



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

December 22, 2023

DIVISION MEMORANDUM

No. 369, s. 2023

2023 SEARCH FOR EXEMPLARY EMPLOYEES OF DEP ED NAGA (SEED)

To: Assistant Schools Division Superintendent
Chief Education Supervisor/OIC
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Public School Heads
All Others Concerned

1. Pursuant to the CSC-approved Rewards and Recognition System under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), and in consonance with CSC Resolution No. 010112 titled Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS), and DepEd Order No. 9, s. 2002 and No. 78, s. 2007 titled Establishing and Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE), this Office announces the 2023 Search for the Outstanding Employee Award under the Planned Awards of SEED.
2. As the SEED aims to identify praiseworthy employees who manifested themselves as good examples in carrying out their duties and responsibilities in the DepEd Schools Division of Naga City, it intends to:
 - a. Recognize, acknowledge, and commend the remarkable efforts, accomplishments, and exemplary contributions of each employee in attaining the Vision, Mission, and Objectives (VMO) and the Quality Policy of DepEd in providing quality education and educational services to learners and other stakeholders.
 - b. promote excellence and professional conduct in the public service and encourage the social involvement of DepEd personnel, and
 - c. motivate, invigorate and inspire every personnel of the Schools Division of Naga City as public servants and thereby increase commitment to their profession and work values.
3. The Outstanding Employee Award is the highest level of award that is given to personnel in the different categories through a process of selection based on set criteria. The criteria, guidelines and incentives are derived from the Rewards and Recognition Policy of SDO Naga City that were contextualized for post-COVID 19 pandemic application.
4. Funds for the awards will be taken from the allocation for PRAISE requested by this Office as additional MOOE from the Central Office subject to relevant budgeting, procurement, accounting and auditing rules and regulations.
5. Dissemination of and compliance with this memorandum is desired.

SUSAN S. COLLANO CESO V
Schools Division Superintendent



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure to Division Memorandum No. 369, s. 2023

MECHANICS of the 2023 SEED

I. GENERAL RULES:

1. Awards are in the nature of gratuitous gift to those who manifested exemplary performance, behavior, or commitment in the public service.
2. Technically, it is not absolutely a matter of right. Hence, the award may be withdrawn at any given time of the employee's employment with DepEd Naga City based on reasonable grounds as determined by the collegial decision of the PRAISE Committee or the Head of the Agency (Schools Division Superintendent).
3. Any form of bribery, extortion, collusion, or other acts contrary to law, public policy, or good morals shall be a ground to suspend the award while investigation is on-going and/or disqualifying of the prospective awardee when the probable cause of an offense is established.
4. The Search for Outstanding Employee Award, as a Planned Award, may be credited in promotion assessments unlike the On-the-Spot Awards which are used only as for reference for performance rating.

II. SPECIFIC RULES:

- 1) All NOMINATORS, NOMINEES/CANDIDATES are deemed to have thoroughly read the guidelines for the Search for Outstanding Employee Award.
- 2) If a NOMINEE does not want to join the Search for whatever reason, s/he must inform the (School/District/Division) PRAISE Committee in writing. The letter must be addressed to the respective Chairperson as early as s/he learns about her nomination until 1 day after the list of the nominees have been published.
- 3) NOMINEES are prohibited to seek favor from any of the screening committee members and all other personnel involved in the implementation of the Division PRAISE.
- 4) NOMINEES are required to submit all specified documents to complete his/her entry to the Search. Submission of incomplete documents is a ground for disqualification.
- 5) NOMINEES must use the prescribed forms downloadable through this link: <https://tinyurl.com/2023SEEDForms>.
- 6) All documents must be submitted on or before the deadline. *Original copy of documents must be made available during the validation of the screening committee.*
- 7) Any form of FALSIFICATION OF DOCUMENTS shall be dealt with administratively.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

