



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



November 23, 2015

DIVISION MEMORANDUM

No. 094 s, 2015

**DIVISION AWARDING CEREMONY OF OUTSTANDING EMPLOYEES
AND OFFICES AND CHRISTMAS PARTY**

TO: Asst. Schools Division Superintendent
OIC, Asst. Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors

1. Pursuant to Deped Order No. 78, s. 2007 entitled "Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education", this Office will have the Division Awarding Ceremony of Outstanding Employees and Offices at the Schools Division Office and Christmas Party on December 17 - 18, 2015 at Island Cove Hotel and Leisure Park, Binakayan, Kawit, Cavite. The **Two-Day Live-In** Event will begin at 6:00 in the afternoon of the first day for the Awarding Ceremony while the second day activity is the Christmas Party that will commence at 8:00 in the morning until 3:00 in the afternoon.
2. Corollary to this, this Office is requesting for nomination for the Best Employee Award and Office in the following divisions on or before November 27, 2015.
 - a. Office of the Schools Division Superintendent
 - b. Curriculum Implementation Division
 - c. School Governance and Operation Division
3. Submission of documents will not be later than December 4, 2015 to be screened and evaluated by the PRAISE Committee.
4. Winner in each category will receive cash prize, certificate of recognition and distinctive symbol of DepEd Cavite's Pride. Awards to be conferred are:
 - a. Best Employee Award
 - b. Outstanding Office / Unit
 - c. Service Awards
5. Participants to this two-day activity are all personnel in the three offices. Nominees and other participants are requested to wear **formal attire** during the Awarding Ceremony and **casual attire** (Maong pants and T- shirt) during the Christmas Party.
6. Moreover, each Office is requested to prepare a special presentation for the Christmas Party related to the theme, "Feeling ALDUB ALL LOVE FOR CHRISTMAS"
7. Enclosures to this Memorandum are the Program of Activities, Mechanics for the Best Employee Award and Office, Nomination Form, Criteria and Evaluation Sheets for the Best Employee Award and Office.
8. Widest dissemination of this Memorandum is earnestly desired.

Inclosure No. 1 to Division Memorandum No. 174,s. 2015

MECHANICS FOR THE BEST EMPLOYEE AWARD

1. A candidate must be nominated by the Unit Head/other Superior/other accredited DepEd organization.
2. He/she must have served DepEd for at least three (3) years.
3. All nominees shall be evaluated based on the given criteria by the PRAISE committee.
4. Deadline for submission of nomination forms shall be set by the PRAISE committee.
5. Once nominated, the candidate shall be required to update/submit his or her 201 File to the HRM Office.
6. A designated committee shall evaluate documents and conduct simple background investigation and interview.
7. The decision of the PRAISE committee is final and irrevocable.
8. The final results shall be published in a Memorandum or Bulletin five (5) days before the awarding ceremony.

CRITERIA FOR BEST EMPLOYEE AWARD

Basic Qualification

1. Regular Employee of the Division Office
2. At least 2 years in service (as regular)
3. With good moral character

Criteria

	<u>Percent</u>
1. Performance Rating for the last 2 years	<u>10</u>
2. Education and Training	<u>10</u>
3. Work Competencies	
3.1 Mastery of Work. Creativity, Innovativeness	
Resourcefulness (10 points)	
3.2 Accomplishments/Output	
Quantity, Quality, Timeliness) – (10 points)	
3.3 Communication Skills (10 points)	
3.4 Records Management (10 points)	
3.5 Punctuality and Attendance (10 points)	
	<u>50</u>
4. Behavioral Competencies	
4.1 Commitment (Going beyond the call of duty) – (4 points)	
4.2 Initiative (4 points)	
4.3 Decision-making/Judgement (4 points)	
4.4 Team-Player (3 points)	
	<u>15</u>
5. Personality Traits	
5.1 Integrity (5 points)	
5.2 Interpersonal Relationship (10 points)	
	<u>15</u>
Total	<u>100 %</u>

EVALUATION SHEET FOR BEST EMPLOYEE AWARD

Name: _____

Position: _____

POINTS

1. PERFORMANCE RATING (10 POINTS)

9.50 - 10.00 - 10 pts.

7.51 - 9:49 - 8 pts.

4.01 - 7:50 - 6 pts.

July to December 2013 _____

January to June 2014 _____

July to December 2014 _____

January to June 2015 _____

Average _____

2. EDUCATION AND TRAINING

2.1 EDUCATION (5 POINTS)

Degree/Level Completed: _____

College Degree

- 5 pts.

College Undergraduate

- 3 pts.

High School Graduate

- 1 pt.

2.2 TRAINING (5 POINTS)

Division Level

(Maximum of 1 point for a 3-day training)

Regional Level

(Maximum of 2 points for a 3-day training)

National Level

(Maximum of 2 points for a 3-day training)

3. WORK COMPETENCIES

3.1 Mastery of Work (15 points)

Demonstrates innovation/creativity

- 5 pts.

Shows resourcefulness all the time

- 3 pts.

Works efficiently and productively

- 4 pts.

Adopts to changes and manages multiple task

- 3 pts.

3.2 Accomplishments/Outputs (15 point)

Most tasks completed within the first 30% or more of the time
before the deadline or scheduled time of completion.

15 pts.

Most tasks completed within the first 15-29 % or more of the time

3.3 Communication Skills (10 points)

- Ability to communicate clearly (Oral & written) - 4 pts. _____
- Presents well-organized and precise ideas - 3 pts. _____
- Basic Skills in ICT (encoding, email, uploading & downloading) - 3 pts. _____

3.4 Punctuality and Attendance (10 points)

- Not more than 3 times tardy/undertime and 4 days absent - 10 pts. _____
- Four to six (4-6) times tardy/undertime and 5-8 days absent - 8 pts. _____
- Seven to ten (7-10) times tardy/undertime and 9-12 days absent - 6 pts. _____
- 11-15 times tardy/undertime and 13-16 times absent - 4 pts. _____
- More than 15 times tardy or more than 16 days absent, leaving the workplace without notice - 2 pts. _____

4. BEHAVIORAL COMPETENCIES (15 POINTS)

- 4.1 Takes initiatives to organize work and adopt procedures - 3 pts. _____
- 4.2 Confident, hardworking and is committed to achieving excellence - 3 pts. _____
- 4.3 Demonstrates sound judgment - 3 pts. _____
- 4.4 Goes beyond the call of duty - 2 pts. _____
- 4.5 Acts quickly and makes best decision possible - 2 pts. _____
- 4.6 Ability to work as a team player - 2 pts. _____

5. PERSONALITY TRAITS (15 POINTS)**5.1 Integrity**

- Demonstrates honesty and work ethics - 5 pts. _____
- Adheres to set of ethical and moral principles standards and values - 2 pts. _____

5.2 Interpersonal Relationships

- Observes proper decorum in relating with superiors/peers. - 2 pts. _____
- Adjusts to the variety of personalities, ranks present in the organization - 2 pts. _____
- Internalizes work changes with ease and vigor - 2 pts. _____
- Accepts constructive criticisms objectively - 2 pts. _____

TOTAL POINTS _____

EVALUATED BY:

(Signature Over Printed Name)_____
(Signature Over Printed Name)

Inclosure No 4 to Division Memorandum No. 6241, s. 2015

BASIC INFORMATION OF BEST EMPLOYEE AWARD

Name: _____

Address: _____

Date of Birth: _____

Place of Birth: _____

Number of Years in Service: _____

(For every position held in the Division Office)

Performance Rating for the last 2 years

Educational Attainment:

Nominated by:
