



Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

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# **REWARDS AND RECOGNITION SYSTEM**

## **POLICY GUIDELINES**



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## **I. INTRODUCTION**

The Schools Division of Zamboanga Sibugay (SDO-ZS, for brevity) designs an integrated localized Rewards and Recognition (R&R) System aligned to CSC Memorandum Circular No. 1, s. 2001, otherwise known as *Program on Awards and Incentives for Service Excellence (PRAISE)*, DepEd Order No. 9, series 2002 titled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education* and DepEd Order No. 78, series 2007 titled *Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education*.

R&R System is one of the four (4) core systems of *Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)*. It is a mechanism that empowers government agencies to develop their human resource management competencies, systems, and practices toward HR excellence.

The R&R System shall adopt a mechanism of valuing the exemplary contributions of individuals/groups/office/school and recognizing excellent performance and achievement of work targets. The System is institutionalized to sustain employees' motivation and uplift job performance satisfaction towards excellence in public service.

The mechanism shall be designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service which contribute to the efficiency, effectiveness, other improvement in government operations, and for other extraordinary acts or services of public interest.

The system shall likewise ensure that equal opportunity shall be afforded to all officials and employees.

This will also bring the agency goal from transactional to strategic human resource management (HRM).

## **II. OBJECTIVES**

### **A. General Objective**

To encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, effectiveness, other improvement in government operations, and for other extraordinary acts or services of public interest which lead to

organizational productivity with adherence to ensuring equal opportunity to all qualified civil servants.

## **B. Specific Objectives**

To achieve the above stated general objective, the System endeavors to:

1. Establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees;
2. Identify outstanding accomplishments and best practices of employees;
3. Recognize and reward accomplishments and innovations periodically or as the need arises;
4. Provide incentives or L&D opportunities as intervention to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments, and other personal efforts; and
5. Conduct periodic monitoring and evaluation of the implementation as inputs to timely enhancement and appropriate intervention.

## **III. SCOPE AND COVERAGE**

The R&R System shall apply to all SDO-ZS officials and employees at all levels regardless of age, gender, sex, disability, religious affiliation and cultural background.

## **IV. BASIC POLICIES**

The implementation of this R&R System shall be guided by the following basic policies:

1. A Division PRAISE Committee with well-defined roles and functions shall be established.
2. The Division PRAISE Committee shall ensure proper implementation of any and all localized employee rewards, suggestions, and incentive awards system that has been duly established.
3. The 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 accomplishments 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 with adherence to the principle of equal opportunity.

4. The SDO-ZS shall adhere to the principle of providing incentives and awards based on the performance, innovative ideas and exemplary behavior.
5. The SDO-ZS shall give emphasis to the timeliness of giving awards and recognitions. However, aside from conferment of awards through the traditional or planned awarding ceremonies, the grant of on-the-spot recognition shall likewise be institutionalized.
6. The SDO-ZS shall provide monetary and/or non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of employees through formal and informal mode. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments, and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated or as may be allowed by existing law and rules.
7. At least 5% of the HRD Fund shall be allocated for PRAISE activities and endeavors, and incorporated in the Annual Work and Financial Plan and budget of the SDO-ZS.

## **V. DEFINITION OF TERMS**

1. **Award** – recognition which may be monetary or non-monetary conferred on an individual or a group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts of services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.
2. **Career** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher positions; and (3) security of tenure.
3. **Contribution** – any input which can be in the form of an idea or performance.

4. **Discovery** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
5. **Idea Type Contribution** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.
6. **Incentive** – monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment, or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
7. **Invention** – the creation of something previously non-existent which will benefit the government.
8. **Non-Career** – positions expressly declared by law to be in the non-career service; or those entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
9. **Performance Type Contribution** – refers to performance of an extraordinary act or service in the public interest in connection with/or related to one’s official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.
10. **Suggestion** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
11. **System** – the agency awards and incentives program for employees.

## **VI. PRAISE (R&R) COMMITTEES**

### **1. Composition of the Division PRAISE Committee**

Pursuant to DepEd Order No. 9, series 2002, otherwise known as *“Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education”* and DepEd Order No. 78, series 2007, the Division PRAISE Committee is hereby constituted as follows:

<i>Chairperson:</i>	Assistant Schools Division Superintendent
<i>Members :</i>	Chief ES, SGOD or Representative Chief ES, CID or Representative Administrative Officer V or Representative Administrative Officer V (Budget) or Representative Administrative Officer IV (Personnel) or Representative President of Teachers' Association or duly Elected Representative President or Representative of the Non-Teaching Personnel, NEU or duly Elected Representative
<i>Secretariat:</i>	HRD and Personnel Section Staff

*Note: The tenure of membership in the above committee shall be two (2) years. However, when not renewed after two (2) years, the committee shall continue to perform its function*

## **2. Functions of the Division PRAISE Committee**

- 2.1. The Division PRAISE Committee shall be responsible in implementing the welfare and benefit programs in the division office proper and field personnel to include the granting of awards and incentives to teachers/employees who have rendered meritorious services or excellent performance;
- 2.2. To implement the System effectively, the Division PRAISE Committee members are expected to possess positive attitude, be capable of implementing submitted ideas, be open-minded and decisive, must have high tolerance for stress or pressure, and active participate in committee meetings;
- 2.3. The Division PRAISE Committee shall ensure the productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover employees at all levels;
- 2.4. The Division PRAISE Committee shall establish its own internal procedures and strategies;
- 2.5. The Division PRAISE Committee shall monitor the implementation, approved suggestions and ideas through feedback and reports;
- 2.6. The Division PRAISE Committee shall be responsible for the final evaluation of nominees from the district for division level search and endorsement of nominees to DepEd regional or national level search, as well as search conducted by other agencies or institutions at the provincial, regional or national levels;