- 8) Upon submission of documents, the PRAISE/SELECTION COMMITTEE shall validate the information and accomplishments of the Nominee and publish the list of qualified applicants.
- 9) The Search will be conducted in successive levels: School Level first then District Level and finally at the Division Level. This means that all schools may have entries for categories applicable to them.
- 10) To provide equal opportunity to all school personnel in categories 1 and 2, North District is divided into two (2). Therefore:
 - East District
 - North District 1 and 3
 - North District 2 and 4
 - South District
 - West District
- 11) Candidates who obtained the required points in the accomplishments shall be recognized as finalists for the School Level. They will be assessed by the School PRAISE Committee to find out the topnotcher. School level topnotchers shall compete at the District Level and the District Level topnotchers shall compete at the Division Level.
- 12) Qualifiers and winners for each level shall be announced through a division memorandum upon submission of results to the Schools Division Superintendent by the respective PRAISE Committees at the given timeline.
- 13) In case of equal points garnered by two or more candidates, the screening committee shall decide by a majority vote to come up with the individual ranking of the candidates.
- 14) Should there be an issue affecting the integrity of the award, the Selection Committee shall convene and with a quorum decide on the issue. Any decision made by Selection committee shall be treated as final, irrevocable, and unappealable.
- 15) An Award/Recognition is purely a privilege given to screened candidates. Therefore, any doubt or question on the character of the candidates shall be carefully dealt with in order to maintain the integrity of the award;
- 16) Winners at all levels (School, District and Division) will be announced through a memorandum and shall be recognized in a special Awarding Ceremony.
- 17) Division Level awardees may be nominated to higher level awards by the PRAISE Committee and/or the Schools Division Superintendent.
- 18) Division Level Awardees shall automatically become members of the Division SEED Organization established by the SGOD-HRD Section to serve as partner organization of DepEd Naga to advocate for more exemplary employees in SDO Naga.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

III. CRITERIA FOR THE OUTSTANDING EMPLOYEE AWARD

General Requirements: *Candidates must ...*

1. be a Filipino Citizen.
2. be in actual service at DepEd Naga City for three (3) consecutive years at the time of the nomination.
3. be in the category for three (3) consecutive years at the time of the nomination.
4. have a permanent/contractual/casual appointment.
5. have a performance rating of at least 'Very Satisfactory' (VS) for the last three rating periods.
6. have a valid PRC license for the applicable category as of the date of nomination/Civil Service Eligibility/RA 1080.
7. have observed the highest Professional and Ethical Standards for DepEd Employees.
8. have not been found guilty of administrative or criminal case involving moral turpitude at the time of the nomination.
9. (For teaching category, except for ALS) be a kinder/elementary/secondary teacher with at least the required teaching loads or equivalent for the last three years.
10. be willing to submit the required documents and other pertinent papers for validation purposes.
11. be able to attend the required stages of the Search.

Disqualifications: *Candidates who...*

1. failed to meet the General Requirements.
2. failed to comply with the documentary requirements prescribed within the time and format.
3. failed to attend the required stages of the Search (i.e. orientation, interview, etc.).
4. were awarded with the same nature of award in the division, regional, national, and international level by DepEd recognized award-giving bodies for the last three (3) years.
5. were found unfit for the award after verification and validation which shall be decided by the quorum of the committee through a majority vote.
6. have been proven to have sought favor from or tried to influence the committee for consideration.
7. were nominated by any member of the PRAISE screening committee.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

IV. CATEGORICAL CLASSIFICATION OF CANDIDATES:

CATEGORY	Present Appointment/Designation must be...
1. Teachers I–III category A. Elementary B. Secondary (JHS & SHS)	Teacher I, II, III
2. Master Teacher category A. Elementary B. Secondary (JHS & SHS)	Master Teacher I, II, III, IV
3. Supervisor category	Education Program Supervisor, Public Schools District Supervisor - <i>including the OICs in the position</i>
4. School Head category	School Principal, Head Teacher, Teacher In-Charge – <i>generally managing a school</i>
5. Section/Unit/Department/ Assist School Head category	Assistant Principal, Head Teacher I–VI (<i>who are not handling schools but serving as department head of specific area</i>), SEPS, Admin Officer IV–V, Attorney III, IT Officer, Medical Officer III, Accountant III, Engineer III – <i>including the OICs in the position</i>
6. Second Level Support Staff category	EPS II, Admin Officer I–III, PDO I–II, Nurse, Planning Officer, Librarian, Guidance Counselor, Dentist
7. First Level Support Staff A category	Admin Aide I–VI, Admin Assistant I–III, Dental Aide, Disbursing officer, Bookkeeper
8. First Level Support Staff B category	Maintenance/Utility Personnel (<i>both from School and Division based</i>)

