



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION

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August 6, 2024

OFFICE MEMORANDUM
OSDS-AO No. **64** s, 2024

**GUIDELINES IN THE GRANT OF AWARDS AND INCENTIVES UNDER
CY 2024 PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE
EXCELLENCE (PRAISE)
"SERBISYONG MAY INTEGRIDAD, KALIDAD, ANGAT, AT TAPAT (SIKAT)
AWARDS PROGRAM FOR SCHOOLS DIVISION OFFICE (SDO) PERSONNEL"**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Section Heads
Division Personnel
This Division

1. In reference to DepEd Order No. 009, s. 2002 titled Program on Awards and Incentives for Service Excellence (PRAISE), and DepEd Order No. 78, s. 2007 titled Strengthening the PRAISE of the Department of Education, and the 2021 DepEd NEU Collective Negotiation Agreement, the Schools Division Office of Sultan Kudarat (SDOSK) has developed and formalized a search for outstanding officials and employees, named the 2024 **Serbisyong may Integridad, Kalidad, Angat, at Tapat (SIKAT)** Awards Program.

2. This Rewards and Recognition program, aligned with the Office's Quality Policy through SIKAT governance, seeks to motivate, acknowledge, and reward employees, both individually and in groups. It focuses on their innovative programs, inventions, discoveries, outstanding achievements, heroic actions, exemplary conduct, extraordinary services to the public, and other personal contributions that enhance efficiency, economy, and government operations, ultimately boosting organizational productivity.

3. Pursuant to CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) requiring the institutionalization of Equal Opportunity Principle in all areas of human resource management, this office enjoins all division office personnel who are interested and qualified to apply for the various award categories.

MPF/OSDS- AO/OM- GUIDELINES IN THE GRANT OF AWARDS AND INCENTIVES UNDER CY 2024 PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) "SERBISYONG MAY INTEGRIDAD, KALIDAD, ANGAT, AT TAPAT (SIKAT) AWARDS PROGRAM FOR SCHOOLS DIVISION OFFICE (SDO) PERSONNEL/DSK-DivMemo-v3r0.0e01.11.21/August 6, 2024



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4. Guidelines and Criteria for the 2024 Division PRAISE are attached herewith.
5. In line with this, the top management, functional division chiefs, section and unit heads, and all other personnel are enjoined to submit their nominations with supporting documents, where needed, to the PRAISE Committee, Attention: Dr. Meilrose B. Peralta, ASDS, Chairperson, on or before **November 15, 2024**, following the format below:

NOMINATION FOR 2024 DIVISION PRAISE

Functional Division/Section/Unit: _____

AWARD CATEGORY	NOMINEE/S	REMARKS

Name and Signature of Nominator

6. The awarding of winners in specific categories will be done during the following SDO activities:

- 5.1 Monday Convocation (Minor Award)
 - 5.1.1 Gantimpala Agad Awards (Ora Mismo Awards)
- 5.2 Division Program Implementation Review and Plan Adjustment
 - 5.2.1 Special Recognition to Employees and Schools
- 5.3 Division Year End Performance Review and Evaluation cum SIKAT Awarding Ceremony (Major Awards)
 - 5.3.1 SIKAT Employee Award
 - 5.3.2 Outstanding Division Office Employee
 - 5.3.3 Top Management Choice Award
 - 5.3.4 Outstanding Provisional Employee
 - 5.3.5 Ingenuity Award (Creativity and Innovativeness)
 - 5.3.6 Professional Advancement Award
 - 5.3.7 Service Commitment Award

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- 5.3.8 Loyalty Award
- 5.3.9 Model Employee
- 5.3.10 Most Client Responsive Employee
- 5.3.11 Balik Alindog Award (Weight Loss Challenge)
- 5.3.12 SDS Choice Award
- 5.3.13 ASDS Choice Award
- 5.3.14 DSK Kapamilya Award

7. Period of service and accomplishment to be considered for the granting of 2024 PRAISE awards is from **January to November 15, 2024.**

8. Cash incentives and other related expenses in the conduct of the 2024 Division PRAISE shall be charged against MOOE/PS/local funds, subject to its availability and the usual accounting and auditing rules and regulations.