- 2.7. Develop customized rewards and recognition programs, criteria, and guidelines in compliance with indicators of PRIME-HRM.
- 2.8. Duties of members in the committee shall be considered part of member's regular duties and functions

**3. Composition of District PRAISE Committee**

Given the number of employees and the school districts' geographical location, a District PRAISE Committee shall be created to compose the following:

- Chairperson* : Public Schools District Supervisor/  
District in-Charge or its Alternate (Education Program Supervisor surrogate of the District)
- Members* : Representative, Elementary School Principal  
Representative, Secondary School Principal  
President of the District Teachers' Association  
or its duly elected Representative  
President, District Parent and Teachers  
Association or its duly elected Representative  
Representative, Administrative Officer II in  
the District
- Secretariat* : Selected Three (3) Administrative Officer II  
of the Schools and Cluster of Schools

*Note: The tenure of membership in the above committee shall be two (2) years. However, when not renewed after two (2) years, the committee shall continue to perform its function.*

**4. Functions of the District PRAISE Committee**

- 4.1. The District PRAISE Committee shall be responsible in implementing the welfare and benefit programs in the district office to include the granting of awards and incentives to teachers/employees who have rendered meritorious services or excellent performance;
- 4.2. To implement the System effectively, the District PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; be open-minded and decisive; must have high tolerance for stress or pressure; and active participate in committee meetings;

- 4.3. The Public Schools District Supervisor/District-in-Charge shall be responsible in overseeing the System’s operation in the assigned district;
- 4.4. The District PRAISE Committee shall ensure the productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover employees at all levels;
- 4.5. The District PRAISE Committee shall establish its own internal procedures and strategies;
- 4.6. The District PRAISE Committee shall monitor the implementation, approved suggestions and ideas through feedback and reports;
- 4.7. The District PRAISE Committee shall be responsible of endorsing nominees for division level search;
- 4.8. Duties of members in the committee shall be considered part of member’s regular duties and functions

## **VII. COMPLAINTS AND GRIEVANCES**

Complaints and grievances relative to rewards and recognition shall be governed by the following procedures:

1. The complaint shall be filed in writing using the prescribed form below. Any and all complaints shall be supported by verifiable proof or evidence.

**REWARDS AND RECOGNITION COMPLAINT FORM**

*Date:* \_\_\_\_\_

The Chairperson  
Division/District PRAISE Committee  
This Division

*Summary of Complaint:*

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Attached proof or evidence:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Preferred mode of information on the action taken on the complaint; Please check select one:

Letter       E-Mail

***IN WITNESS WHEREOF***, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_ at Pangi, Ipil, Zamboanga Sibugay, Philippines.

\_\_\_\_\_  
*Signature Over Printed Name*

*E-Mail Address:* \_\_\_\_\_

*Mailing Address:* \_\_\_\_\_

\_\_\_\_\_

The prescribed form shall be made available at the Personnel Section or may be electronically accessed through the Official Division of Zamboanga Sibugay website.

2. Complaints shall be filed within two (2) working days reckoned from the proclamation or issuance of the corresponding Memo containing the list of awardees. Complaints filed beyond the said two (2) working days shall no longer be entertained.
3. The duly accomplished complaint form shall be addressed to the PRAISE Committee Chairperson.

Upon receipt of the complaint sufficient in form, the PRAISE Committee Chairperson shall convene the PRAISE Committee not later than five (5) calendar days from said receipt.

4. The merit/s of the complaint shall be subjected to thorough deliberation of the PRAISE Committee. The Committee, through the Chairperson, shall inform the complainant in writing of the action taken on the complaint not later than two (2) working days prior to the scheduled awarding ceremony.
5. The Committee's decision shall be final and no longer appealable.
6. A record of complaints, including the action taken thereon, shall be deposited at maintained and be kept in the custody of the PRAISE Committee Secretariat.

## **VIII. AWARD CLASSIFICATIONS**

### **1. General Qualifications**

- 1.1. All employees holding regular positions or section/unit shall be eligible for the available award categories.

Those hired under job order and contract of service shall have their own specific categories.

- 1.2. Nominees must have served the SDO-ZS for at least three (3) years at the time of nomination with at least a Very Satisfactory performance rating.
- 1.3. Nominees must not have been found guilty of any criminal, civil or administrative cases for three (3) years prior to the date of nomination.
- 1.4. Nominee shall be required to secure a certificate of good moral character from the immediate head of office/HR, with no record of non-compliance with any existing law, rules and regulations;
- 1.5. Persons with disability (PWD) or otherwise belonging to special groups shall be afforded equal opportunity to participate in the nomination processes.