V. NOMINATION AND LIMITATION

a. PERSON WHO CAN NOMINATE	PERSON WHO CAN BE NOMINATED
1. Immediate Head 2. Peers or other stakeholders	Teacher I, II, III Master Teacher I, II, III, IV Head Teacher I–VI (<i>who are not handling schools but serving as department head of specific area</i>)
3. Assistant Schools Div. Supt. 4. Head of the Functional Division 5. Immediate Head 6. Peers or other stakeholders	Education Program Supervisor, Public Schools District Supervisor, School Principal, Assist. Principal, Head Teacher (<i>handling a school</i>), SEPS, Admin Officer IV–V, Legal Officer, IT Officer, Medical Officer III, Accountant III, Engineer III
7. Head of the Functional Division 8. Immediate Head 9. Peers 10. Other stakeholders	Second Level Support Staff: EPS II, Admin Officer I–III, PDO I–II, Nurse, Planning Officer, Librarian, Guidance Counselor, Dentist First Level Support Staff A (Office-Based): Admin Aide I–VI, Admin Assistant I–III, Dental Aide, Disbursing officer, Bookkeeper, First Level Support Staff B Maintenance/Utility Personnel
b. PERSON WHO CANNOT NOMINATE NOR BE NOMINATED	
Any member of the PRAISE Committee	



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

VI. INCENTIVES For each type of award incentives are given namely:

Level	Monetary Incentive	Non-Monetary Incentive
School Level	None	Certificate and Medal of Recognition
District Level	P5,000.00	Certificate and Medal of Recognition
Division Level	P10,000.00	Certificate and Plaque of Recognition

VII. COMMITTEES

a. Executive Committee

Designation	Division Level	District Level	School Level
Chairperson	Schools Division Superintendent	PSDS	School Head
Co-chair	Attorney III	School Heads/MTs	Assistant Principal/ Head Teacher/ Master Teacher
Members (1)	*Designated	*Designated	*Designated

b. PRAISE Committee

Designation	Division Level	District Level	School Level
Chairperson	Assistant Schools Division Superintendent	PSDS/Designate	School Head/ Designate
Co-chair	Chief ES, SGOD and/or CID and/or AO V-Admin Services	School Heads/ Department Head/ Master Teacher	Assist. Principal/ Master Teacher
Members (3)	SDO Budget Officer (or designate)	Designated MTs	Designate MTs
	LGU Accountant (or representative)	Senior Teacher	Senior Teacher
	At least two (2) or more External Stakeholders (if available)	At least two (2) or more External Stakeholders (if available)	At least two (2) or more External Stakeholders (if available)
	President or designated member of Employees' Organization NEU President ACT President	President or designated member of Employees' Organization	President or designated member of Employees' Organization
	N/A	President or designated member of Student Federation	President or designated member of Student Federation
	Other Stakeholders/Invited Guest Assessors: Division Accountant	Other Stakeholders/Invited Guest Assessors	Other Stakeholders/Invited Guest Assessors

c. TECHNICAL WORKING COMMITTEE

Designation	Division Level	District Level	School Level
Secretariat	HRD SEPS HRD EPS II (or anyone designated by the SDS)	*Designated by the PSDS	Assistant Principal or *Designated by the School Head
Monitor and Evaluator	SMME SEPS SMME EPS II	*Designated by the PSDS	AO V for Admin Services or *Designated by the School Head

Very Important note:

Names of the District and School Level PRAISE Committees for the purpose of this Search must be submitted to the Schools Division Superintendent, Attention to the Division PRAISE Committee Chairperson on or before January 3, 2023.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

VIII. TERMS OF REFERENCES OF THE COMMITTEES

1. Each member of the PRAISE and the TWG shall ensure to employ the Equal Opportunity Principle (EOP) by appreciating each qualified nominee/candidate regardless of sex, gender, sexual orientation, religion, ethnicity, race, color, political affiliation, civil status, age, or any classification protected and not prohibited by the constitution, statutes, and other rules and regulations protecting the universal rights of each member of the organization.
2. Members of the PRAISE Committee and the TWG must include in their IPCRF the duties and functions added to their regular duties in their position.
3. The tasks in the PRAISE Committee or TWG form part of the plus factor with one specific objective which is to participate at least 75% of the activities related to this special task for Rewards and Recognition Program. The secretariat shall prepare the summary of attendance of the committee members to be submitted to the immediate superior of such personnel.
4. The tables below show the basic tasks of the Executive Committee, the PRAISE Committee and the TWG. Additional tasks may be defined as necessary.