9. For the information and guidance of all concerned.

CRISPIN A. SOLIVEN, JR., CESE
Schools Division Superintendent

Incl: As stated

Reference: DepEd Order No. 009, s. 2002 and DepEd Order No. 78, s. 2007
To be indicated in the Perpetual Index under the following subjects:

AWARDING

INNOVATION

PROGRAM

MPF/OSDS- AO/OM- GUIDELINES IN THE GRANT OF AWARDS AND INCENTIVES UNDER CY 2024 PROGRAM
ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) "SERBISYONG MAY INTEGRIDAD,
KALIDAD, ANGAT, AT TAPAT (SIKAT) AWARDS PROGRAM FOR SCHOOLS DIVISION OFFICE (SDO)
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N^o. 64

Enclosure No. 1 to the Office Memo. No. _____, s. 2024

**GUIDELINES FOR THE 2024 PRAISE PROGRAM -
SERBISYONG MAY INTEGRIDAD, KALIDAD, ANGAT, AT TAPAT (SIKAT)
AWARDS PROGRAM FOR SDO PERSONNEL**

In compliance with DepEd Order No. 9, s. 2002, and DepEd Order No. 78, s. 2007, pertaining to the Program on Awards and Incentives for Service Excellence (PRAISE), and 2021 NEU Collective Negotiation Agreement, the Department of Education – Division of Sultan Kudarat has established the following guidelines for recognizing and awarding deserving division-based personnel (including Regular, Contract of Service, and Job Orders).

Listed below are the proposed awards to be given along with the guidelines and criteria in the screening and selection of awardees.

CATEGORY	GUIDELINES/CRITERIA	AWARD
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Outstanding Division Office Employee	<p>Granted to 1st level and 2nd level permanent employees who show/perform exemplary service and outstanding performance in their respective workplaces. Qualified to apply are those with a minimum of 5 years in the service, and who can satisfy the following basic criteria:</p> <p>Guidelines:</p> <ol style="list-style-type: none">1. The awardee voluntarily works beyond office hours with quality outputs (to be attested by his/her immediate superior)2. Demonstrates excellence in the performance of his/her duties, and maintains integrity in the delivery of his/her tasks.3. Manifests actions that promote respectful, collegial and supportive atmosphere and who applies solutions and approaches which creates positive impact to the fulfillment of the goals of the division4. Must have an Outstanding Performance Rating for the last 2 years <p>Criteria/ Percentage</p> <ol style="list-style-type: none">1. Performance Rating - (25%)2. Accomplishment and Contribution to Achieving Office Targets - (30%)3. Professional Development (25%)4. Personal Attributes/ Characteristics (20%) <p>Modes of Verification:</p> <ol style="list-style-type: none">1. Accomplishment Reports with pictorials2. IPCRF for Calendar Year 2023 and Calendar Year 20243. List of Significant Accomplishments and Contribution to Education	<p>Cash Incentive- 6, 000 Pesos</p> <p>Certificate of Commendation</p>
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Model Employee	<p>4. Diploma/ Transcript of Records 5. Other relevant documents</p> <p>This award is given to an employee who exemplifies professionalism in the workplace, worth of praise and adulation.</p> <p>Guidelines:</p> <ol style="list-style-type: none">1. With zero (0) to a maximum of 3 instances of tardiness per Daily Time Record (DTR) from January to October 20242. With perfect attendance for at least three months (exclusive of force and special leave privileges, and approved official travels)3. Religiously wears the prescribed office uniform (with a maximum of three instances of violation) <p>Modes of Verification:</p> <ol style="list-style-type: none">1. Biometric-generated DTRs2. Certification of Attendance from HRMO3. Certification on wearing the prescribed uniform from the direct superior	
Outstanding Provisional Employee (Casual and Job Order)	<p>Granted to deserving employees who show/ perform exemplary service and outstanding performance in the workplace. Qualified to apply are those with a minimum of 3 years in the service and who can satisfy the following basic criteria:</p> <p>Criteria:</p> <ol style="list-style-type: none">1. Has voluntarily worked beyond office hours with quality outputs (to be attested by immediate superior)	<p>Certificate of Commendation</p> <p>Token</p>

