



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

Office of the Schools Division  
Superintendent

February 12, 2025

DIVISION MEMORANDUM

No. 107, s. 2025

**REVISED GUIDELINES ON REWARDS AND RECOGNITION OF THE  
DEPARTMENT OF EDUCATION-TAGBILARAN DUBBED AS “DEPED  
TAGBILARAN ‘CORONA’ AWARD”**

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

1. For the information and guidance of all concerned, this Office issues the enclosed copy of the revised contextualized Guidelines and Criteria of its Rewards and Recognition dubbed as **DepEd Tagbilaran CORONA Award**.
2. DepEd Tagbilaran CORONA Award aims to recognize, reward, and eventually encourage personnel for their innovations, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services rendered to the internal and external stakeholders and contribute meaningfully to the achievement of Department’s vision, mission and goals.
3. These guidelines shall cover all the personnel of the schools division office and schools regardless of age, gender or sexual orientation, religious affiliation, disability status, and ethnicity or cultural background.
4. These Guidelines shall take effect immediately upon issuance.
5. All Division Memoranda and other related issuances inconsistent with these guidelines are deemed amended accordingly upon its effectivity.
6. Immediate dissemination and strict compliance with this Memorandum is directed.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



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**FEBRUARY 2025**



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**GUIDELINES ON REWARDS AND RECOGNITION OF THE  
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**I. GENERAL PROVISIONS**

**Section 1. Short Title** – This Manual shall be known as the Guidelines on Rewards and Recognition System of the Department of Education-Tagbilaran, for brevity it is called “DepEd Tagbilaran CORONA Award”. The acronym CORONA stands for:

Commitment to Excellence  
Outstanding Impact  
Recognition of Effort  
Originality and Innovation  
Nurturing Growth  
Achievement and Leadership

**Section 2. Legal Bases of Promulgation and Related Policies** – This Policy Manual is promulgated in line with the following legal bases and provisions and related policies:

2.1. Executive Order No. 8, s. 2012, Directing the Adoption of a Performance-Based Incentive System for Government Employees;

2.2. Executive Order No. 201, s. 2016, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for both Civilian and Military and Uniformed Personnel;

2.3. Republic Act No. 10524, An Act Expanding the Positions Reserved for Persons with Disability, Amending for the Purpose Republic No. 7277, as amended otherwise known as the Magna Carta for Persons with Disability;

2.4. Republic Act No. 10911, An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties Therefor;

2.5. Republic Act No. 6725, An Act Strengthening the Prohibition on Discrimination against Women with Respect to Terms and Conditions of Employment, amending for the purpose Article 135 of the Labor Code, as amended;

2.6. Republic Act 7277, Magna Carta for Women, An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes’

2.7. Republic Act 6713, February 20, 1989, Code of Conduct and Ethical Standards for Public Officials and Employees;

2.8. Administrative Order No. 135, s. 2005, Authorizing the Grant of Collective Negotiation Agreement to Employees of Government Agencies;

2.9. Omnibus Rules Implementing Book V of the Administrative Code of 1987;

2.10. Guidelines on the Availment of the Special Leave Benefits for Women under RA 9710 (An Act Providing for the Magna Carta of Women)-CSC Resolution No. 1000432, dated Nov. 22, 2010.

2.11. CSC MC No. 07. s. 2007. Program on Awards and Incentives for Service Excellence (PRAISE);

2.12. CSC MC No. 14, s. 1989, Adoption of Government Flexible Hours in the Government Service;



the basis of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment or availment of right and opportunities.

5.7. Equal Opportunity – refers to the non-discriminatory and non-bias treatment of all candidates/nominees to any of the categories of the availment of the Rewards and Recognition following the principle of equal opportunity to all regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.

5.8. Indirect discrimination – It occurs when a policy or requirement is imposed or proposed and someone with a particular attribute does not comply with the requirement or is unduly discriminate against.

5.9. Idea type contribution – It refers to an idea, a suggestion, or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

5.10. Incentive – It is monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

5.11. Invention – This refers to the creation of something previously non-existent which will benefit the government.

5.12. Non-Career – This refers to positions expressly declared by law to be in the non-career service; or those entrance in the service is characterized by: (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which is limited to the duration of a particular project for which purpose of employment was made.

5.13. Performance type contribution – It refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

5.14. Suggestion – It may be in the form of idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

5.15. System – This refers to the Agency's Rewards and Recognition program (PRAISE and non-PRAISE) for its officials and employees.

## II. BASIC GUIDELINES

**Section 6. Essential Features** – The DepEd Tagbilaran Rewards and Recognition (R&R) System is designed to encourage creativity, innovativeness, efficiency, integrity, fairness and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishment and other personal efforts which contribute to the efficiency, economy or other improvement in government

operations, or for other extraordinary acts or services in the public interest. It values inclusivity as a way of life by embracing people of diverse background and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices or preferences – incorporating Equal Opportunity Principle (EOP) policy in the System.

**Section 7. Basis of Providing Incentives** – The System shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas and exemplary behavior of DepEd Tagbilaran City Schools Division officials and employees, regardless of age, appointment status, gender, gender identity, sex, sexual orientation, civil status, social status, family responsibility, income class, race, ethnicity, religion, political affiliation, physical condition, union affiliation, political conviction, religious belief or any other characteristic specified.

**Section 8. Timeliness of Award or Recognition** – The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the formal or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in DepEd Tagbilaran City Schools Division applying the equal opportunity principle.

**Section 9. Principles** – The system shall adhere to the equal opportunity principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

**Section 10. Monetary and Non-Monetary Awards** – This System may provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal modes. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

### III. OBJECTIVES

**Section 11. General Objective** – DepEd Tagbilaran Rewards and Recognition System's general objective is to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organization productivity.

**Section 12. Specific Objectives** – The specific objectives of DepEd Tagbilaran Rewards and Recognition System shall be as follows:

12.1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving officials and employees and review guidelines and criteria annually;

12.2. To identify outstanding accomplishments, best practices of employees on a continuing basis;

12.3. To recognize and reward accomplishments and innovations periodically or as the need arises; and

12.4. To provide incentives and interventions to motivate officials and employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

#### **IV. INSTITUTIONALIZATION OF THE REWARDS & RECOGNITION SYSTEM, COMPOSITION, DUTIES AND FUNCTIONS OF THE REWARDS & RECOGNITION/PRAISE COMMITTEE MEMBERS AND SECRETARIAT**

**Section 13. Institutionalization** – The DepEd Tagbilaran Rewards and Recognition System is hereby institutionalized for compliance of all concerned.

**Section 14. Authority to Oversee the System** – The Schools Division Superintendent shall be responsible in overseeing the DepEd Tagbilaran Rewards and Recognition System’s operations.