Executive Committee

Designation	Terms of Reference
Head of the Office / Over-all ExeCom Chairperson	<ul style="list-style-type: none">• Ensures that the Equal Opportunity Principle (EOP) is observed during the entire duration of the screening process.• Confers the awards.• Resolves issues and concerns raised in the PRAISE Committee.• Presides over grievance concerns.
Co-chairperson	<ul style="list-style-type: none">• Assists the chairperson in all the concerns raised to the Executive Committee as regards PRAISE• Presides business meetings when the Chairperson is absent.
Member (1)	<ul style="list-style-type: none">• Assists the Chairperson in all the concerns raised to the Executive Committee as regards PRAISE.

PRAISE Committee

Designation	Terms of Reference
Chairperson	<ul style="list-style-type: none">• Ensures that the Equal Opportunity Principle (EOP) is observed during the entire duration of the screening process.• Initiates the planning and implementation of the award.• Monitors attendance and participation committee member.• Provides feedback to the immediate head of the committee member when necessary.• Facilitates the validation of authenticity of entries pertinent to the nomination.
Co-chairperson	<ul style="list-style-type: none">• Assists the Chairperson in all the activities related to the selection of awardees.• With proper coordination, acts in behalf of the Chairperson in her/his absence.
Members	<ul style="list-style-type: none">• Assists the Chairperson in all the activities related to the selection of awardees.• Cast vote for any matter for decision.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Technical Working Group (TWG)

Designation	Terms of Reference
Secretariat	<ul style="list-style-type: none">• Prepares the draft proposal for the implementation of the Rewards and Recognition Program which incorporates the Equal Opportunity Principle.• Prepares the Minutes of the meetings and resolutions/agreements in every meeting or conference.• Facilitates documentation of the processes.• Coordinates with committee members on matters related to the call for nomination, selection, and others.• Prepares bulletin of results, narrative/accomplishment report.
Monitor	<ul style="list-style-type: none">• Conducts assessment of the conduct of the Search.• Provides results, analysis, and recommendation based on the findings.
ICT	<ul style="list-style-type: none">• Assists in the technical needs of the PRAISE Committee during the Search.• Post results in the DepEd Naga Website when authorized.• Post congratulatory messages on the Website when authorized.
Other committees	<ul style="list-style-type: none">• Performs tasks based on the committee created and its purpose.

IX. SCREENING PROCESSES FOR OUTSTANDING EMPLOYEE AWARD

The PRAISE Committee shall strictly observe in all the stages of the screening processes the Equal Opportunity Principle (EOP) by appreciating each qualified nominee/candidate regardless of sex, gender, sexual orientation, religion, ethnicity, race, color, political affiliation, civil status, age, or any classification protected and not prohibited by the constitution, statutes, and other rules and regulations protecting the universal rights of each member of the organization.

FIRST STAGE: QUALIFYING OF NOMINEES

1. Nomination online through:
<https://tinyurl.com/2023SEEDNominationForm>
2. Posting of official list of nominees by the PRAISE Committee;
3. Call for feedback with the following areas;

Feedback and Approval Rating will be based on the following areas:	RATING
a) Commitment to public interest: Does he/she prioritize public interest over his own?	10/10
b) Commitment to public interest: Does he/she go beyond what is required of him/her?	10/10
c) Commitment to public interest: Does he/she faithfully attend to his official business, punctually and productively submitting expected outputs?	10/10
d) Commitment to public interest: Does he/she report to work usually on or before the official time except on isolated and justified/justifiable cases?	10/10
e) Commitment to public interest: Does he/she initiate mechanisms to facilitate the delivery of educational services?	10/10
f) Professionalism: Does he/she manifest professional conduct and decent manners to his/her colleagues of clients?	10/10
g) Professionalism: Does he/she respect to authorities regardless if they are at fault?	10/10
h) Professionalism: Does he/she observed the highest Professional and Ethical Standards for DepEd Employees?	10/10
i) Justness and sincerity: Does he/she manifest fairness and truthfulness in treating other people regardless of their social and political status?	10/10
j) Justness and sincerity: Does he/she show firmness in his/her decision based on merits?	10/10
k) Political Neutrality: Does he/she deal with political views objectively without being biased?	10/10
l) Political Neutrality: Does he/she promote unity among his colleagues though different in position and work purpose?	10/10
m) Political Neutrality: Does he/she initiates reconciliation in cases of hostilities among colleagues?	10/10



