



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY
 Zone 3, Poblacion, El Salvador City



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DIVISION MEMORANDUM

No. 142, s. 2019

To: **PUBLIC ELEMENTARY SCHOOLS**
PUBLIC SECONDARY SCHOOLS

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
 Assistant Schools Division Superintendent
 Officer-In-Charge, Office of the Schools Division Superintendent
 7/31

Subject: 2019 Search for Outstanding Employees

Date: July 31, 2019

- The field is hereby informed of the following schedule for the 2019 Search for Outstanding Employees.

AWARD-GIVING BODY	SCHEDULE	REFERENCE/ GUIDELINES TO FOLLOW
DepED El Salvador City and DepED Region X	AUGUST 5-15, 2019: Selection/ Screening at School Level	Regional Memorandum 441, s. 2019 re: 2019 Regional Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel
	AUGUST 16, 2019: Deadline of Submission to the Division Office	
	AUGUST 19-23, 2019: Selection/ Screening at Division Level	
	AUGUST 30, 2019: Awarding (Founding Anniversary of Division)	
Philippine Civil Service Commission (CSC)	AUGUST 16, 2019: Deadline of Submission of Nomination	Handouts from CSC Region 10 re: Call for Nominations for 2019 Regional Search for Outstanding Government Officials and Employees

- This Office will issue a separate memorandum as to composition of the Selection/ Screening Committee at the Division Level. For inquiries, contact Ms. Anna Mae M. Atillo of the Personnel Office via this mobile number: 0956 654 1822.
- Immediate dissemination of the Memorandum to all concerned is enjoined.

Copies Furnished:
 Person Concerned
 Records Section- Memo

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CIVIL SERVICE COMMISSION
REGIONAL OFFICE NO. X

CALL FOR NOMINATIONS

**2019
REGIONAL
SEARCH FOR
OUTSTANDING
GOVERNMENT
OFFICIALS &
EMPLOYEES**

**CIVIL SERVICE AT 119: UPHOLDING
INTEGRITY AND BUILDING A
HIGH-TRUST SOCIETY**

Award Categories
Outstanding Work Achievement Award
Exemplary Conduct and Ethical Behavior Award
Best Gender Responsive Agency

PCSA 2019

CIVIL SERVICE COMMISSION - REGIONAL OFFICE NO. X
Vamanta Boulevard, Carmen, Cagayan de Oro City
Telephone No.: (088) 858-7563
Email Address: csc10.ord@gmail.com

2019 REGIONAL SEARCH FOR OUTSTANDING GOVERNMENT OFFICIALS AND EMPLOYEES

The Philippine Civil Service was formally established under Public Law No. 5 ("An Act for the Establishment and Maintenance of Our Efficient and Honest Civil Service in the Philippine Island") on 1900.

On September 19, 1900, Act No. 5 entitled "An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippines" was issued. Also known as the Civil Service Act, this started the concept of appointments and promotions in the government being made according to merit.

This September, the Philippine Civil Service celebrates its 119th anniversary with the theme "**Civil Service at 119: Upholding Integrity and Building a High-Trust Society**". During the month-long anniversary, outstanding government officers, employees and agencies are also given recognition and commendation for their outstanding performance in public service.

The search, also known as the **Regional Honor Awards Program (rHAP)** shall cover all officials and employees both in career service and non-career service in the government. It also includes appointive barangay officials and employees recognized as government employees pursuant to the conditions set under CSC Resolution No. 01-1352 dated August 10, 2001. Employees whose nature of employment falls either under job order or contract of service are excluded from the coverage of the program.

CATEGORIES OF AWARDS

A. Outstanding Work Performance Award

Outstanding Work Performance Award conferred to an individual or group of individuals with outstanding accomplishments exceptional or extraordinary contributions resulting from an idea or performance that is of public interest that benefited the agency, community or population.

FORM B - TEMPLATE FOR ADDITIONAL INFORMATION ON TEAM/GROUP MEMBERS

NAME OF TEAM MEMBERS	POSITION/STATUS OF APPOINTMENT	CONTRIBUTION/S OF EACH MEMBER

For group category, indicate the complete list of names in the provided Nomination Form B which must not exceed 10 members.

**Nominee may be a name of an individual, group or agency depending on the award category.

***Nominees may present as many significant accomplishments as necessary.

FORM A - NOMINATION FORM TEMPLATE

(Nominees may copy the template to a separate sheet)

Nomination For:

- Outstanding Work Performance Award
- Individual Group
- Exemplary Conduct and Ethical Behavior Award
- Best Gender Responsive Agency

NAME OF NOMINEE:** _____ **Email Address:** _____
Contact Number: _____

Additional information for nominees except on Best Gender Responsive

Agency: _____
Position: _____
Agency Address: _____

B. Exemplary Conduct and Ethical Behavior Award

Exemplary Conduct and Ethical Behavior Award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", to wit:

1. Commitment to Public Interest
2. Professionalism
3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

C. Best Gender Responsive Agency

Best Gender Responsive Agency is conferred to an agency whose projects have been implemented under the GAD budget that includes providing health services, advocating and disseminating information on gender issues, building capacity and providing technical assistance on GAD and other gender concerns.