**Section 15. Constitution and Composition of the Rewards and Recognition or PRAISE Committee and Secretariat** – DepEd Tagbilaran PRAISE Committee and Secretariat shall be constituted to screen and recommend candidates for the division awards as well as eligible candidates for regional and national awards. It shall also grant planned and on-the-spot awards based on the CSC-approved DepEd Tagbilaran Rewards and Recognition System. This Committee shall ensure efficiency, wide participation and transparency in all processes. The following PRAISE Committee will compose the following:

- 15.1. Assistant Schools Division Superintendent
- 15.2. Chief of School Governance and Operations Division
- 15.3. Chief of Curriculum and Implementation Division
- 15.4. Administrative Officer V
- 15.5. Senior Education Program Specialist, Human Resource Development Division
- 15.6. Accountant III
- 15.7. Administrative Officer IV, Personnel Unit
- 15.9. Planning Officer III
- 15.10. One (1) representative from the accredited employees’ union from Level 2
- 15.11. One (1) representative from the Teachers’ organization.

**Section 16. Duties and Functions of the PRAISE Committee** – The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the Rewards and Recognition system of DepEd Tagbilaran. The Committee also makes sure that equal opportunity principle is applied in the System. As such the Committee shall meet periodically to perform the following tasks:

- 16.1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 16.2. Formulate, adopt and amend internal rules, guidelines and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- 16.3. Determine the forms of awards and incentives to be granted;
- 16.4. Monitor the implementation of approved suggestions and ideas through feedback and reports;
- 16.5. Prepare plans, identify resources and propose budget for the system on an annual basis;
- 16.6. Develop, produce, distribute a system policy manual and orient the employees on the same;
- 16.7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 16.8. Submit an Annual Report of Rewards and Recognition System to the CSC on or before the 31st day of January;
- 16.9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the Agency;
- 16.10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- 16.11. Incorporate **equal opportunity principles** in the PRAISE/Rewards and Recognition System from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all;
- 16.12. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and
- 16.13. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.

#### **Other Functions:**

#### **Committee Members:**

1. Conduct the preliminary round of the search process which includes paper screening or documents review and background validation.
2. Prepare a shortlist of Top three (3) nominees per category per level, who showed superior qualities over the other nominees unless the category has only one nominee and has met the minimum qualifications. They shall then be endorsed for the next level of the search process.
3. Conduct the final round of the search progress which include the panel interview as well as demonstration teaching for teaching category.

#### **Secretariat**

Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following tasks:

1. Note down minutes of the meeting; and
2. Take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding, and the

monitoring and evaluation of the system within the bounds of equal opportunity principles.

**Section 17. Qualities of PRAISE Committee Members** – To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all Committee meetings. To ensure that equal opportunity principle is upheld, they must demonstrate fairness and acuity in implementing the System.

**Section 18. Presiding Officer** – The Chairperson shall be the Presiding Officer in all PRAISE Committee Meeting and in his/her absence, the Vice-Chairperson shall preside on a particular meeting subject to the specific instructions by the incumbent Chairperson.

**Section 19. Meetings** – The PRAISE Committee shall meet regularly every quarter or as the need arises, on the date and time duly determined by the Chairperson duly concurred by at least majority of its Members. The Chairperson or at least two (2) members may request holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chairperson or petition by the members, as the case may be.

**Section 20. Quorum** – The quorum of every meeting of the PRAISE Committee shall be fifty percent plus one (50%+1) of the total membership.

## V. TYPES OF AWARDS AND INCENTIVES

**Section 21. National Awards** – DepEd Tagbilaran shall participate in the search for deserving officials or employees who may be included in the screening of candidates for awards given by the other national government agencies, private entities, NGOs, and other award giving bodies, such as:

**21.1. Presidential or Lingkod Bayan Award** – conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.

**21.2. Outstanding Public Official/Employee or Dangal ng Bayan and Award** – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Ethical Standards for Government Officials and Employees.

**21.3. Civil Service Commission or the PAG ASA Award** – conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

**21.4. Other Awards** – given by other government agencies, private agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

**Section 22. DepEd Tagbilaran Awards** – DepEd Tagbilaran shall develop and initiate the Search for deserving employees who may be included in the screening of candidates for awards to be given such as, but not limited to:

**22.1. DepEd Tagbilaran CORONA Award** – aims to recognize Outstanding DepEd Tagbilaran City Schools Division officials and employees for both schools and the Division Office, on the following categories:

**A. Individual Category**

**1. Most Outstanding Teacher**

- 1.1 K-G3 (Key Stage 1)
- 1.2 G4-G6 (Key Stage 2)
- 1.3 G7-G10 (Key Stage 3)
- 1.4 G11-G12 (Key Stage 4)
- 1.5 SPED K-12
- 1.6 ALS

**2. Most Outstanding School Head**

- 2.1 Elementary
- 2.2 Secondary

**3. Most Outstanding Teaching-Related Personnel**

- 3.1 Division
  - Education Program Specialist II (EPS-II)/ Senior Education Program Specialist (SEPS)
  - Education Program Supervisor (EPSvr)
  - Chief Education Supervisor (CES)

**4. Most Outstanding Non-teaching Personnel**

- 4.1 Level 1 (Division)
- 4.2 Level 2 (Division)

**B. School Category**

**1. Most Outstanding Elementary School**

- 1.1 Small to Medium
- 1.2 Large to Very Large

**2. Most Outstanding Secondary School**

- 2.1 Small to Medium
- 2.2 Large to Very Large

**C. Outstanding Program Implementers**

**School Category**

- 1.1 Adopt a School Program
- 1.2. Best DCP
- 1.3 Child Friendly School System (CFSS)
- 1.4 Continuous Improvement Program (CIP)
- 1.5 Disaster Risk Reduction and Management (DRRM)
- 1.6 Dropout Reduction Program (DORP)

- 1.7 Gulayan sa Paaralan
- 1.8 Learning Action Cell (LAC)
- 1.9 National Drug Education Program (NDEP) Elementary & Secondary
- 1.10 School Governing Council (SGC)
- 1.11 School Monitoring, Evaluation and Adjustment (SMEA)
- 1.12 School-Based Management (SBM)
- 1.13 School-Based Feeding Program (SBFP)
- 1.14 Waste Management (WM)

The first placer will receive a Plaque or Certificate of Recognition (Refer to the provision in Section 25)

**22.2. Service Award** – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony during the Awarding Ceremony who shall be given a Certificate of Recognition and any form of token the Office provides. It shall be given also to teaching and nonteaching personnel who has rendered at least fifteen (15) years of service and the same shall receive such award every after five (5) years.

**22.3. Gawad Agad Award** – given to official/s and or employee/s in the Division Office commended by clients/superior/top management and or functional divisions/sections for their courtesy, promptness, efficiency and dedication to duty.

- a. **Exemplary Behavior Award** – given to official/s and or employee/s in the Division Office based on the eight norms of a conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee may be nominated by the DepEd PRAISE Committee to the Dangal ng Bayan Award.
- b. **Prompt Submission of Reports** – given to Division employee for prompt and complete submission of required reports.

**22.4. Gawad ng Schools Division Superintendent Award** – shall be given in Recognition to an “extra-ordinary achievement” that is successfully implemented an idea that contributed to the efficiency and economy of individual, functional division’s productivity, or improvement in operations or in the welfare of co-employees.

**22.5. Most Punctual and Best in Attendance Award** – shall be given to official/s and or employee/s in Division Office in recognition of his/her punctuality and perfect attendance in the Office and all gatherings/activities in the Office, duly nominated by the chief of the functional divisions.

**22.6 Other Awards** – any award duly approved by the Schools Division Superintendent upon the recommendation of the PRAISE Committee.

**Section 23. Types of Incentives** – DepEd Tagbilaran shall continuously search, screen and reward deserving officials and employees to motivate them to

improve the quality of their performance and instill excellence in public service. As such, the following types of incentives shall be regularly awarded:

**23.1. Loyalty Cash Incentive** – A cash incentive granted to an employee who has completed at least ten (10) years of continuous and satisfactory service to the Agency. The grant of this incentive is in accordance with CSC MC No. 42, s. 1992 and CSC MC No. 17, s. 1999.

**23.2 Length of Service Incentive (Step Increment)** – is given to an employee who has rendered at least three years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

**23.3 Performance-Based Incentive** – is a form of additional compensation paid to an employee or department as a reward for achieving specific goals or hitting predetermined targets, as provided in Memorandum Circular No 2018-1 based on Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

**Performance-Based Incentive System**

- (Productivity Enhancement Incentive (PEI) and
- Performance-Based Bonus (PBB)

In accordance with the guidelines issued by the Department of Budget and Management (DBM) and Executive Order and/or promulgation of implementing rules and regulations by appropriate authorities.

**23.4 Collective Negotiation Agreement (CNA)** – is an incentive granted to the employees of the Division Office who are members of the DepEd National Employees Union with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost and in attaining more efficient and viable operations through cost-cutting measures and systems improvement; subject to availability of funds. This is in compliance with Budget Circular 2018-5 dated Nov. 14, s. 2018 as stipulated in Administrative Order No. 135, s. 2005.

**Section 24. Forms of Awards and Incentives** – The awards and incentives under the Rewards and Recognition System of DepEd Tagbilaran shall be as follows:

**24.1. Compensatory Time-Off** – granted to an employee, regardless of salary, who has worked beyond his/her regular office hours without overtime pay, based on CSC-DBM Joint Circular No. 2-A, s. 2005 and CSC-DBM Joint Circular No. 2, s. 2004 relative to Non-Monetary Remuneration for Overtime Services Rendered.

**24.2. Salu-salo** – meal/snacks hosted by the Schools Division Superintendent/Assistant Schools Division Superintendent/Chiefs of functional division for employee/s who have made significant contributions.

**24.3. Personal Growth Opportunities** – incentives which may be in the form of attendance in conferences on official business and other learning opportunities.

**24.4. Other Incentives** - incentives in kind which may be in the form of trophies, plaques, certificates, medal/pin, token, travel package, recognition posted at the Publication and Newspaper/Print Media, Social Media website, and others.

**Section 25. Schedule of Amounts of the PRAISE Monetary Incentives** – In addition to the Plaque of Recognition provided for under this Manual, subject to availability of funds and accounting and auditing rules and regulations, the Schedule of Monetary Incentives to be provided annually shall be as follows:

<b>Type of Awards</b>	<b>Amount of Incentives (PhP)/Reward</b>
<i>Gawad Agad Award</i>	Certificate of Recognition and or token of any amount provided by officials of DepEd Tagbilaran
Most Punctual and Best in Attendance Award	Certificate of Recognition
Loyalty and Service Awards	Please refer to Section 24, Certificate of Recognition
<i>Salu-salo Together</i>	No specific amount from any person in a functional division who will share for a “salu-salo” among colleagues.
Professional Growth Opportunities	
- Attendance in conferences	Fully paid registration and per diems
Other awards	Monetary awards or benefits may be determined by the PRAISE Committee duly approved by the Schools Division Superintendent.

The monetary incentives may be released during the awarding ceremony for the formal and planned reward system. The on-the-spot reward system shall be given with a Certificate of Recognition and/or an additional token to be handled by the host functional unit/section/division of the Division, except as may be expressly prescribed by relevant laws, rules and regulations, upon the recommendation of the PRAISE Committee and duly approved by the Schools Division Superintendent.

## **VI. SEARCH/SCREENING PROCEDURES**

**Section 26. General Conditions** – The following conditions should be followed:

**26.1. For the National Awards** – The Presidential or Lingkod Bayan, Dangal ng Bayan and CSC Pag-asa Awards, and other awards inviting nominees, the following procedures are follows:

a. The Division PRAISE Committee shall evaluate the documents. If these are complete, the Committee assists the nominee to ensure that documentary requirements especially for CSC awards highlight a summary of outstanding accomplishments or exemplary norms displayed and impact of accomplishments in brief, factual and in bullet form, and justifications on why the norm/s displayed are considered exemplary and or why the accomplishments are considered exceptional and extraordinary. For other awards inviting DepEd Tagbilaran for nominees, the documentary requirements and procedures shall be followed accordingly through the assistance of the PRAISE Committee.

b. The Division PRAISE Committee recommends to the Regional Director for endorsement of the application documents to the CSC or to other award giving bodies.

c. Competition among Candidates or Nominees – Candidates for any of the awards, whether by individual or group categories, shall compete among themselves and be screened by the award-giving bodies based on the criteria or standards, requirements and processes provided by them.

The Department of Education Tagbilaran shall ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions. It shall incorporate equal opportunity principles in the nomination, and screening which shall not exclude anyone on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all.

d. Grounds for Disqualification – Notwithstanding as may be provided in pertinent provisions of this Manual and CSC Circulars, rules and regulations, candidates/nominees for any of the awards shall:

d.1. have no pending and/or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

d.2. provided that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charge has been filed against a candidate or nominee before a competent tribunal, thirty (30) days before the official acceptance of letter of intent or nomination. Provided, further, that a pending case that has already been considered dismissed and awaiting a formal resolution shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the Secretary of the investigation committee or body.

d.3. Non-compliance with the foregoing guidelines of 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 CSC rules and policies.

d.4. Non-compliance with the submission of complete documentary requirements SHALL render the nominee ineligible for the Search. (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of words for the accomplishment write-up, clearances and other required documents).

