



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



4 Nov 2022

DIVISION MEMORANDUM

No. 406 , s. 2022

GUIDELINES ON REWARDS AND RECOGNITION PROGRAMS/ACTIVITIES FOR OFFICIALS AND EMPLOYEES WITH SPECIAL NEEDS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance Operations Division
OIC-Chief Education Supervisor, Curriculum Implementation Division
Unit Heads
Concerned School Heads

1. In adherence to the provisions under Memorandum Circular No. 01, s. 2001 issued by the Civil Service Commission (CSC) PRAISE Program and pursuant to Department of Education (DepEd) Order No. 9, s. 2002 titled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, and Republic Act 7277, Magna Carta of 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. These guidelines have been designed to recognize the laudable efforts and outstanding accomplishments of official and employees with special needs, DepEd Angeles City establishes the Guidelines on the Rewards and Recognition Programs/ Activities for Officials and Employees with Special Needs.
3. All officials and employees with special needs who have met the standards, criteria, and guidelines shall be recognized.
4. Enclosed is the Guidelines on Rewards and Recognition Programs/ Activities for Official and Employees with Special Needs.
5. Immediate and wide dissemination of and strict compliance to this Memorandum is earnestly desired.

MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent



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To be indicated in the perpetual index
under the following subjects:

EMPLOYEES GUIDELINES
OFFICIALS
REWARDS AND RECOGNITION

AGG/SGOD-HRD
11/4/2022



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**GUIDELINES ON REWARDS AND RECOGNITION PROGRAMS/ACTIVITIES FOR
OFFICIALS/ EMPLOYEES WITH SPECIAL NEEDS**

I. RATIONALE

In adherence to the provisions under Memorandum Circular No. 01, s. 2001 issued by the Civil Service Commission (CSC) PRAISE Program and pursuant to Department of Education (DepEd) Order No. 9, s. 2002 titled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, and Republic Act 7277, Magna Carta of 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, the DepEd Angeles City commits itself to recognize the laudable efforts and outstanding accomplishments of officials and employees with special needs.

DepEd Angeles City conducts an annual rewards and incentive program to deserving individuals and groups who displayed sustained testimony in setting aside personal interests and gains for the benefit of the learners, imbued with tireless pursuit for excellence in their endeavor/ s and dedicate their lives in public service which eventually contribute to the meaningful achievement of the mission, vision and goals of DepEd. It translates the Department's ultimate goal of encouraging, recognizing, and rewarding employees, individually or in groups, for their innovative contributions, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

Anent to its desire of taking the full responsibility in implementing the welfare and benefit programs in the schools and division office to include the granting of awards and incentives to teachers/ employees with special needs who have rendered meritorious services or excellent performance.. The guidelines shall cover all the personnel of the division office, and schools with special needs.

The objectives of the guidelines are:

- a. to recognize and reward officials and employees with special needs for their outstanding contributions and accomplishment in the government service;
- b. to acknowledge significant contributions of personnel and project or program implementers with special needs in the promotion of dedication, commitment to the service and unwavering support as effective support staff in achieving excellence;
- c. to foster creativity, innovation, efficiency, integrity, professionalism and service for excellence among employees with special needs despite of their disabilities;



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- d. to encourage and inspire employees with special needs to work for the enhancement of reputation and image of the division; and
- e. to establish pool of nominees with special needs for higher level search/recognition.

II. BASIC POLICIES

Section 1

Essential Features – DepEd Angeles City PRAISE System shall be designed to encourage creativity, innovativeness, efficiency, integrity 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.

Section 2

Basis of Providing Incentives – DepEd Angeles City PRAISE System shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas and exemplary behavior of officials and employees with special needs, 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 3

Timeliness of Award or Recognition – DepEd Angeles City PRAISE 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 Angeles City applying the equal opportunity principle.

Section 4

Principles – DepEd Angeles City PRAISE shall adhere to the equal opportunity principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

Section 5

Monetary and Non-Monetary Awards – DepEd Angeles City PRAISE System shall 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 mode.



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III. TYPE OF AWARDS

- A. Outstanding Personnel
- Outstanding Teaching Personnel
 - Outstanding Non- Teaching Personnel Level 1 and Level II
 - Outstanding School Head
- B. Service Awards
- C. Most Punctual and Best in Attendance Award

IV. SEARCH AND SCREENING PROCEDURES

A. For Outstanding Personnel

- For Division Level, nominations must be approved and endorsed by the school head, immediate supervisors and functional unit head office. For the Regional Level the Chairperson of the Division PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.
- The nominations of functional division units and schools should present their individual accomplishments or behavioral norms, not the accomplishments of the entire unit or school or unit office.
- For outstanding work accomplishments, present 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.

B. Qualification Requirements of a Candidate

Nominated officials and employees with special needs 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 the period;
- Have a performance rating of Outstanding or its equivalent for three (3) rating periods prior to the nomination.

V. EFFECTIVITY

These guidelines will remain in force and in effect for the duration of the program, unless sooner repealed, amended, or rescinded.