### **2. National Awards**

The SDO-ZS shall participate in the search for deserving employees who may be included in the screening of candidates for awards given

by the other government agencies, private entities, NGOs and other award giving bodies, to wit:

- 2.1. **Presidential or Lingkod Bayan Award of the Civil Service Commission (CSC)** – conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security, and patrimony.
- 2.2. **Outstanding Public Official/Employee or Dangal ng Bayan Award of the CSC** – granted to any public official or employee in government who has demonstrated exemplary service and conduct based on his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

**Norms of Conduct of Public Officials and Employees  
(Republic Act No. 6713)**

Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

**1. Commitment to Public Interest**

Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly, and economically, particularly to avoid wastage in public funds and revenues.

**2. Professionalism**

Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence, and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

**3. Justness and Sincerity**

Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall, at all times, respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest.

They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

**4. Political Neutrality**

Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

**5. Responsiveness to the Public**

Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

**6. Nationalism and Patriotism**

Public officials and employees shall, at all times, be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

**7. Commitment to Democracy**

Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall, at all times, uphold the Constitution and put loyalty to the country above loyalty to persons or party.

**8. Simple Living**

Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

- 2.3. **Civil Service Commission or the PAG-ASA Award** – It is conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

**3. Gantimpala Agad Award and Other Awards**

- 3.1. **Customer Service Award** – given to someone who is dedicated to continuously improve customer satisfaction, exceeding expectations and reacting appropriately to ensure customer satisfaction.

*Frequency of award* : Yearly

*When to award* : During Gawad ng Parangal

*Who will nominate* : Immediate Head with M&E focal

*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent

- 3.2. **Helping Hand Award** – intended to individuals who handle an unusually heavy workload due to the additional tasks given especially when co-workers are absent or when the vacant positions are not filled immediately.

*Frequency of award* : Monthly and Yearly  
*When to award* : During Flag Raising Ceremony  
and during Gawad ng Parangal  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent

- 3.3. **Caught in the Act of Caring Award** – granted to anyone who is caught while doing something special/unusual that shows a caring attitude towards clients or colleagues.

*Frequency of award* : Anytime  
*When to award* : During Flag Raising Ceremony  
*Who will identify* : Anybody (The observed behavior shall  
be reported to immediate head  
with MOVs, e.g. videos or pictures)  
*Who will nominate* : Immediate Head and co-employee who  
witnessed the significant incident-  
Note comment during mock interview  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent

- 3.4. **Subject Matter Expert Excellence Award** – given to an internal Resource Speaker/ Subject Matter Expert (SME) during a training who demonstrated exceptional performance.

*Frequency of Award* : Anytime  
*When to Award* : During Closing Ceremony  
*Who will identify* : Program Management Team (PMT)  
and Evaluation Results of the  
Participants  
*Who will approve* : School Division Superintendent

- 3.5. **Calmer of Storms Award** – conferred on an individual who is known to be a steady hand and level headed; a peacemaker; one who can quell any problem in the office.

*Frequency of award* : Yearly  
*When to award* : During Gawad ng Parangal  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent

- 3.6. **Client Comforter Award** – given to anyone who excels at making clients feel at ease.  
*Frequency of Award* : Yearly  
*When to award* : During Gawad ng Parangal  
*Who will nominate* : Immediate Head with M&E focal  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent
- 3.7. **Mission Possible Award** – for an employee who exerted effort in going above and beyond to help further the mission as he/she honors members of the team.  
*Frequency of Award* : Anytime  
*When to award* : During Flag Raising Ceremony  
*Who will identify* : One who gives the mission  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent
- 3.8. **Dressed to Kill Award** – intended for someone who puts his/her all into his/her daily workwear.  
*Frequency of award* : Yearly  
*When to award* : During Gawad ng Parangal  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent
- 3.9. **Positivity King/Queen** – given to the one who is consistently upbeat and always ready to help-out; one who uplifts others; with positive disposition.  
*Frequency of award* : Yearly  
*When to award* : During Gawad ng Parangal  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent
- 3.10. **Top Office Performer (Dancer/Singer/Player, etc.)** – granted to employees who graciously used/shared their talents and led the group in performing certain performances.  
*Frequency of award* : Yearly  
*When to award* : During Gawad ng Parangal  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent

- 3.11. **The Neatest Nook Award** – is granted to an employee with a constant clean desk and office environment.
- Frequency of award* : Yearly  
*When to award* : During Gawad ng Parangal  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent
- 3.12. **Teamwork Award** – to be awarded to a high performing team/Section/Division who model open communication, trust, cooperation, and respect for differences by building effective and collaborative relationships to accomplish organizational goals.
- Frequency of award* : Yearly  
*When to award* : During Gawad ng Parangal  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent
- 3.13. **High Five Award** – given to anyone with exceptional interpersonal skills with clients, peers, and colleagues; demonstrates mutual trust, respect, and emotional support to all; generates enthusiasm and energy; listens not only with ears but also with heart.
- Frequency of award* : Monthly  
*When to award* : During Flag Raising Ceremony  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent
- 3.14. **Precious Gem Award** – intended for an employee who is truly a special star in his/her nature of work; one-of-a-kind employee whose contributions are lasting and unforgettable.
- Frequency of award* : Yearly  
*When to award* : During Gawad ng Parangal  
*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent
- 3.15. **Mentoring Champion of the Year** – conferred on an employee who has demonstrated a commitment to going above and beyond to make this happen for employees. This award recognizes and celebrates one outstanding mentoring influencer each year.
- Frequency of award* : Once a year  
*When to award* : During Gawad ng Parangal

*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent

- 3.16. **Customer Champion of the Week/Month/Year** – awarded to someone who not only acts as the Voice of the Customer within the organization, but has an authority to work across the organization, to ensure that the Customer's Voice is not only listened to but understood and acted upon.