26.2. **For DepEd Tagbilaran Search** – The DepEd Tagbilaran CORONA Award recognizes the outstanding contributions and exemplary achievements of public basic education teachers, academic leaders, and the non-teaching personnel, regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, following the principle of equal opportunity. The awards recognize those who strive to create deep and meaningful developments anchored on the principle of equitable service for the greater good

of the offices/schools/communities one serves. **Annex 1** presents the **Process Flow for the Rewards and Recognition of DepEd Tagbilaran City Schools Division**.

For the DepEd Tagbilaran CORONA Award, the Guidelines are stated below:

- a. **Submission of Nominees/Candidates from the School** – Each school should recommend at least one (1) nominee for each of the categories. The Division PRAISE Committee shall declare a winner for any of the categories with only one nominee for the entire Division as long as the nominee deserves to be recognized. The School shall submit the accomplishment nomination forms, write-ups, consolidated summary of outstanding accomplishments, and documents of all nominees duly signed by the Chairperson of the School PRAISE Committee on or before the set deadline.

Anybody shall be allowed to nominate anyone with the approval of the Division PRAISE Committee/Chief/Heads of the Unit in the Division Office, without fear of judgment provided that he/she is given such right in accordance with the provisions of this Manual. All nominations in accordance with the guidelines should be duly recorded and no filtering whatsoever to the prejudice of the nominee or nominator shall be allowed. Otherwise, any violation shall be dealt with accordingly.

- b. **Qualification Requirements of a candidate** – Nominated officials and employees must meet the following qualifications:

- Have rendered at least three (3) years of continuous government service as of the deadline of nominations' submission. Accomplishments for which the nominee is being nominated for should also be made within the last three years immediately prior to the nomination, and have been continuously carried out by the nominee during that period. Nominee should be functioning as appointed and nominated to a category during the last three years until awarding ceremony;
- Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination. For nominees who availed of any scholarship/study grant, their performance ratings considered shall be the recent rating periods available as stipulated in DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System in the Department of Education);
- Have not been awarded in any National Search or similar Division Search recognized by DepEd for the last three (3) years.

- c. **Required Nomination Documents** – Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished nomination form, original clearances and other documentary requirements and other documents, to wit:

- Letter from the School's Principal (for school nominee)/Chief/Head of Units/Division (for Division Office nominee) endorsing the nomination to the Division PRAISE Committee;
- Completely filled-out **Nomination Forms** (*Annex 2*) – Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable two (2) pages of A4 size bond paper, using Arial font #12.
- Individual Summary of Scores of each nominee based on the **Criteria of the DepEd Tagbilaran CORONA Award**, by Category (*Annex 3*). This must be included in the papers of each nominee.
- Nominee's updated CS Form 212 or Personal Data Sheet with passport size photo with name tag taken within the last six months prior to the nomination.
- Certification from the Chairperson of the School Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- Certification issued by the School Head for school nominee, and Human Resource Management Officer (HRMO) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for three (3) rating periods prior to the nomination (*Annex 4*)
- Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured from the Division Accountant.
- Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO).
- Documents following the specific criteria should be supported with Certification duly signed by the School Principal or school level, SDS for division level. Photocopies must be certified true and verified against the original by the Office highest Administrative Officer, Human Resource Management Officer or Records Officer.
- The nomination forms and other documentary requirements should be placed in legal size folders and properly labeled. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should be included in the submission.
- Write-up of Accomplishments

The write-up must highlight the outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of

significance, complete with descriptions, justifications and should adhere to the following pointers:

- i. Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”,
- ii. State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- iii. Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- iv. The nomination write-up of heads of offices should present individual accomplishments or behavioral norms, not the accomplishments of the entire.

The following information must be adequately provided:

- i. 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 nominee’s regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated;
- ii. 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.

All nomination folders and documents submitted shall be considered as records of the PRAISE Committee, thus, shall no longer be returned to the nominee/s.

**26.3. For the On-the-Spot Rewards and Recognition** – DepEd Tagbilaran City Schools Division establishes a culture of employee engagement where everyone, regardless of their designation, economic status, culture, creed and beliefs are given equal opportunity to be recognized in their day-to-day experience which offer them meaning, impact and appreciation. Almost any simple act of achievement is recognized and appreciated as the Office emphasizes a culture of recognition.

a. During Monday Convocation:

- ✓ The personnel of the unit/functional division with the complete attendance in the flag ceremony is recognized and appreciated for reporting to the Office on time.
- ✓ Unit/Functional division with complete and prompt submission of reports is given a certificate of recognition. This is done in no specific week as the need arises.

b. Most Punctual and Best in Attendance – The Personnel Unit identifies employee/s who consistently reports to office on time, without under

time and with the best attendance every month to be awarded every second Monday of the following month. Attendance to official business such seminars or other mandated activities shall not be considered absent.

- c. Gawad ng Schools Division Superintendent – The Schools Division Superintendent decides for whom and when the award will be given in any Division Office activity. This award recognizes the employee who has contributed significantly toward office productivity and efficiency.

**Section 27. Stages of the Search for DepEd Tagbilaran CORONA Award** – The Division PRAISE Committee shall conduct a thorough evaluation and search for each category following the three stages namely: 1) Dissemination of information through a memorandum 2) Submission of nominees; 3) Evaluation of submitted documents 4) Validation of Shortlisted Nominees; 5) Rewards and Recognition of Winners

**Section 28. Criteria and Standards** – In the evaluation of nominees' documents for **DepEd Tagbilaran CORONA Award**, Criteria by category; Rating Sheet for **Professionalism and Personal Characteristics**; and **Consolidated Rating Sheet, by Category**, shall be used with emphasis on the Equal Opportunity Principle policy.

28.1. Criteria and Standards for other Rewards and Recognition Awards – The criteria and standards for other awards such as the Gawad Agad Award shall be in accordance with the specific requirements as may be indicated in the Certificate of Recognition which will be presented during the Monday Convocation and or other forms of Division Office gathering, team building activities, conferences and celebration. These shall be consistent with applicable laws, rules and regulations promulgated by competent authority/ies and/or as the PRAISE Committee which may be prescribed duly approved by the Schools Division Superintendent.

28.2 Other Considerations – Other similar circumstances or considerations in favor of the nominee, as may be determined by the PRAISE Committee concerned duly approved by the Schools Division Superintendent.

The following criteria and standards are explicitly described as follows:

#### **A. As an Exemplary Public Servant**

Exhibit extra ordinary transparency, honesty, accountability and personal integrity and professionalism. Shows consistent and uncompromising adherence to strong moral and ethical principles and values.

#### **B. Consistency of Performance**

The degree of consistency manifested by Very Satisfactory and/or Outstanding performance based on historical data/work record.

1. Performance rating for the last three (3) rating periods.

2. If an applicant has been sent to a scholarship program (with proof) for one or more rating periods, the three (3) latest available ratings will be accepted.

### **C. Team Support and Influence**

The extent the nominee manifests motivation and support with each other within the group/organization or the degree to which group members positively influence each other. Should have verifiable/actual contribution in the attainment of the organization/office accomplishment.