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

n) Responsiveness to the public: Does he/she promptly attend to his/her clients immediate concerns?	10/10
o) Responsiveness to the public: Does he/she promptly attend to the concerns of the department or management?	10/10
p) Nationalism and Patriotism: Does he/she attend flag raising regularly?	10/10
q) Nationalism and Patriotism: Does he/she participate the celebrations dedicated to national heroes and other government mandated activities?	10/10
r) Commitment to Democracy: Does he/she initiate dialogue with another person or organizations to negotiate their conflicting views?	10/10
s) Commitment to Democracy: Does he/she promote participation and gender responsive decision making?	10/10
t) Simple Living: Does he/she show decency and reasonableness in the use of material things in his personal and official duties?	10/10
u) Simple Living: Does he/she maximize the use of available resources without so much cost?	10/10
Where, rating = [10/10] 100	

4. Feedback must be done through this link by randomly sampled persons related to the candidate at work – Superior, Peer, Parents, Pupils, etc.
<https://tinyurl.com/FeedBackfor2023SEEDNominee>
5. Each candidate must earn at least 75% approval rating from the public feedback;
6. Review, verification and validation of feedback by the screening committee; and
7. Selection of nominees who will advance to the next level will be done through a majority votes of the screening committee and approval by the over-all chairperson of the executive committee

**SECOND STAGE: SUBMISSION OF WRITE-UP ON WORK ACCOMPLISHMENT
BASED ON KRAS OR DUTIES AND FUNCTIONS BASED ON DESIGNATION**

8. **Submission of Required Documents**
 - a) The candidate must submit hard copies of his/her documents.
 - b) Documents must be properly labeled and arranged according to order in the criteria for assessment.
9. **Required Documents for Assessment**
 - a) Accomplishment Write-up/Narrative
 - 1) Use downloadable template Write-Up of Accomplishment provided by the Secretariat.
 - 2) Write-Up of Accomplishment may not necessarily be done by the nominee herself/himself. The nominator can do the write-up as long it is truthful and follows the guidelines.
 - 3) Manner of presentation of accomplishments *or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:*
 - i. The write-up must highlight outstanding accomplishments within his/her KRA or exemplary norms of conduct manifested within the last three years.
 - ii. Use specific terms and explain how the nominee was able to “assist”, “contribute” or “facilitate” programs, projects or activities.
 - iii. State outstanding accomplishments of exemplary norms that displayed an impact in brief, factual and in bullet form.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

- iv. Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.
- v. The accomplishment write-up of heads of offices/section should present the nominee’s accomplishments or behavioral norms, not the accomplishments of the entire agency or unit; and
- vi. In no case shall the write-up exceed the maximum allowable ten (10) pages using the template provided by the Secretariat.
- vii. **SHOULD NOT BE INCLUDED IN THE SUBMISSION:** Copies of annual reports, recommendations from institutions/ personalities, news clippings and certificates of training, seminars or transcript of records.

10. **Required Supporting Documents**

Note: Accomplishment with lacking proof will earn no points.

a) For Teaching Personnel/Section Head/Second Level Support Staff

TYPE OF ACCOMPLISHMENT	SUPPORTING DOCUMENTS/MOVs RELATED TO THE CANDIDATE’S KRAS
1) Program implemented	1. Approved proposals (<i>Duly signed</i>) 2. One-page accomplishment report (<i>noted by the immediate head</i>)
2) Innovation	1. Approved proposals and/ or evidence of innovation (<i>Duly signed</i>) 2. One-page implementation report (<i>noted by the immediate head</i>)
3) Trainer/Resource Speaker/Consultant	1. Invitation letter (<i>Duly signed</i>) 2. Approval of the immediate head 3. Certificate
4) Assistance as TWG	1. Approved memorandum 2. Certificate as TWG 3. Group output
5) Other accomplishments	Any appropriate evidence (<i>Duly signed</i>)

b) For Non-teaching (First Level Support Staff A and B)