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	<ol style="list-style-type: none">Has maintained integrity and professionalism in the delivery of his/her tasks.Must have an Outstanding Performance rating for the last 2 years <p>Criteria:</p> <ul style="list-style-type: none">Performance Rating – 25%Accomplishment – 25%Personal Attributes and Character – 50% <p>Modes of Verification:</p> <ol style="list-style-type: none">Accomplishment Reports with pictorialsIPCRF for Year 2022 and 2023List of Significant Accomplishments, with supporting documents	
Ingenuity Award (Creativity and Innovativeness)	<p>This shall be awarded to employee/s or group/s of employees who has/have initiated/developed an original and exemplary practice, project, innovation and/or system that significantly improved a work process or procedure and has significantly increased the operational efficiency of the office, such as but not limited to generation of savings in terms of money and resources that benefit the DepEd/ or the government as a whole.</p> <p>Individual:</p> <ol style="list-style-type: none">The employee may be permanent or job order/ casual in status.With a performance rating of at least Very Satisfactory for the last 2 rating periods.Has initiated and implemented one or several programs, projects, systems, and innovations, in terms:	<p>Cash Incentive Individual: P6,000.00</p> <p>Certificate of Commendation</p> <p>Team: P12,000.00</p> <p>Certificate of Commendation</p>

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	<p>Effectiveness: Doing the right things that contribute to the achievement of office targets and strategic objectives</p> <p>Efficiency: Timeliness and cost- effectiveness of outputs produced in terms of resources and efforts</p> <p>Sustainability: Meeting the changing needs, requirements and standards of the organization without compromising the needs and wants of the clients.</p> <p>Team:</p> <ul style="list-style-type: none">• Members of the team may be a combination of permanent, casual or job order in status, or a special committee/ group of employees.• All members of the team must have at least VS performance rating for the current year.• The team initiated and implemented programs, projects, systems, or initiatives. <p>A. Criteria</p> <ul style="list-style-type: none">• Innovation- 25%• Creativity- 25%• Cost Efficiency – 25%• Impact- 25% <p>B. MOVs:</p> <ol style="list-style-type: none">1. Approved Project Design/ Memorandum2. Certification from the Schools Division Superintendent that the program, project, innovation or system initiated/developed is being utilized in the division office and that it benefits its employees and clients	
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SDS Choice Award	SDS discretion	Cash Incentive P6,000.00 Certificate of Commendation
ASDS Choice Award	SDS discretion	Cash Incentive P6,000.00 Certificate of Commendation
Top Management Choice Award	<p>This award is given to an employee or a group of employees (unit, section, or recognized special committee) who has consistently demonstrated resilience, perseverance, organization, independence, innovation, and professionalism in the performance of duties and responsibilities. Such individual or group of individuals was recognized by higher offices and other line agencies for the exemplary performance for the Calendar Year 2024.</p> <p>MOVs:</p> <ol style="list-style-type: none">1. Certificate/Plaque of Recognition or Commendation2. Accomplishment Report with Pictorials	Cash Incentive Individual: P6,000.00 and Certificate of Commendation Team: P6,000.00 and Certificate of Commendation
SIKAT Employee Award	<p>This is granted to employees who observe and exemplify the Core Values of the DSK through the SKTEACH Governance (Service, Kindness, Teamwork, Excellence, Accountability, Commitment, Honesty)</p> <p>A. Criteria</p> <ul style="list-style-type: none">• Service- 10%• Kindness-10%• Teamwork-10%• Excellence-10%• Accountability-10%	Cash Incentive P6,000.00 and Certificate of Commendation