### **D. Financial Management**

Shows maximum utilization of all financial resources as reflected in the status report of the budget utilization (obligation and disbursement rate) of the Schools Division office covering the search period and incumbency of the nominee.

### **E. Innovation**

Tangible outputs/product/s processes/systems/services which significantly raised performance, efficiency, and effectiveness of the office/organization.

1. Only one applicable innovation output/product will be considered.
2. An innovation is valid for five (5) years from its implementation and accepted only if it is supported by:
  - a. innovation output/product; and
  - b. a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation;
3. The applicant must show proof or certification duly signed by the Head of Office/Proper Authority that the innovation has not been credited in previous "DepEd Tagbilaran CORONA Award Search".
4. In case of group innovation, the applicant shall receive the fraction thereof of the score of the output divided by the total number of proponents of the innovation.
5. Posed strong potential that the milestone of accomplishment can be replicated outside the target beneficiary group.
6. Showed evidence that the milestone of accomplishment was/can be replicated outside the target beneficiary.
7. Showed significant impact to the beneficiaries/systems/structures and/or organization.

## **F. Integrity**

Demonstrates transparency, honesty, accountability, personal integrity and professionalism. Shows consistency in words and actions and models high standard of ethics.

## **G. Internal Linkages/Group Dynamics**

The extent the nominee manifests motivation and support with each other within the group/organization or the degree to which group members positively influence each other. Should have verifiable/actual contribution in the attainment of the organization/office accomplishment.

## **H. Note Worthiness in the Organization & Community Development/Services**

The degree of uniqueness and originality of outstanding contribution/s; implemented breakthroughs in the structure, system and procedures in the delivery of services resulting to improved efficiency, effectiveness and customer satisfaction.

Contributions of the nominee to the bigger academic community outside of his/her own school (i.e., within the division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Maintains wholesome relations with community stakeholders and local partners and initiates, facilitates and builds inter-community relations.

## **I. External Partnership and Linkages**

Manifest community wide sustained strong support by the stakeholders thru the successful programs/projects implemented in the school/schools division office.

1. The programs/projects shall be credited only when supported by the following:
  - 1.1. Memorandum of Agreement/Memorandum of Understanding;
  - 1.2. Program Implementation Plan; and
  - 1.3. Program Implementation Accomplishment Details (which includes attendance sheet, roster of beneficiaries, impact assessment results, etc.).

## **J. Performance Indicators**

### **School**

Shows gains/achievement of the target indicators in the SIP/AIP specifically on dropouts and cohort survival rates of the school. For the purpose of

evaluation on this criterion, the indicators shall be school-specific, within the search period and must be the actual accomplishment of the nominee during his/her incumbency.

## INDIVIDUAL CATEGORY

### A. Most Outstanding Teacher

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
A. Integrity		25%
➤ Transparency	7%	
➤ Honesty	7%	
➤ Accountability	7%	
➤ Professionalism	4%	
B. Innovation		15%
➤ Adaptability	5%	
➤ Sustainability	5%	
➤ Impact	5%	
C. Consistency of Performance		30%
➤ Performance Rating	20%	
➤ Consistent Progress of Performance	10%	
D. Noteworthiness in the Organization & Community Development/Services		15%
➤ Unique and original contribution/s in the structure, systems and procedures in the delivery of services	8%	
➤ Contribution to the bigger academic community outside of his/her own school/work assignment	7%	
E. Team Support and Influence		15%
➤ Teamwork	5%	
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

## B. Most Outstanding School Heads

<b>CRITERIA</b>	<b>Specific Number of Points Assigned Each Criterion</b>	<b>SCORING</b>
<b>A. As an Exemplary Public Servant</b>		
➤ Transparency	7%	25%
➤ Honesty	5%	
➤ Accountability	8%	
➤ Professionalism	5%	
<b>B. Innovation</b>		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
<b>C. Consistency of Performance</b>		
➤ Performance Rating	15%	20%
➤ Consistent Progress of Performance	5%	
<b>D. Noteworthiness in the Organization &amp; Community Development/Services</b>		
➤ Unique and original contribution/s in the structure, systems and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own school/work assignment	7%	
<b>E. Team Support and Influence</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

### C. Most Outstanding Teaching-Related Personnel

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
<b>A. Integrity</b>		
➤ Transparency	7%	25%
➤ Honesty	7%	
➤ Accountability	7%	
➤ Professionalism	4%	
<b>B. Innovation</b>		
➤ Adaptability	5%	15%
➤ Sustainability	5%	
➤ Impact	5%	
<b>C. Consistency of Performance</b>		
➤ Performance Rating	20%	30%
➤ Consistent Progress of Performance	10%	
<b>D. Noteworthiness in the Organization &amp; Community Development/Services</b>		
➤ Unique and original contribution/s in the structure, systems and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own school/work assignment	7%	
<b>E. Team Support and Influence</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

## D. Most Outstanding Non-Teaching Personnel

### Level 1

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
A. Professionalism		25%
➤ Trustworthiness	5%	
➤ Integrity	5%	
➤ Honesty	7%	
➤ Accountability	8%	
B. Innovation		25%
➤ Adaptability	5%	
➤ Sustainability	10%	
C. Consistency of Performance		25%
➤ Performance Rating	20%	
➤ Consistent Progress of Performance	5%	
D. Team Support and Influence		25%
➤ Teamwork	10%	
➤ Cooperation	10%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

### Level 2

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
A. Professionalism		25%
➤ Trustworthiness	5%	
➤ Integrity	5%	

➤ Honesty	7%	
➤ Accountability	8%	
<b>B. Innovation</b>		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
<b>C. Consistency of Performance</b>		35%
➤ Performance Rating	25%	
➤ Consistent Progress of Performance	10%	
<b>D. Team Support and Influence</b>		15%
➤ Teamwork	5%	
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

## GROUP CATEGORY

### A. Most Outstanding School (Elementary & Secondary)

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
<b>A. Performance Indicator</b>		35%
➤ Dropout Rate	20%	
➤ Cohort Survival Rate	15%	
<b>B. Innovation</b>		35%
➤ Adaptability	5%	
➤ Sustainability	15%	
➤ Impact	15%	
<b>C. Partnership and External Linkages</b>		15%
<b>D. Internal Linkages/Group Dynamics</b>		15%
➤ Teamwork	5%	
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	

<b>TOTAL</b>	<b>100%</b>
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## VII. Mechanics

### For Teaching, Teaching-related and Non-teaching Personnel

1. School Heads/Education Program Supervisors/PTA Officers/LGU Officials/Civic Organizations and Division Chiefs/Unit Heads are authorized to nominate teachers and non-teaching personnel, respectively, to the Search through the Division PRAISE Committee.
2. Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category and the Division PRAISE Committee shall declare all Rank 1 per category per level as Division winners/awardees. They will vie for the Regional Awards.
3. Schools Division Superintendent shall endorse all the Division Awardees/Winners to the Regional PRAISE Committee.