TYPE OF ACCOMPLISHMENT	SUPPORTING DOCUMENTS/MOVs RELATED TO THE CANDIDATE’S KRAS
1) Work efficiency and productivity	1. One (1) Supervisor Evaluation Checklist Form 2. Five (5) Client Satisfaction Survey Form (<i>to be given by the immediate head to selected clients of the office as respondents</i>)
2) Community Involvement	3. Means of Verification (MOVs) for Community Involvement demonstrating leadership and service to the community for the last three (3) years
3) Support to other units or functional divisions	4. MOVs for Support and Assistance in the School Activities or Activities of other Functional Divisions (e.g., TWG, Secretariat etc.) for the last three (3) years



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

11. Rubrics for Assessment of Accomplishments

A nominee must earn the required points as defined below in order to advance to the next stage of selection.

a) Rubrics for Teaching Personnel/Section Head/Second Level Support Staff

CRITERIA				SCORING SYSTEM						PERCENTAGE
i. Work-related Significant Accomplishment for the last three years	QUANTITY (QT) 20% Cumulative with Maximum Points will be given per accomplishment based on the following: a. Teacher, head, second level support staff—20 points b. First Level Support staff—15 points			QUALITY (QL)40% (Each area will be rated by percentage, ex: 98, 80, 99. The Average Rating will be drawn from 5 areas)					Score = Quantity Points + Quality Where: Quality= [(N+E+I+S+T) /5].40	i-60%
	P	N	QT (P x N)/20=QT	Notworthiness (N) (%)	Effectiveness (E) (%)	Impact (I) (%)	Sustainability (I) (%)	Teamwork (T) (%)		
	a) School Level	0.5			100	100	100	100	100	
	b) District Level	1.0			100	100	100	100	100	
	c) Division Level	1.5			100	100	100	100	100	
	d) Regional Level	2.0			100	100	100	100	100	
	e) National	2.5			100	100	100	100	100	
	f) International	3.0			100	100	100	100	100	
QT Total Points				QL Average Points						(Σ) x .60
				Sub-total (Σ)					QT + QL	
ii. Based on the Evaluated Documents and Public Feedback, the Screening Committee shall rate the candidates on the following areas:										ii-40%
a) Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.								10/10		
b) Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.								10/10		
c) Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.								10/10		
d) Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.								10/10		
e) Years of Service – the cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.								10/10		
Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the SEED Committee								10/10		
Percentage (%)								[60/60]100	% x .40	
OVER-ALL RATING										i + ii=AP

b) For Non-teaching (First Level Support Staff A and B)

Criteria	Percentage
A. SUPERVISOR'S EVALUATION CHECKLIST	60%
	Points per criterion
1. Attendance and Punctuality Consistently comes to work on time	5
2. Dependability Can be relied on for immediate and important concerns	5
3. Professional Appearance Neat, properly groomed and carries self well as frontline service staff	5
4. Productivity Consistently able to produce expected output within a given period	5
5. Work Quality Does not need too much supervision to produce efficient and effective output	5
6. Work Quantity The output produced measures up to what is expected and even beyond, within a given period	5
7. Work Consistency Demonstrates consistent work ethics	5
8. Knowledge of the job Has working knowledge about the job expected of him/her	5

DM 31, s. 2019 DM Rev. 01



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Criteria	Percentage
A. SUPERVISOR’S EVALUATION CHECKLIST	60%
	Points per criterion
9. Work skills Possesses adequate skills relevant to the job	5
10. Work attitude and values Demonstrates positive attitude and values	5
11. Initiative Able to take action to improve outcome of the expected work output.	5
12. Value-Added Contributions (ManCom Secretariat, TWG for an Activity, and other work beyond expected outputs)	3 points per activity
B. CLIENT SATISFACTION SURVEY QUESTIONNAIRE (Average of the 5 Client Satisfaction Survey Forms)	35%
	Points per criterion
1. Efficiency in handling concern	5
2. Professionalism in giving service	5
3. Timely Response in addressing concern	5
4. Quality of service given	5
5. Overall experience with the employee’s service	5
C. SERVICE EXCELLENCE DEMONSTRATED IN WRITE-UP/ COMMENTS/OBSERVATIONS GIVEN	10
D. COMMUNITY INVOLVEMENT AS A PUBLIC SERVANT	5% 3 points per activity

12. Required Accomplishments Points (AP)

CATEGORY	REQUIRED POINTS
a) Teachers I–III category	70 POINTS
b) Master Teacher category	80 POINTS
c) Supervisor category	80 POINTS
d) School head category	80 POINTS
e) Section/Unit/Department/Assist School head category	75 POINTS
f) Second Level Support staff	65 POINTS
g) First Level Support staff A	50 POINTS
h) First Level Support staff B	50 POINTS

Note: The required point must be attained by the candidate which qualifies him/her to the third level.