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	<ul style="list-style-type: none">• Commitment-20%• Honesty-20%• Customer/ Client Satisfaction Survey – 10% <p>B. MOVs:</p> <ol style="list-style-type: none">1. Certification from the Head of Office, Functional Division Chief, or Section/Unit Head2. Other documented information	
Professional Advancement Award	<p>For the Calendar Year 2024, all permanent employees who have completed Master's or Doctoral Degree programs shall receive the award.</p> <p>Further, those who successfully completed government scholarships like those offered by DAP and AIM, and those who passed appropriate examinations/conferred career eligibilities in Calendar Year 2024 shall also be awarded.</p> <p>A. Guidelines</p> <p>Has satisfied any of the following conditions:</p> <ol style="list-style-type: none">1. Finished scholarship programs/ Graduated from any of the following graduate courses from recognized higher education institutions<ul style="list-style-type: none">- Master's degree (with thesis)- Doctoral degree2. Passed the following examinations:<ul style="list-style-type: none">- Civil Service Exams (for casual and job order only)- Bar Examination- Educational Management Test (Superintendent's Examination)- Career Executive Service Board (any of the 4 phases – Written Examination, Assessment Center, On-the-Job	<p>Cash Incentive</p> <p>P2,000 – MAEd/ MPA</p> <p>P3,000 – EdD/ PhD</p>

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	<p>Validation and Panel Interview)</p> <p>3. Was conferred with Career Executive Service Eligibility (CESE)/ Career Executive Service Officer (CESO)</p> <p>B. MOVs:</p> <p>1. Diploma (for Item 1)</p> <p>2. Certificate of Rating/ Letter of Confirmation (for Item 2)</p> <p>3. Certificate of Eligibility/ Letter of Confirmation (for Item 3)</p>	
Service Commitment Award	<p>This is granted to 1st level employees, either regular, casual or job order employee, who have been consistently diligent in attending required activities of the division office, submitting on-time, accurate and complete outputs, organizing his/her workplace following the 5 Ss System (Sort, Sore, Shine, Standardize and Sustain) and whose dedication and commitment have positively contributed to the efficiency of the organization.</p> <p>The awardee manifests excellent organizing skills, is always visible in his/her workplace, and is prompt and responsive to the needs of the transacting public.</p> <p>A. Criteria:</p> <p>1. Quality of Public Service- (50%)</p> <p>2. Work Attitude - (50%)</p> <p>B. MOV:</p> <p>- Certification from the immediate superior</p>	<p>Cash Incentive</p> <p>P6,000.00</p> <p>Certificate of Commendation</p>

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Loyalty Award	<p>This is granted to those who reached the next five (5) years of milestone service in the DepEd and succeeding years thereafter. A precondition to the grant of the award is the completion of the initial ten (10) years of continuous service as evidenced by the Service Record submitted.</p> <p>Awardee/s must have Very Satisfactory performance for the last 2 rating periods and who have served the department continuously and satisfactorily. Cash Incentive shall be granted subject to the availability of funds.</p> <p>MOVs:</p> <ol style="list-style-type: none">1. Service Record2. List of Awardees from the HRMO	<p>Cash Incentive</p> <p>15 years - P5,500</p> <p>20 years - P8,000</p> <p>25 years - P10,500</p> <p>30 years - P13,000</p> <p>35 years - P15,000</p> <p>40 years - 35,000</p> <p>45 years - P40,000</p> <p>Certificate of Commendation</p>
Gantimpala Agad Award	<p>Thus award aims to acknowledge employees who have demonstrated/ exhibited exceptional performance, heroic deeds, inspiring character, or selfless actions that go beyond their regular duties and work stations. The award is given to recognize the individuals' efforts and encourage them to continue their excellent work.</p> <p>Recognition of heroic deeds/exemplary act and giving of award/recognition shall be done by functional division office/section/unit.</p> <p>This award encompasses the following criteria:</p>	<p>Certificate of Commendation</p>