AWARDS CRITERIA

A. Criteria for Outstanding Work Performance Award (Individual/Group)

- 1. Noteworthiness of Outstanding Performance/Contribution**
The degree of uniqueness and originality of outstanding performance or contribution/s.
- 2. Impact of Performance/Achievement**
The extent to which the idea, suggestion, innovation or invention in being used and its result; the number of persons who benefited; the paradigm shift it has caused and the amount of money saved.
- 3. Reliability and Effectiveness**
The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.

SIGNIFICANT ACOMPLISHMENT/S*** (What are your significant project/work accomplishments, and strategies/activities done one encountered problems?)	IMPACT/BENEFITS OF ACCOMPLISHMENTS (What are the problems addressed, savings generated, and transactions facilitated of the indicated accomplishments? What were the impact of the accomplishments to the agency/community? If part of the nominee's regular duties, what made them exemplary?)	BENEFICIARIES (Who benefited from the accomplishments?)
1.		

Signature over Printed Name of the Nominator

Nominator's Information
 Name: _____
 Residential Address: _____
 Contact Number: _____

4. Attendance of Agency's GAD Focal Person to gender meetings, symposia, fora and related activities.
5. Agency Project/Program which has an impact on gender equality.
6. Installation of Lactation/Breastfeeding Station in the agency.

DEADLINE FOR NOMINATION

August 16, 2019

WHO MAY NOMINATE?

Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the official, employee or group/team, or on the transaction of the particular agency under consideration may nominate an individual or group of individuals or the agency for specific category in the Honor Awards.

Nominations to the 2019 Regional Search for Outstanding Government Officials and Employees must be submitted to Civil Service Commission-Regional Office X or via email at csc10.ord@gmail.com

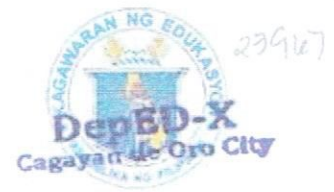
4. **Consistency of Performance**
The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
5. **Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations)**
The extent the group members motivate and support each other or the degree to which group members positively influence each other.

B. Criteria for Exemplary Conduct and Ethical Behavior Award (Individual)

1. **Quality and Consistency of Behavioral Performance**
The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. **Impact of Behavioral Performance**
The extent to which the extraordinary act has created a powerful effect or impact in the organization or public.
3. **Risk or Temptation Inherent in the Work**
The degree of risk and temptation substantially present in the work.
4. **Obscurity of the Position**
The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. **Years of Service**
The cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Awards.

C. Criteria for Best Gender Responsive Agency

1. The Nominated agency must have an approved Gender and Development Plan duly implemented.
2. The Agency's Committee on Decorum and Investigation must be duly constituted and functional.
3. Capability Building of Agency Personnel:
 - a. Attendance to the Gender Sensitivity Seminar for the last three (3) years
 - b. Attendance to Seminar Workshop on Anti-Sexual Harassment
 - c. Orientation on RA 9262 (Anti-Violence against Women and Children)
 - d. Orientation on RA 9710 on Magna Carta for Women



July 17, 2019

JUL 26 2019
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RELEASED

REGIONAL MEMORANDUM

No. 411, s. 2019

**2019 REGIONAL SEARCH FOR OUTSTANDING TEACHING,
TEACHING-RELATED, AND NON-TEACHING PERSONNEL**

To: **Schools Division Superintendents**
This Region

1. Anchored on DepEd Order No. 9, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education* and DepEd Order No. 78, s. 2007 entitled *Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education* and in line with its quality policy to ensure excellent employees' performance through continual improvement, DepEd Region X announces the 2019 Regional Search for Outstanding Teaching, Teaching Related, and Non-Teaching Personnel.

2. The program aims to recognize employees for their innovative ideas, superior accomplishments, exemplary performance, extraordinary acts or services, and other efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity.

3. The following are attached for your ready reference:

- Attachment No. 1: Guidelines on the 2019 Regional Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel
- Attachment No. 2: Criteria for the Search and Selection
- Attachment No. 3: Nomination Form
- Attachment No. 4: Tentative Summary of Score Sheet
- Attachment No. 5: Committee on Search and Selection


4. For more information, all concerned may contact Neil A. Improgo, Quality Assurance Division, at 0917-715-0069 or email at neilamimprogo@gmail.com.



The LEARNER: The heart of DepEd Region X.



5. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director

Reference: RM No. 622, s. 2018
Regional Search for the 2018 Outstanding Teaching
and Non-Teaching Personnel

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

PRAISE
AWARDS
PERSONNEL

* 2019 Regional Search for Outstanding Teaching,
Teaching-Related, and Non-Teaching Personnel

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