13. Verification/validation Process for Public Feedback

The Public Feedback system enables the participation of the community in the selection process. It maintains the integrity of such process and the credibility of the SEED Award in being conferred upon truly deserving recipients with undisputed reputation for service excellence in all its various dimensions, as stipulated in these guidelines. The guidelines on the feedback process shall be ruled by the exercise of accountability in two dimensions:

- a) The accountability that lies in the courage to disclose an objective feedback about a nominee to assist the Screening Committee in evaluating her/his worthiness of the SEED Award.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

- b) The accountability that consists of assuming full responsibility for the feedback given by taking the necessary steps for the Screening Committee to validate or confirm such feedback.

The verification and validation of the feedback shall include the components indicated below:

- a) **CONFIRMATION OR CORROBORATION OF FEEDBACK**

The stakeholder, upon giving the feedback, must be able to provide the names and contact details of at least two to three persons who can validate the feedback given to be factual and true, to avoid subjectivity. This rule shall be used in this instance, since when there is only one person stating the feedback, it is possible that such feedback may be arising from subjective factors. But when there are two or three persons who have the same experience about the nominee, it signals that the statement can safely be regarded as a statement of fact, based on evidence and on a reputation that has been established by the nominee among those who have knowledge of her/him. The names that appear in the SEED Feedback Form shall be called upon by the Screening Committee in the validation process.

- b) **VALIDATION OF THE FEEDBACK BY THE NOMINEE**

In the interview process, the feedback given shall be made known to the nominee, while maintaining utmost confidentiality of the sources of the feedback. She/he shall be given the opportunity to respond to it. This is not to be considered as pseudo-investigatory process, but mainly as means for the Screening Committee to gain more comprehensive knowledge of the nominee to guide them in the deliberation process

THIRD STAGE: INTERVIEW AND TEACHING DEMONSTRATION

i. Interview (any language/medium)	PERCENT	ii. Demo Teaching (For Teacher I-III / Master Teachers Category)	PERCENT
1) Psycho-social attributes	50%	1) Prepares Lesson Plan and Instructional Materials	20%
a. Communication Skills	10	a) Congruency of objectives and activities	
b. Ability to present ideas	10	b) Relevance/connection of instruments used	
c. Alertness	10	c) Appropriateness of media	
d. Judgement	10	2) ICT Integrates ICT in the lesson	10%
e. Leadership ability	10	3) Classroom management	20%
2) Potential	50%	4) Attainment of objectives in accordance with the accepted norms and standard	30%
a. Human Relations	20	5) Delivery and actual teaching performance	20%
b. Decisiveness	15		
c. Stress Tolerance	15		



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

FOURTH STAGE: DECLARATION OF RESULT FOR THE OVER-ALL RATING

i. <i>For Teacher I-III / Master Teachers Category</i>	PERCENT
a) Accomplishment	60%
b) Interview	10%
c) Demo Teaching	30%
ii. <i>Teaching-related and Non-Teaching Category</i>	
1) Accomplishment	80%
2) Interview	20%

X. TIMELINE OF THE SEARCH

Level	Dates
School	January 8 to 16, 2023
District	January 17 to 23, 2023
Division	January 24 to 31, 2023
Awarding	First Week of February 2024

XI. MONITORING AND EVALUATION

1. The SGOD Chief Education Supervisor is expected to monitor the implementation of the SEED – Search for Outstanding Employee in the School, District and Division Levels.
2. The respective heads or chiefs of each functional division shall also monitor the compliance of the implementation of the special awards lodged in their specific areas.
3. The District Supervisors and the School Heads are also expected to comply with the reportorial requirements in compliance with CSCs PRIME-HRM as regards to Rewards and Recognition Programs for personnel.
4. A monitoring tool designed by the SGOD-SMME will be used for the Search.