**Section 29. Nomination Form** – The Nomination Form shall be accomplished by the immediate head of the nominee along with one or two-paged (A4-size) write-up about the latter, highlighting his/her accomplishments and impact to learning/service and contribution to the community.

**Section 30. Grounds for the Deferment and Cancellation of the Screening Process of a Candidate or Nominee** – The PRAISE Committee shall defer or cancel the screening process for a candidate or nominee, whether individual or group, for any of the following grounds:

30.1. Failure of the candidate or nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee;

30.2. Issuance of a charged sheet or final judgement for any administrative, civil or criminal case before an appropriate tribunal or competent authority;

30.3. Violation/s of any of the provisions of the policies of DepEd, CSC, and ethical standards that shall undermine his/her integrity and sanctity as candidate or nominee, and of the screening process; and

30.4. Such acts that PRAISE Committee may consider prejudicial in the discharge of its duties and functions.

**Section 31. Notification of Awarding Ceremony and Results** – For DepEd Tagbilaran CORONA Award, a Division Memorandum shall be disseminated on the finalist per category notifying them to attend the Ceremony where the outstanding candidate will be declared. After the Awarding Ceremony, a Division/Office Bulletin shall be disseminated announcing the official results of the DepEd Tagbilaran CORONA Award Search for both levels.

**Section 32. Prohibition on the Change of Awards** – A change of awards by any candidate or nominee is prohibited after the final screening and deliberation results have

been undertaken by the PRAISE Committee duly approved by the Schools Division Superintendent.

**Section 33. Forms of Decisions by the PRAISE Committee** – All decisions of the PRAISE Committee shall be reflected in the Minutes of Meeting which shall be adopted by at least majority of its members, there being a quorum. The decision of the Committee shall be final and non-appealable.

#### **For School and Schools Division Office**

##### Division Search

1. SDS/ASDS/Functional Division Chiefs/Unit Heads/ Education Program Supervisors/PTA Officers/LGU Officials/Civic Organizations/Teachers are authorized to nominate Schools to the Search through the Division PRAISE Committee.
2. The Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category. The said Committee shall declare all Rank 1 per category per level as Division winners/awardees.
3. All Division Winners shall be indorsed by Schools Division Superintendent to the Regional PRAISE Committee.

#### **VIII. Other References**

1. Civil Service Commission (CSC) Honor Awards Program Guidelines
2. Manila Teachers' Savings and Loan Association Inc. (MTSLAI) Search for Ulirang Guro at Pambansang Ulirang Guro guidelines.
3. Metrobank Foundation Outstanding Filipinos (OF) general guidelines.
4. DepEd RO7 Pasidungog guidelines

#### **IX. Official Emblem (Annex 5)**

**BASE** (Platinum) - represents the Department of Education as a strong foundation for societal change - Central Office down to Schools Division.

**HOOP** (Blue & Red) - symbolizes unity, common aspirations and goals of DepEd RO7. It binds the twenty-four (24) schools as frontliners for quality education.

**HUMAN FIGURE** (Blue, Black & Gold) - symbolizes the dynamic human resource of the united twenty-six (26) schools of Tagbilaran City Division.

**STAR** (Red) - represents the gems, the best of DepEd Tagbilaran City Division. It also shows the greatness of Tagbilaran City.

**CROWN or CORONA** (Gold) -represents Commitment to Excellence, Outstanding Impact, Recognition of Effort, Originality and Innovation, Nurturing Growth, and Achievement and Leadership



## **X. Point Recognition and Equivalency of PRAISE Awards**

**Section 34. Point Equivalency and Recognition for DepEd Tagbilaran officials and employees** – The awards conferred to the awardees shall be credited under Outstanding Accomplishment for future possible promotion/reclassification/conversion to higher position, subject to the allowable points under the Merit Selection Plan of the Department of Education.

## **XI. Funding Requirements**

**Section 35. Source of Funds** – All expenses relative to the implementation of the PRAISE programs shall be charged against the Division MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations and its Annual Work and Financial Plan and Budget.

## **XII. Implementing Guidelines**

**Section 36. Rule-Making Authority** – DepEd Tagbilaran Schools Division Superintendent shall, upon the recommendation by the PRAISE Committee, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective and efficient implementation of the provisions of this Policy Manual.

## **XIII. Amendment, Revision, Separability, Effectivity, and Commitment**

**Section 37. Amendment, Revision, Review and Updating of the Manual** – Any and/or provisions of this Manual may be amended or revised, as the case may be, by the PRAISE Committee with the recommendation of the Schools Division Superintendent. Any amendment or revision of this Manual shall be reported and submitted to the CSC Bohol and Region 7 Office for appropriate action. Provided further, that it shall be the responsibility of the Schools Division Superintendent with the PRAISE Committee to ensure periodic updating of this Manual taking into account the subsequent policies approved by the Department of Education and such rules and regulations promulgated by the CSC. Provided furthermore, that this Manual shall be reviewed every three (3) years by the DepEd Tagbilaran PRAISE Committee and the results of which duly approved by the Schools Division Superintendent.

**Section 38. Repealing Clause** – All Regional Memoranda, issuances, guidelines and policies and DepEd Tagbilaran City Schools Division, or parts thereof, inconsistent, with the provisions of this Manual are hereby amended or repealed accordingly.


**Section 39. Separability Clause** – The provisions of this Manual are hereby declared separable. In the event that any provision hereof is rendered unconstitutional, those that are not affected shall remain valid and effective.

**Section 40. Effectivity** – This DepEd Tagbilaran Rewards and Recognition Policy Manual shall become effective after final evaluation by the Civil Service Commission. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

**Section 41. Certification and Commitment** – We hereby certify and commit by the provisions of the above Rewards and Recognition Policy.

APPROVED this 3rd day of February 3, 2025 in a meeting convened by the members of the PRAISE Committee.


