



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

January 24, 2022

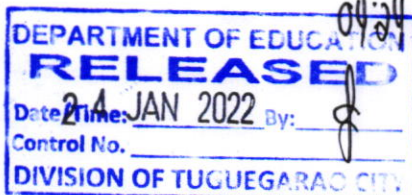
DIVISION MEMORANDUM

No. 015 . 2022

**REITERATING THE CONDUCT OF MONTHLY RECOGNITION FOR
OUTSTANDING EMPLOYEE (DIVISION OFFICE PROPER)**

To: Assistant Schools Division Superintendent
Chiefs of Divisions
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
All Others Concerned

1. This office congratulates all the men and women of the Division for the BRONZE AWARD that the Civil Service Commission (CSC) has granted in recognition of its excellence in human resource management systems, practices and competencies in the four-core human resource management areas, namely: Recruitment, Selection and Placement; Performance Management; Learning and Development and Rewards and Recognition.
2. Together with this recognition is our responsibility to sustain our best practices, and this office reminds for the conduct of the monthly recognition of outstanding employee - Division Office proper. (Attached are details for the award).
3. The nominators are the Immediate Supervisors of the different units and sections following the chain of command of responsibility. Both the nomination form and the criteria for evaluation shall be accomplished and to be submitted to the Rewards and Recognition Committee not later than Friday, January 28, 2022 for consolidation purposes.
4. There shall only be one (1) awardee for the entire office.
5. For your information, reference and guidance.



[Signature]
REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer-In-charge
Office of the Schools Division Superintendent

/SGOD/GMD/emb/



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net

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OUTSTANDING DIVISION OFFICE EMPLOYEE RECOGNITION AWARD

Purpose

The Schools Division of Tuguegarao City Outstanding Employee Recognition Award Program is designed to recognize employees for their outstanding service.

Eligibility

The Outstanding Employee Recognition Award will be awarded monthly to a permanent employee.

Nomination Process

Each Division, Section or Unit, through the head, shall nominate one from among its personnel using the nomination form which is available at the School Governance and Operations Division (SGOD) and to be submitted every 3rd or 4th week of the month.

Nomination Guide

The employee must meet or display the following standards:

1. consistently performs high quality of work.
2. performs extra duties beyond those normally assigned.
3. demonstrates a willingness to work with others and assist whenever needed or requested.
4. has a positive attitude.
5. displays exceptional dependability.
6. volunteers for and works on special projects, provides creative suggestions for working conditions.
7. creates a positive work environment and enhances the image of the Division

Awards

The awarding is done on a monthly basis preferably on a First Monday of the month. Each awardee receives a certificate of recognition (and cash or gift in kind if warranted).

Employee Recognition Committee

The recognition committee will consist of members of the Rewards and Recognition Chaired by the SGOD Chief, Dr. Gina M. Durian and Co-chaired by Jovy Claire V. Tungcul, Budget Officer, together with Emma Loisa Javier (EPS), Noli Abrigo (EPS) and Eduardo M. Balubal (SEPS). This committee shall administer the awards program.

Selection Process

The recognition committee subjects the nominees for further evaluation using the following criteria for evaluation:

Note: *In case a member of the selection committee is a nominee, the concerned member shall abstain from participating in the evaluation process.*

Criteria for Evaluation

Parameters	Allotted Points	Earned Points
1. consistently performs high quality of work.	15	
2. performs extra duties beyond those normally assigned.	15	
3. demonstrates a willingness to work with others and assist whenever needed or requested.	15	
4. has a positive attitude.	10	
5. displays exceptional dependability.	15	
6. volunteers for and works on special projects, provides creative suggestions for working conditions.	15	
7. creates a positive work environment and enhances the image of the Division.	15	
Total		

Outstanding Division Office Employee Recognition Award

Name of Nominee: _____

Title or Classification: _____

Office/Section/Unit: _____

Criteria for Evaluation

Parameters	Allotted Points	Earned Points
1. consistently performs high quality of work.	15	
2. performs extra duties beyond those normally assigned.	15	
3. demonstrates a willingness to work with others and assist whenever needed or requested.	15	
4. has a positive attitude.	10	
5. displays exceptional dependability.	15	
6. volunteers for and works on special projects, provides creative suggestions for working conditions.	15	
7. creates a positive work environment and enhances the image of the Division.	15	
Total		

Note: The nominee may not get the exact points, but please provide notations here for the committee's basis in consolidating the results. THANK YOU...



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Nomination Form

Outstanding Division Office Employee Recognition Award

Date: _____
Name of Nominee: _____
Title or Classification: _____
Office/Section/Unit: _____

Please circle the number(s) next to the award criteria which you believe your nominee meets.

The employee:

1. Consistently performs high quality of work
2. Performs extra duties beyond those normally assigned
3. Demonstrates a willingness to work with others and assist whenever needed or requested
4. Has a positive attitude
5. Displays exceptional dependability
6. Volunteers for and works on special projects, provides creative suggestions for working conditions
7. Creates a positive work environment and enhances the image of the Division

- Please describe in at least 2-3 sentences how the employee meets the above criteria, citing specific examples of excellent performance.

- Why do you believe this employee deserves the award?

Nominator
(Signature over printed name)