*Frequency of award* : Weekly, Monthly, Yearly  
*When to award* : During Flag Raising Ceremony  
and during Gawad ng Parangal

*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent

- 3.17. **Everyday Hero Award** – given to an employee who is placed in extraordinary circumstances and acts with heroic qualities.

*Frequency of Award* : Anytime  
*When to Award* : During Flag Raising Ceremony  
*Who will identify* : Anybody (The incident be reported  
to immediate head with MOVs  
e.g.videos, pictures)

*Who will nominate* : Immediate Head  
*Who will recommend* : PRAISE Committee  
*Who will approve* : School Division Superintendent

- 3.18. **Exemplary Behavior Award** – based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will be automatically nominated by the agency PRAISE Committee to the Dangal ng Bayan Award.

- 3.19. **Best Organizational Unit Award** – granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other predetermined criteria.

- 3.20. **Cost Economy Measure Award** – granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of person-hours and cost or otherwise benefit the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.

- 3.21. **Service Award** – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.
- 3.22. **Gawad Kagitingan Award** – Shall be awarded to an employee who has been commended by his/her dedication to work with valor, courage and selflessness to the extent of risking one's own life (e.g. Emergency cases due to natural and man-made calamities such as flood, typhoon, earthquake, fire and the like) – save and rescue casualties, prevent damages of government properties, implement security and safety to personnel and government properties during or in cases of fortuitous event/force majeure.

This award shall be outrightly given to an individual or group of employees as validly confirmed by any official of the community or the local government unit concerned or by the Schools Division Superintendent or by any key official who has knowledge and can attest to his/her contributions.

Other awards given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government may likewise be given recognition at the level of the SDO-ZS.

#### **4. Department or Agency Level Awards**

An annual search for exemplary employees who may be included in the screening of candidates for awards to be given shall be developed and initiated. The recognition shall include the following:

- 4.1. **Best Employee Award** – granted to an individual or individuals who excelled among peers in a functional group, position, or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide.
- 4.2. **Ulirang Guro Award** – recognized teachers who display special and extraordinary effort to edify and mold the Filipino youth. The teacher shall be assessed on how he/she sacrificed and offered his/her services to make a difference to the learners and to the community.
- 4.3. **Outstanding Teacher** – granted to an individual teacher who possesses a highly regarded honor and who stands out above all other educators.

- 4.4. **Outstanding Master Teacher** – is an award conferred to a Master Teacher who exhibited an exemplary performance in the delivery of instruction, research and extension and had inspired colleagues and mentees to perform the same.
- 4.5. **Outstanding Utility Worker** – An outstanding utility worker is an individual recognized for exemplary performance and contributions in tasks related to maintenance, support services, or general operational duties within an organization. This designation typically acknowledges exceptional dedication, efficiency, and a positive impact on the overall functioning of the workplace.
- 4.6. **Service Award** – conferred on retirees whether under optional or compulsory retirement and schemes.
- 4.7. **Loyalty Award** – granted to an employee who has completed at least 10 years continuous and satisfactory service in the government.
- 4.8. **Innovation Award** - is granted to individuals, teams, or organizations in acknowledgment of outstanding achievements in introducing novel ideas, technologies, processes, or products that demonstrate creativity, originality, and a significant impact within a specific industry or field. This accolade celebrates and honors contributions that push boundaries, drive progress, and bring positive change through forward-thinking and inventive approaches.

## **5. OTHER CAREER AWARDS**

- 5.1. **Leadership Award** – this award recognizes outstanding efforts of the school principal in promoting and supporting education and institutional advancement, establishing a positive image for the institution, and ensuring top quality performance of his/her school. This award is further categorized as Leadership Award for Elementary and Secondary.
- 5.2. The following are the awards granted to various categories of employees demonstrated exemplary performance in full compliance with guidelines and criteria set in terms of work efficiency and effectiveness and significant accomplishments:
  - a. *Outstanding Education Program Supervisor*
  - b. *Outstanding Public Schools District Supervisor*
  - c. *Outstanding School Head*
  - d. *Outstanding Teacher*

- 5.3. **Best School Award** – granted to the top schools on the basis of meeting the organization’s performance targets and other predetermined criteria. This category further classified as follow:
- a. *Best School (Elementary) Small School Category*
  - b. *Best School (Secondary) Small School Category*
  - c. *Best School (Elementary) Big School Category*
  - d. *Best School (Secondary) Big School Category*
- 5.4 **Service with Care Award** - This award is given to personnel who have demonstrated concern and commitment to fulfill needs and ensure satisfaction when providing services to clients.
- 5.5. **Collaboration Award** - This award is to recognize personnel who exemplify collaboration and cooperation.
- 5.6 **Driving Change Award** - This award is to recognize personnel who acts as a champion of change, readily adapting and assisting the internal and external customer with understanding change

## 6. NON – CAREER AWARDS

- 6.1. **Best in Punctuality and Attendance** – is given to an employee (Casual, Job Order, Contract of Service) who has not incurred absences within the month. This award shall be based on his/her Daily Time Record (DTR) as certified true and correct by his/her immediate supervisor.