Prepared by:

  
**AQUILINO T. MILAR JR. JD, PhD**  
Administrative Officer V/R & R Focal Person  
President, DepEd NEU Tagbilaran City Chapter

Reviewed by:

PRAISE Members:

  
**MAURINE C. CASTAÑO**  
Chief, SGOD

  
**JANET T. BUTALID PhD**  
Chief, CID

  
**MARIFE C. RALLOS**  
Budget Officer

  
**MICHELLE T. SAGARA CPA, PhDM**  
Accountant III


  
**FILOMENA C. TANGGAAN PhD**  
SEPS, HRDS

  
**BRENDALOU D. ARANCANA JD, PhDM**  
Administrative Officer IV


  
**JULIETA J. SELMA**  
Division Federated Faculty Club President

  
**JUNICEL T. MANCHA PhDM**  
Planning Officer III


Secretariat:

  
**ROSENE D. OLAIVAR PhD**  
EPS II, HRDS


  
**RUBEN C. LOREJO**  
Administrative Officer II

  
**ELAINIE C. CENTINO**  
Administrative Assistant III

Recommending Approval:

  
**JOHN ARIEL A. LAGURA PhD**  
OIC Asst. Schools Division Superintendent  
Chairperson

APPROVED:

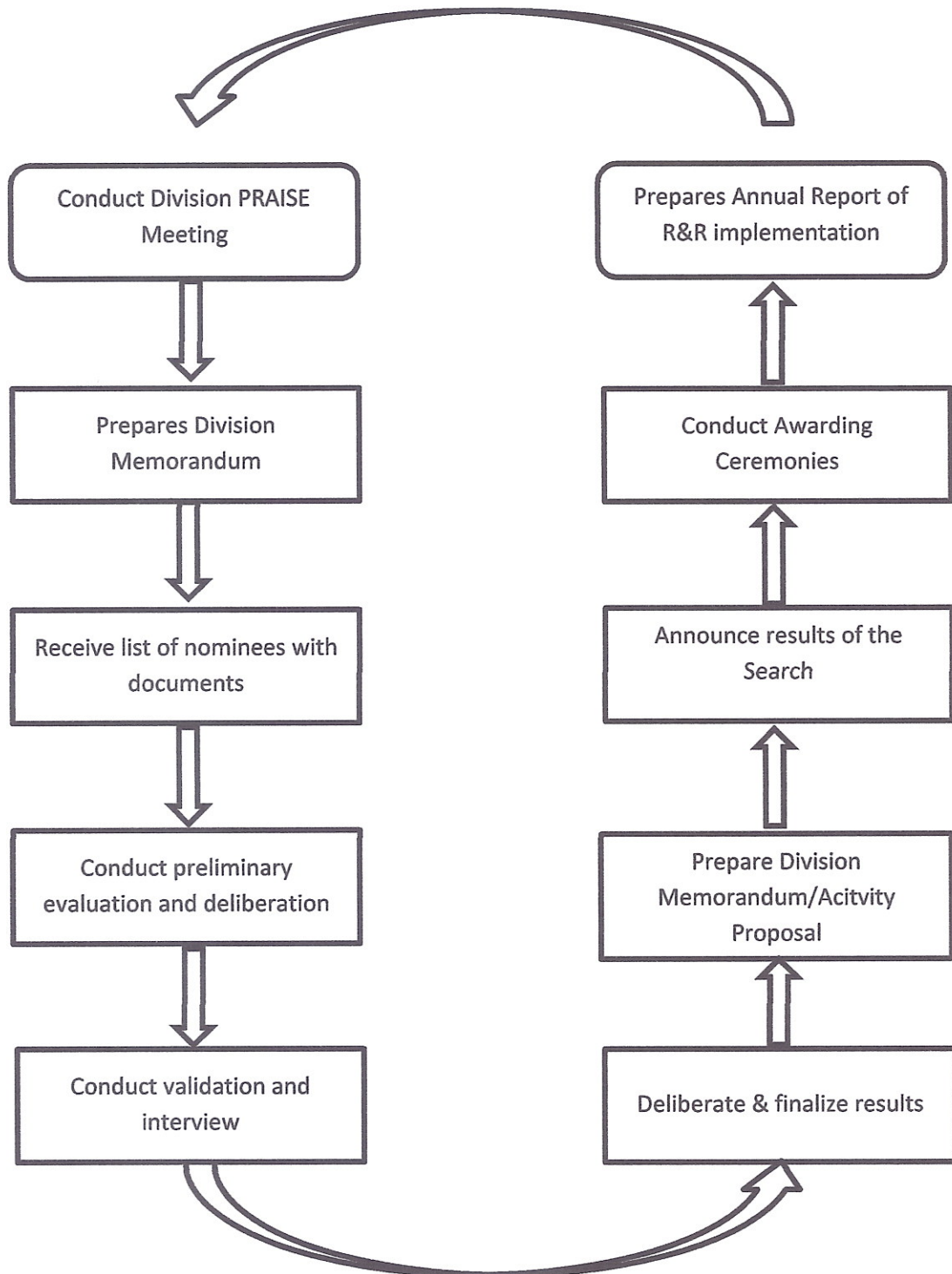
  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent  
Date: \_\_\_\_\_

**CSC Action:**

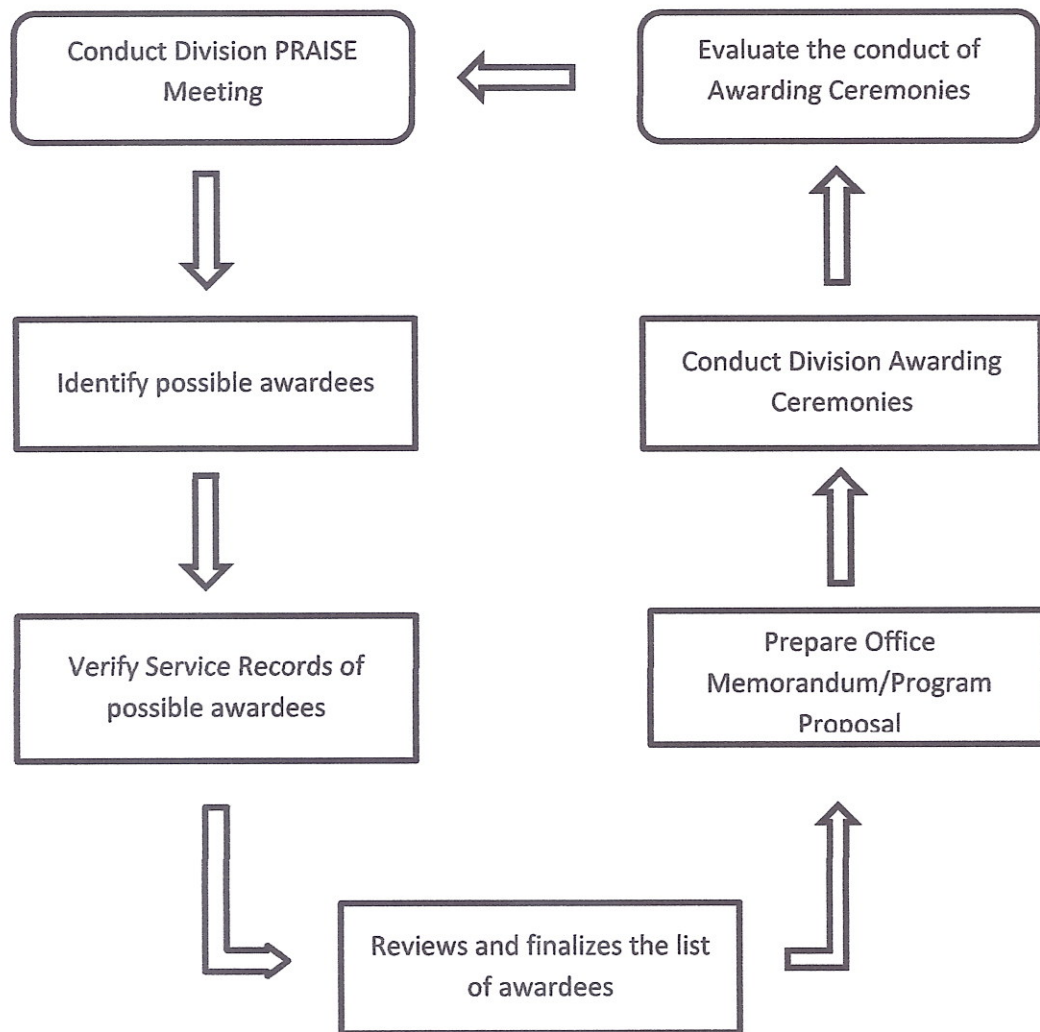


Annex 1: Rewards and Recognition System Process

**Search for Outstanding DepEd Tagbilaran Officials and Employees  
(DepEd Tagbilaran CORONA Award)**



## Loyalty Service Awardees for Division Office Employees



Annex 2: Nomination Form

R&R Form 1 (Nomination Form)

<b>DEPED TAGBILARAN CORONA AWARD SEARCH</b>		Passport size Photo
<b>Individual Category:</b> _____		
<b>Nominee</b> (First Name, Middle Initial, Last Name):		<b>Signature:</b>
<b>Position</b> (per Service Record):	<b>Gender:</b>	<b>Age:</b>
<b>Status of Appointment</b> (per Service Record):		<b>Date of Birth:</b>
<b>Telephone/Cellphone Nos</b> (Active Contact Details):		<b>Place of Birth:</b>
<b>Residence Address:</b>		
<b>Level of Position:</b> <input type="checkbox"/> 1 <sup>st</sup> Level <input type="checkbox"/> 2 <sup>nd</sup> Level <input type="checkbox"/> 3 <sup>rd</sup> Level (SDS/ASDS)		<b>Group Category:</b> _____
<input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-teaching <input type="checkbox"/> Teaching		<b>Nominee</b> (Name of School/Name of SDO):
<b>Email Address:</b>		<b>Size</b> (small, medium, large...):
<b>SCHOOL HEAD</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office/Office Address:</b>		
<b>Telephone/Cellphone Nos.</b> (Active Contact Details):		<b>Email Address:</b>
<b>DIVISION/AGENCY HEAD</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office/Office Address:</b>		
<b>Telephone/Cellphone Nos.</b> (Active Contact Details):		<b>Email Address:</b>
<b>NOMINATOR</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office:</b>		<b>Telephone/Cellphone Nos.:</b>
<b>Office Address:</b>		<b>Email Address:</b>



**Additional Information about the Nominee:**

<b>Were you a previous R &amp; R Nominee?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> What year: _____ <b>What Award Category:</b> _____
<b>Were you a previous R &amp; R Semi-finalist?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> What year: _____ <b>What Award Category:</b> _____
<b>Were you a previous R &amp; R Awardee?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> What year: _____ <b>What Award Category:</b> _____

Annex 3

**R & R Form 2 (Nomination Write-up for all Categories)**

Nomination Write-up:

(Minimum of 250 words and Maximum of 500 words, A4 size bond paper, Arial #12 font, including executive summary)

<b>Name of Nominee</b> ( <i>Individual Category</i> ):	( <i>Group Category</i> ):
<b>Position:</b>	<b>Name of School/SDO:</b>
<b>Length of Service in the Position:</b> <b>In Government:</b>	<b>Head of Office:</b>

<b>I. Executive Summary</b>
<b>II. Exemplary Behavior/Conduct Displayed within the last 3 years</b>
<b>III. Impact of Accomplishments</b> (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)
<b>Other Information</b> (Major Awards/Citations Received/Membership in the Organization)

**CERTIFICATION**

We/I attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards 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 and DepEd Tagbilaran Rewards & Recognition Policy.

**Printed Name and Signature:**

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<b>Nominee</b>	<b>Nominator</b>	<b>PRAISE Committee Chair</b>	<b>Division Office Head</b>
----------------	------------------	-----------------------------------	---------------------------------



H. Zamora St., Dampas, Tagbilaran City, Bohol  
 (038)427-1702; (038)427-2506  
 tagbilarancity.division@deped.gov.ph

Annex 4: Criteria for the DepEd Tagbilaran CORONA Award by category

**SEARCH FOR OUTSTANDING TEACHER  
(Elementary and Secondary)**

**1. Instructional Competence . . . . . 40 pts.**

1.1. Teaching Competence - 20 pts.

Rating	Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15

Rating	Points
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10
3.9	9

Rating	Points
3.8	8
3.7	7
3.6	6
3.5	5

1.2. Outstanding Accomplishment - 10pts.

Outstanding employee or coach or trainer of winning students in the different Competitions

Rank	Points		
	Division Level	Regional Level	National Level
1 <sup>st</sup>	5	8	10
2 <sup>nd</sup>	4	7	9
3 <sup>rd</sup>	3	6	8

1.3. Creativity and Innovation - 10pts.

Innovation and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional official

Stages of Implementation	Points
Conceptualized	2
Started the implementation	4
Fully implemented in the school	6
Adopted in the division	10

**R & R Form 3 (Omnibus Certification for Individual & Group Categories)**

**OMNIBUS CERTIFICATION OF AUTHENTICITY  
AND VERACITY OF DOCUMENTS**

I, \_\_\_\_\_, Filipino, of legal age, single/married with permanent address at \_\_\_\_\_, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for \_\_\_\_\_ at the Department of Education (DepEd) Tagbilaran.
2. I have submitted the following documents:
  1. Fully accomplished Rewards and Recognition Forms
    - 1.1 Nomination Form (Form 1)
    - 1.2 Nominee's Write-ups on the Highlight of Accomplishments (Form 2)
  2. Updated PDS with passport size (1 ½" x 2) photo with name tag taken within the last six (6) months prior to the nomination.
  3. Endorsement letter from the School Principal or its equivalent, that the nomination has undergone deliberation by the Committee.
  4. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31, 2019. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
  5. Certificate of no pending administrative/civil/criminal case;
  6. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
  7. Performance Rating for the last three (3) performance rating periods prior to the nomination.
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.
4. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Division of \_\_\_\_\_, to verify the authenticity of the above mentioned documents.

\_\_\_\_\_  
*Signature over printed name*

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, in \_\_\_\_\_, affiant exhibiting to me his/her Government ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

*Notary Public*

Annex 6

**Official Rewards & Recognition Emblem**



*Designed by Japhet A. Revereal*