

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

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November 18, 2024

**OFFICE MEMORANDUM**

SGOD-HRDS No. **102** s, 2024

**CALL FOR SUBMISSION OF DOCUMENTS FOR 2024 SERBISYONG MAY  
INTEGRIDAD, KALIDAD, ANGAT, AT TAPAT (SIKAT) AWARDS PROGRAM  
FOR SDO PERSONNEL**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/PICs  
Section Heads  
Concerned Employees  
This Division

1. Pursuant to DO 9, s. 2002, which establishes the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, the Schools Division of Sultan Kudarat (DSK) will conduct a Division Search for Outstanding Employees dubbed the 2024 Serbisyong may Integridad, Kalidad, Angat, at Tapat (SIKAT) Awards Program.
2. This program is designed to encourage, reward, and recognize top-performing SDO officials and non-teaching employees who have demonstrated exceptional performance and unwavering commitment to delivering quality education for children within the Division. Also, it aims to prepare our human resources to compete more effectively for regional, national, and international awards.
3. All employees of the Schools Division Office are encouraged to submit their letter of intent as required by the PRAISE Committee in the nomination process, along with the necessary supporting documents, for the respective categories of the SIKAT Awards 2024 on or before November 29, 2024, at Human Resource Development Section.
4. Enclosed are the nomination form, guidelines, and schedule of activities in the implementation of the program.
5. Meals and snacks, supplies and materials, cash incentives and medals, trophies/plaques/certificates to awardees, traveling allowance, and other incidental expenses and other incidental expenses during the conduct of the program shall be chargeable against any available MOOE/Local Fund subject to usual accounting and auditing rules and regulations.

LPO/SGOD-SEPS/DM- CALL FOR THE SUBMISSION OF APPLICATION FOR THE 2024 SERBISYONG MAY INTEGRIDAD, KALIDAD, ANGAT, AT TAPAT (SIKAT) AWARDS PROGRAM FOR SDO PERSONNEL /November 18, 2024



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6. For information and guidance of all concerned.

  
**CRISPIN A. SOLIVEN Jr., CESE**  
Schools Division Superintendent

Incl: As Stated

Reference: DO 9, s. 2002 and Regional Memorandum HRDD-2024-070

To be indicated in the Perpetual Index under the following subjects:

**AWARDING**

**PROGRAM**

**REWARDS AND RECOGNITION**

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LPO/SGOD-SEPS/DM- CALL FOR THE SUBMISSION OF APPLICATION FOR THE 2024 SERBISYONG MAY INTEGRIDAD, KALIDAD, ANGAT, AT TAPAT (SIKAT) AWARDS PROGRAM FOR SDO PERSONNEL /November 18, 2024



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Enclosure 1 to Division Memorandum HRDS No. **102**, s. 2024

**NOMINATION FORM FOR SIKAT AWARDS 2024 FOR SDO PERSONNEL**

Functional Division/Section/Unit: \_\_\_\_\_

AWARD CATEGORY	NOMINEE/S	REMARKS

\_\_\_\_\_  
Name and Signature of Nominator

1. 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

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

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

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**SCHEDULE OF ACTIVITIES**

<b>Activity</b>	<b>Schedule</b>
Submission of Documents	November 29, 2024
Evaluation and Interview	December 2-4, 2024
Deliberation of the PRAISE	December 5, 2024
Announcement of Winners	December 6, 2024
Awarding Ceremony	December 27, 2024

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