary behavior and outstanding accomplishment happened/occurred.

#### **H. RESPONSIBLE PERSONS**

##### **1. FOR RANK-AND-FILE**

Each division/section head is responsible in identifying, recommending and giving On-the-Spot award to his/her subordinates showing exemplary behavior and/or outstanding accomplishments.

##### **2. FOR DIVISION/SECTION HEAD**

The Schools Division Superintendent, through the HRMO and the PRAISE Committee, identify, recommend and give On-the-Spot award to the division/section for an extraordinary achievement, or moment of



extraordinary performance that resulted in efficiency, cost savings or improved productivity.

**I. MONITORING AND EVALUATION**

The DepEd Tagbilaran City Human Resource Management Office is responsible for the monitoring of the implementation of this policy, as well as, monitoring of its effectiveness.

**J. EFFECTIVITY**

This Division Memorandum takes effect immediately. Any existing memorandum found inconsistent thereto shall be deemed repealed or modified.

5. For information, guidance and compliance.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAL/MKP/ADMIN/atm



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