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	<p>Risk or Sacrifice: An employee or group shows heroic deeds which involve putting oneself at significant risk or making a personal sacrifice, whether it's physical, emotional, or otherwise, to help others in need.</p> <p>Selflessness: An employee or group shows heroic actions which are motivated by a genuine concern for the well-being of others, without expecting personal gain, recognition, or reward.</p> <p>Courage: An employee or group shows heroic deeds that require facing danger, adversity, or challenging circumstances with bravery and determination.</p> <p>Altruism: An employee or group that shows true heroism which involves acting out of a desire to help others, even when it is inconvenient or uncomfortable on his/her part.</p> <p>Impact: An employee or group shows heroic deeds that often has a positive and significant impact on the lives of others. The action saves lives, prevents harm, alleviates suffering, or improves the overall well-being of a community or group of people.</p> <p>Uniqueness: An employee or group shows heroic deeds that are often exceptional and go beyond what is expected in ordinary circumstances. They stand out due to their extraordinary nature.</p> <p>Moral Integrity: An employee or group shows heroic actions that are consistent with ethical and moral values. They uphold principles of fairness, justice, and compassion.</p>	
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	<p>Spontaneity: An employee or group shows heroic deeds which may involve planned actions and spontaneous reactions to immediate emergencies or crises.</p> <p>Recognition of Risk: An employee or group who performs the heroic deed is aware of the potential risks involved but chooses to act despite the uncertainty of situation.</p> <p>Inspiration: An employee or group who shows heroic deeds can inspire others by setting an example of altruism, courage, and empathy, motivating them to contribute positively to society.</p> <p>Admiration from Others: An employee or group who shows heroic deeds often lead to admiration and gratitude from others who recognize the bravery and selflessness of the individual involved.</p> <p>Punctuality (Monthly). An employee reports to office promptly.</p>	
Most Client Responsive (Individual and Group)	<p>This is given to employees, either permanent, casual or job order, who have been commended by a number of clients in the feedback form or who has been nominated by co-employees for being respectful, approachable, efficient, flexible and perceptive to the needs of the transacting public.</p> <p>The determination of the awardee shall be based on customer satisfaction survey administered to clients. The one who garners the greatest number of commendations shall be declared as winner.</p>	<p>Cash Incentive P6,000</p> <p>Certificate of Commendation</p>

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Balik - Alindog Award (Weight Loss Challenge)	<p>This award shall be given to two (2) employees: 1 male and 1 female, either permanent, casual or job order, who have positively accepted the challenge to lose weight through a combination of diet, exercise, and lifestyle changes, and who have stayed motivated and committed to their health goals.</p> <p>The determination of winner shall be based on the number of kilos lost (November 14, 2024 cutoff) as against the baseline weight as of July 1, 2024 as recorded by the School Health Section.</p>	Cash Incentive P10,000 each for male and female category winner
SDOSK Kapamilya Award	<p>This will be given to those employees who embody the values of being a Kapamilya in the Department of Education – LOYALTY, TEAM PLAYING, SUPPORT AND CHARITY.</p> <p>The awardee exhibits respect and care for his/her co-employees coupled with enthusiasm, efficiency and dedication to duty.</p>	Cash Incentive P6,000

MPF/OSDS- AO/OM- GUIDELINES IN THE GRANT OF AWARDS AND INCENTIVES UNDER CY 2024 PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) "SERBISYONG MAY INTEGRIDAD, KALIDAD, ANGAT, AT TAPAT (SIKAT) AWARDS PROGRAM FOR SCHOOLS DIVISION OFFICE (SDO) PERSONNEL/DSK-DivMemo-v3r0.0e01.11.21/August 6, 2024



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