*An employee shall be considered punctual when he/she consistently reports to work 20-30 minutes before 8 in the morning and 15 minutes in the afternoon in a given month. Being consistent for this purpose is measured by at least 85% of the total number of work days in a given month that said employee exhibits punctuality.*

*Those who availed flexi time shall still qualify for this type of award.*

*Any official university activities/programs are also considered as part of the criteria in the determination of complete attendance.*

- 6.2. **Best Support Staff** – is given to an employee (Casual, Job Order, and Contract of Service) assigned in any frontline services of the Office, whose valuable commitment and dedication was manifested or rendered is evidenced by his/her extra mile service.

*The nominee's dedication and commitment shall be based on the validated client satisfaction evaluation form in the Customer's Feedback.*

- 6.3. **Best Organizational Unit/Section Award** – granted to a group of individuals who excelled among functional groups, position, or profession.

## **7. GENDER AND DEVELOPMENT AWARDS**

- 7.1. **Inspiring Man & Woman** – recognizes any personnel who is a solo parent that inspires through his/her succession in life. The recipient of the award shall be any solo parent (married or unmarried) who is able to raise and produce child/children who are licensed professionals.
- 7.2. **Man & Woman with Perfect Attendance Within the Year** – Recognizes man/woman with complete attendance for the entire year with no leave of absence except the mandatory and special leave privileges. *In case there are many candidates for the award, the non-availment of mandatory and special leave privileges shall become the basis for determining the final awardee.*
- 7.3. **Man & Woman to Watch Award** – Recognize a man/woman under the age of 30 years who has had significant accomplishments and/or achieved notable success in her chosen profession. The recipient shall be a young man/woman who is considered an up-and-coming star in her profession. For this purpose, the nominee must be under the age of 30 on the 14<sup>th</sup> day of February of the year when the award is given.
- 7.4. **Man & Woman with Outstanding Career Accomplishment Award** – Recognizes a man/woman who demonstrated professional growth by outstanding progress in his/her chosen career (e.g. over time he/she has excelled by obtaining successively more responsible positions throughout his/her career); he/she has demonstrated exceptional job performance beyond what is normally performed or expected (e.g. as a mentor or through his/her position, he/she has improved services).

## **IX. TYPES OF INCENTIVES**

The agency shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such the following incentives shall be regularly granted:

1. **Loyalty Incentive** – it is granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award of not less than PhP500.00 but not more than PhP1,000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter. In addition to the monetary incentives, certificates or other tokens may likewise be awarded, to wit:

10 and 15 years	-	Certificate
20 and 25 years	-	Pin
30, 35 and 40 years	-	Any valuable item to be determined by the PRAISE Committee

Other tokens may be given provided funds are available.

2. **Length of Service Incentive** – granted to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 2012.
3. **Productivity Incentive** – it is given to all employees who have performed at least satisfactorily for the year covered in accordance with the agency's CSC-approved performance management system. This incentive shall follow relevant existing guidelines.
4. **Career and Self-Development Incentive** – it is granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the *agency's anniversary celebration*.
5. **Other incentives** – the agency's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

## **X. OTHER FORMS OF AWARDS AND INCENTIVES**

1. **Compensatory Time-Off** – granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
2. **Flexiplace** – a work arrangement allowed for qualified employee/s who have demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

3. **“Salu-salo” Together** – a meal hosted by superiors or supervisors for employees who have made significant contributions.
4. **Personal Growth Opportunities** – these are incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages, and other learning opportunities.
5. **Other Kinds.** Such other incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, travel packages, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication, and others may likewise be granted.

## **XI. AWARD CRITERIA FOR SELECTION**

The Division PRAISE Committee shall formulate internal rules and policies, including the criteria for all the identified awards, in accordance with existing law, rules and regulations.

The following shall serve as the general qualification requirements for all types of award:

1. Any nominee must have rendered at least three (3) years in the Schools Division of Zamboanga Sibugay at the time of nomination;
2. The nominee/s must have obtained a performance rating of at least *Very Satisfactory* in all the rating periods for the last three (3) years;
3. The nominee/s must not have been suspended or sanctioned for violation of administrative policies, rules and regulations;
4. The nominee have no pending criminal, civil or administrative case;

## **XII. NOMINATION PROCESS AND PROCEDURE**

1. For individual category, the nominee shall submit all his/her pertinent documents based on the criteria for the award nominated in the school level for proper screening before it will be evaluated at the district level and for the final selection by the Division PRAISE Committee.

For the non-teaching and teaching-related, a candidate shall be nominated by the ASDS, Division Chief, Administrative Officer V for Administrative Service and/or by the School Principal for school-based personnel to the Division PRAISE Committee for the final selection.

2. For *Leadership Award*, the submission of pertinent papers shall be at the district level and to the Division PRAISE Committee for final selection.
3. For the *Best School Award category*, the nominations shall be based on the set guidelines and mechanics.
4. All nominees from the District shall likewise be subjected to an interview by the Division PRAISE Committee.
5. Awardees shall be chosen from among the nominees on ranking basis according to the set criteria appropriate for the award.

**XIII. ASSESSMENT AND APPROVAL PROCESS**

*General Nominees’ Qualifications except for awards with special qualifications*

1. Call for submission of nominees through the issuance of division memorandum.
2. Receive and conduct shortlisting of the documents of the nominees.
3. Conduct comparative evaluation of the nominees’ assessment result.
4. Deliberate the results of the comparative evaluation.
5. Finalize the result of the comparative evaluation.
6. Recommend for Schools Division Superintendent’s approval.
7. Dissemination of the results through a division memorandum.

**XIV. MONITORING AND EVALUATION PLAN**

Below is a general description of how the monitoring and evaluation of the R&R activities shall be undertaken:

Objectives	Objectively Verifiable Indicator	Means of Verification	Risks and Assumptions	Period of Monitoring
IMPACT	Employees	Memos	<b>Assumption:</b>	Yearly

Efficient and professional delivery of quality public service	Performance Employee Satisfaction	Nominations Official List Certificates Awards Ceremonies	Deserving personnel recognized and awarded  <b>Risks:</b> <ul style="list-style-type: none"> <li>● Not all employees are informed</li> <li>● Deserving personnel not recognized</li> <li>● Delay in the conduct of awarding ceremonies</li> </ul>	
<b>OUTCOME</b> Motivated and engaged employees	Meeting the employee satisfaction and increase workforce performance	Performance Report (IPCRF)	<b>Assumption:</b> IPCRF  <b>Risk:</b> Employees' failure to submit IPCRF	Mid-year assessment Annual submission
<b>OUTPUTS</b> Well implemented R&R Plans	<ul style="list-style-type: none"> <li>● No. of personnel recognized and awarded</li> <li>● No. of search programs</li> <li>● No. of awards planned and implemented</li> <li>● No. of awarding ceremonies</li> </ul>	Accomplishment Report	<b>Assumption:</b> Management Support  <b>Risk:</b> <ul style="list-style-type: none"> <li>● Target date of conduct is not met.</li> <li>● Target number of awards not met</li> <li>● Target no. of ceremonies not met</li> </ul>	Yearly
<b>ACTIVITIES</b> Dissemination of the R&R Plan  Issuance of memorandum for the awards and schedule of nomination  Procurement of venue, accommodation	Approved R&R Plan  Percentage of Offices that received information on the R&R Plan	Receipt of the R&R Plan	<b>Assumptions:</b> Management support  <b>Risk:</b> Offices or individuals did not receive the information	Once

and materials needed				
Awarding Ceremonies				

**XV. STORAGE AND MAINTENANCE OF R&R RECORDS**

1. R&R documents shall be in the custody of the PRAISE Committee Secretariat and shall be deposited in a designated area for printed documents as well as in an appropriate electronic storage platform.
2. Printed documents shall be placed in an envelope/folder properly labeled by document classification (e.g., Minutes, Memos, etc.) then stored in a document file box likewise properly labeled indicating the corresponding year for easy access and retrieval.
3. Electronic copies of documents shall be stored in an appropriate electronic storage platform by folder properly labeled indicating the corresponding year and sub folders labeled by document classification (e.g., Minutes, Memos, etc.).
4. Documents submitted by the candidates shall be kept within (1) year, after which said documents shall be disposed of in an appropriate manner.

**XVI. ANNUAL TERMINAL REPORTS**

At the end of each calendar year, the Division PRAISE Committee shall submit a terminal report on the grant of rewards and incentives, with information on the costs involved.

**XVII. COMMUNICATION PLAN**

This plan shall be known to all personnel of the Schools Division of Zamboanga Sibugay.

<b>Core Messages</b>	<b>Target Audience</b>	<b>Method</b>	<b>Persons/ Office Responsible</b>	<b>Timeline</b>
Overview of the R&R Plan	1 <sup>st</sup> & 2 <sup>nd</sup> Level Employees	During EXECOM During flag-raising ceremony During DIMANCOM	Division PRAISE Committee	2 <sup>nd</sup> Quarter
Components of the R&R Awards and Recognitions Impact of the R&R Plan	Division PRAISE Committee PMT	Copy of the R&R Plan	SME	2 <sup>nd</sup> Quarter
Awards and Recognitions Guidelines and Mechanics of the search	All Employees	Memoranda Announcements Posting in the SDO Website	Division PRAISE Committee	2 <sup>nd</sup> Quarter

### **XVIII. FUNDING**

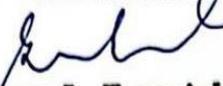
The SDO-ZS shall allocate 5% of its HRD funds and incorporate the same in its annual Work and Financial Plan as well as in the PMIS.

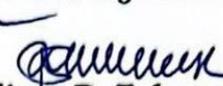
### **XIX. EFFECTIVITY**

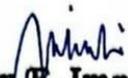
This Rewards and Recognition Plan is effective immediately.

Prepared by:

**DIVISION PRAISE COMMITTEE (Names and Signatures)**

  
**Ma. Colleen L. Emoricha, EdD, CESO VI**  
ASDS

  
**Oliver B. Talaoc, EdD**  
Chief EPS, SGOD

  
**Evelyn F. Importante**  
OIC - Chief EPS, CID

  
**Alma Fraulein M. Garcia**  
SEPS | HRD

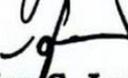
  
**Renz Roy A. Ramos**  
AO IV - Personnel

  
**Maria Aylene M. Mascarina**  
AO V - Budget

  
**Mary Beneth G. Lagroma**  
Accountant III

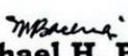
  
**Grace R. Jugno**  
AO V

  
**Ellen Mae F. Villasis**  
EPS II - HRD

  
**May C. Isnain**  
Planning Officer III

  
**Rosalie F. San Diego**  
AO II - Personnel

  
**Helen Grace P. Am-is**  
AO II - HRD

  
**Michael H. Bacerra**  
Representative, Teachers Association

  
**Ivy Capito**  
AO II - Personnel

Recommending  Approval/  Disapproval:

  
**MA. COLLEEN L. EMORICHA , EdD, CESO VI**  
ASDS

**APPROVED FOR IMPLEMENTATION:**

  
**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

Date: \_\_\_\_\_

Annex A

  
Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

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**Enclosure A.**

**NOMINATION FORM**  
**2023 Search for Schools Division Office (SDO) Personnel**

**THE SCREENING AND SELECTION COMMITTEE**  
Division of Zamboanga Sibugay

After reviewing the guidelines for the 2021 Search for SDO Personnel, I hereby nominate:

Name of Nominee: \_\_\_\_\_

Category:

- Best Employee Award
- Outstanding Education Program Supervisor
- Outstanding Utility Worker
- Best Organizational Unit/Section
- Leadership Award
- Service with Care Award
- Collaboration Award
- Driving Change Award
- Innovation Award
- Employee with Perfect Attendance for 1<sup>st</sup> Semester CY 2023
- Employee with Perfect Attendance for 2<sup>nd</sup> Semester CY 2023
- Gender and Development Awards

Please specify \_\_\_\_\_

Current Position of Nominee: \_\_\_\_\_

Functional Division: \_\_\_\_\_

Section: \_\_\_\_\_

I hereby certify that to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the Screening and Selection Committee is final and that we agree to abide by it.

Name of Nominator: \_\_\_\_\_ Position: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Annex B.

**I. CRITERIA**

**A. Individual Category**

**a. Performance Rating (at least VS for the last 3 years) – 35 points**

<b>Range</b>	<b>Equivalent Points</b>
4.50 – 5.00	35
4.00 – 4.49	30
3.50 – 3.99	25
3.00 – 3.49	20

**b. Outstanding Accomplishments (Innovation, Research & Recognitions/Awards) – 30 points**

**b.1 Innovation – Innovative work with plan, properly implemented and approved by higher authorities – 10 points**

- b.1.1 National – 10
- b.1.2 Regional – 8
- b.1.3 Division – 6

**b.2 Implemented Research – 10 points**

- b.2.1 National – 10
- b.2.2 Regional – 8
- b.2.3 Division – 6

**b.3 Recognitions/Awards – 10 points**

- b.3.1 National – 10
- b.3.2 Regional – 8
- b.3.3 Division – 6

**c. Facilitator/Resource Speaker on Trainings – 5 points**

- c.1.1 National – 5
- c.1.2 Regional – 4
- c.1.3 Division – 3

**d. Professional Development Education – 5 points**

Documents required – Transcript of Records,

- d.1.1 Doctoral degree – 5
- d.1.2 CAR – Doctoral degree – 4
- d.1.3 Masteral Degree – 3
- d.1.3 CAR – Masteral degree – 2

d.1.4 Bachelor's degree – 1

**e. Attendance to trainings/conferences/seminars**

**Document/s required – Certificate of Participation, Memorandum – 5 points**

f.1.1 International - 5

f.1.2 National – 4

f. 1.3 Division – 3

**f. Working Relation – 10 points**

No grievance and pending administrative case – 10

No Office Memorandum –  
8

No negative feedback from peers and the organization – 6

**g. Psychosocial Attributes and Personality Traits– 5 points**

**g.1 Human Relations (2 pts)**

g.1.1 Adjusts to variety of personalities, ranks and informal groups present in the organization –  
0.4

g.1.2 Internalizes work changes with ease and vigor  
- 0.4

g.1.3 Accepts constructive criticisms objectively whether from his subordinates, peers and superior  
- 0.4

g.1.4 Observes proper decorum in relating with superiors and peers

g.1.5 Takes the initiative to organize work groups, adopt procedures and standards in his own level –  
0.4

**g.2 Decisiveness (2 pts)**

g.2.1 Thinks logically and acts accordingly

g.2.2 Considers alternatives and recommends solutions when faced with problem situations

g.2.3 Gives convincing recommendations and suggestions

g.2.4 Acts quickly and makes the best decision possible

g.2.5 Exercise flexibility

**g.3 Stress Tolerance (1 pt)**

g.3.1 Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.

g.3.2 Uses coping mechanisms to handle creatively tensions resulting from one's work

g.3.3 Controls negative manifestations of emotions

g.3.4 Performs satisfactorily his duties and functions in a tension-laden situation

g.3.5 Channels negative emotions to positive and constructive endeavors

**h. Potential – 5 points**

h.1 Communication Skills - 1

h.2 Ability to present ideas 1

h.3 Alertness 1

h.4 Judgement 1

h.5 Leadership Ability 1

**B. Group Category Criteria – 100**

**a. Compliance to Standard – 20 points**

a.1 Non-compliance - 0-6

a.2 Partial compliance - 7-13

a.3 Full compliance - 14-19

a.4 Exceptional compliance - 20

**b. Impact – 25 points**

b.1 No impact - 0-6

b.2 Limited Impact - 7-13

b.3 Moderate Impact - 14-20

b.4 Exceptional Impact - 25

**c. Innovation – 20 points**

c.1 No innovation - 0-4

c.2 Limited Innovation - 5-9

c.3 Moderate Innovation - 10-14

c.4 High Innovation - 15-19

c.5 Exceptional Innovation - 20

**d. Sustainability – 20 points**

d.1 No sustainability - 0-4

d.2 Limited sustainability - 5-9

d.3 Moderate sustainability - 10-14

d.4 High sustainability - 15-19

d.5 Exceptional sustainability - 20

**e. Replicability – 15 points**

e.1 No replicability - 0-3

e.2 Limited replicability - 4-6

e.3 Moderate replicability - 7-9

e.4 High replicability - 10-12

e.5 Exceptional replicability - 15

Annex C.

## SCORE SHEET

### Other Awards for CY 2023

KEY AREAS		Scoring Guide				Score Obtained
		1	2	3	4	
<b>PART I – LEADERSHIP AND BEHAVIOURAL COMPETENCIES (Weight = 40%)</b>						
<b>A. ATTITUDE AND COMMITMENT</b>						
1	Display dedication in fulfilling his/her job responsibilities					
2	Demonstrates good customer service skills					
3	Punctual in reporting to work and attends flag ceremony					
4	Goes above and beyond the requirements of the job					
5	Presents innovative ideas and ways to improve work processes and productivity					
<b>B. WORK PERFORMANCE AND POTENTIALS</b>						
1	Demonstrates high quality					
2	Accurately completes work assignments on time					

3	Takes initiative. Work independently without being told					
4	Requires little supervision over his job description/functions					
5	Exercises self-control in highly stressful situations and deals people tactfully and calmly					
6	Show willingness to learn and take on new responsibilities					
<b>C. PERSONAL TRAITS</b>						
1	Maintains an appropriate and neat personal appearance and follows dress code					
2	Consistently displays professional demeanor and work ethics					
3	Conscientious, honest and hardworking					
4	Humble, flexible but focused and determined					
<b>D. INTERPERSONAL SKILLS</b>						
1	Uses effective listening and communication skills					
2	Helpful, emphatic, and cooperative with superiors and co-workers					
3	Fair, open-minded, optimistic, and dependable					
4	Has a team player attitude and influences others to do better					
<b>II. PERFORMANCE (IPCRF for CY 2021, Weight = 60 %)</b>						

	<b>OVERALL RATING</b>		
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CATEGORY	Indicators	Scoring Guide					Score Obtained
		Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	
<b>Leadership Award</b>  Recognizes personnel who is a bold, well-known leader who others chose to emulate. The recipient of the Leadership Award will have proven record of growth, success, and influence in his/her profession	1. Initiative, responsibility, resourcefulness	Less than 2 criteria met	Evidence of at least 3 criteria met	Evidence of at least 5 criteria met	Evidence of at least 7 criteria met	Evidence of all 9 category criteria	
	2. Outstanding skills and service within or outside the department						
	3. Develop trust and credibility through open, respectful communication and demonstrating accountability						

<p>4. Provide a sense of purpose, vision, and mission for their co-workers and/or staff</p>					
<p>5. Cultivates and motivates staff</p>					
<p>6. Positively influences others to build consensus in group, departmental or organizational setting</p>					
<p>7. Manages and/or champions change effectively through formal or informal leadership</p>					

	8. Helps others develop by investing time and effort in coaching and/or mentoring						
	9. Demonstrates a high degree of financial responsibility coupled with sound judgement; acts as a guardian of office resource by implementing more efficient or cost-effective practices.						
PART B. Performance (Weight - 30%)			IPCRF CY 2022 = _____ X 30% = _____				
	Total						

Category	Indicators	Scoring Guide					Score Obtained
		Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	
Service with Care Award  (This award is given to personnel who has demonstrated concern and commitment to fulfill needs and ensure satisfaction when providing services to clients)	1. Identification of an appropriate reaction to the needs and expectations of the internal and external customer to ensure exceptional service.	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	
	2. Familiarity with office policies and procedures and their impact on the community, coupled						

	with commitment and ability to educate the community about these policies						
	3. Sought ways to continuously improve satisfaction and remove barriers when providing services to members of the community						
	4. Anticipated clients' needs and potential problems before they occurred						
	Total						
<b>Category</b>	<b>Indicators</b>	<b>Scoring Guide</b>					

		<b>Poor (1)</b>	<b>Fair (2)</b>	<b>Good (3)</b>	<b>Very Good (4)</b>	<b>Excellent (5)</b>	<b>Score Obtained</b>
<b>Collaboration Award</b>  (This award is to recognize personnel who exemplifies collaboration and cooperation)	1. Developed and encouraged cooperation and collaboration, while displaying outstanding group effort	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	
	2. Consistently offered support, assistance, and encouragement to co-workers, often without being asked to do so						
	3. Served as role model to others through positive and productive client and colleague						

relationships						
4. Worked with others to achieve a shared goal - sharing knowledge, learning, and building consensus						
Total						

Annex D.

**Rubrics**

<b>Award Category</b>	<b>Poor 1 point</b>	<b>Fair 2 points</b>	<b>Good 3 points</b>	<b>Very Good 4 points</b>	<b>Excellent 5 points</b>	<b>Total</b>
Leadership Award	Less than 2 criteria met	Evidence of at least 3 criteria met	Evidence of at least 5 criteria met	Evidence of at least 7 criteria met	Evidence of all 9 category criteria	
Service with Care Award	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	
Collaboration Award	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category	

					criteria met	
Driving Change Award	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	