



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 31 2025

MEMORANDUM
No. 376, s. 2025

CALL FOR NOMINATIONS FOR THE 2025 SDO-MUNTINLUPA EXEMPLARY PERFORMING PERSONNEL AWARDS (EPPA) UNDER THE DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) PROGRAM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. In accordance with Civil Service Commission Memorandum Circular No. 1, s. 2001, titled "Program on Awards and Incentives for Service Excellence (PRAISE)," and DepEd Order No. 78, s. 2007, "Strengthening the PRAISE Program of the Department of Education," and consistent with the Enhanced DepEd NCR Guidelines on Rewards and Incentives for Service Excellence, this Office formally announces the **Call for Nominations for the SDO-Muntinlupa Exemplary Performing Personnel Awards under the Division P.R.A.I.S.E. Program Initiatives.**

2. This activity aims to recognize the accomplishments and important contributions of teaching-related and non-teaching personnel in the Schools Division Office. This search include the following categories:

- On-the-Spot Awards/ Gantimpala Agad Awards
- Natatanging Kabayanihan Awards
- Customer Champion Awards
- Ingenuity Awards
- Best in Attendance Awards
- Exemplary Behavior Awards

3. Nominees for all categories shall strictly comply with the following eligibility requirements:

- Must hold a permanent appointment in the applicable award category and have served in the public sector for at least five (5) consecutive years in the current position, including service as Officer-in-Charge.

- Must have received at least a 'Very Satisfactory' rating or its equivalent for the last three (3) performance rating periods in the current position, with an average numerical rating of at least 4.250 prior to nomination.

4. Peer or immediate superior at the functional divisions and/or section may recommend atleast one (1) nominee per applicable category, as deemed appropriate.

5. The following series of activities related to this activity are outlined below for the guidance of all interested applicants:

Date	Activity
July 23-31, 2025	Application Period
August 1 & 4, 2025	Division Eligibility Screening
August 6, 2025	Required MOVs Validation <i>(if applicable)</i>
August 7-8, 2025	Field Validation (Interview and Other Appropriate Evaluation Mechanisms)
August 13, 2025	Deliberation of Winner per Award Category
August 19, 2025	Announcement of Winner and Awarding Ceremony

6. During the document evaluation, qualified nominees shall be ranked and assessed based on the criteria and MOVs outlined per award category reflected in **Enclosure 1: SDO-Muntinlupa Exemplary Performing Personnel Awards Literature.**

7. To ensure a smooth and organized evaluation process, the Division PRAISE Committee shall serve as assessors and evaluators, as follows:

Division PRAISE Committee	
Chairperson	Dr. LILIA A. RICERO OIC-Asst. Schools Division Superintendent
Members	DR. FLORANTE C. MARMETO Chief Education Supervisor, CID
	MS. MA. REGAELE A. OLARTE OIC-Chief Education Supervisor, SGOD
	MR. EDISON C. ENERLAS Education Program Supervisor
	MS. NOEMI A. VALDEZ Asministrative Officer V
	MS. ANGELA M. FRANCISCO Administrative Officer IV, HRMO
	MS. PHOEBE R. ARROYO Senior Education Program Specialist
	MS. VIRMA U. AMISTOSO Budget Officer
	ATTY. ERNESS FAITH J. REGACHO-ESPANTO Division Legal Officer/ NTP Representative
	MR. MELANIO R. SAN JOSE JR. Project Development Officer I
	Level 1 Employee Representative

Secretariat	MS. IVY M. ROMANO Senior Education Program Specialist
	MR. ANDRES F. SICAM JR. Education Program Specialist II

8. Kindly refer to the Enhanced DepEd NCR PRAISE Policy Guidelines and the following enclosures:

Enclosure 1 – SDO-Muntinlupa Most Performing Personnel Awards


Enclosure 2 – *Application/Nomination Form*

Enclosure 3 – *Certificate of Nomination*

9. The 2025 SDO-Muntinlupa Most Performing Personnel Awards shall be the recognized on August 19, 2025 during the SDO Muntinlupa Anniversary Celebration at the venue which will be announced later.

10. Travel expenses incurred by participants and selection committee members for the said event will be charged against Division MOOE, subject to usual accounting and auditing procedures.

11. Immediate and wide dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 Under the following subjects

PERFORMANCE EVALUATION PERSONNEL RECOGNITION

IMR/ SDO-Muntinlupa Exemplary Performing Personnel Awards
376 July 17, 2025

Enclosure 1: Literature of SDO-Muntinlupa Exemplary Performing Personnel Awards

Recognizing the invaluable contributions of employees is a key element in fostering a culture of excellence and continuous improvement within the public service. The Schools Division Office of Muntinlupa, through its Program on Awards and Incentives for Service Excellence (PRAISE), upholds this principle by institutionalizing a system of recognition that inspires personnel to deliver outstanding performance in line with the goals and core values of the Department of Education.

Grounded in the provisions of CSC Memorandum Circular No. 1, s. 2001, "Program on Awards and Incentives for Service Excellence (PRAISE)," and DepEd Order No. 78, s. 2007, "Strengthening the PRAISE Program of the Department of Education," and aligned with the Enhanced DepEd NCR PRAISE Guidelines, this award-giving body aims to motivate teaching and non-teaching personnel to continuously strive for excellence, innovation, and meaningful service delivery.

The Exemplary Performing Personnel Awards recognize individuals and teams who demonstrate exceptional commitment, competence, ethical conduct, and significant accomplishments in their respective areas of responsibility. This initiative not only affirms outstanding performance but also sets a benchmark for professional behavior and work ethics across the Division.

Through this recognition, SDO-Muntinlupa envisions a workforce that is not only performance-driven but also purpose-inspired—fostering a strong sense of integrity, accountability, and public service in all endeavors.

The Awards Categories are as follows:

- **ON-THE-SPOT AWARDS/ GANTIMPALA AGAD AWARDS**

The On-the-Spot Award, also known as the Gantimpala Agad Award, is a form of immediate recognition granted to an employee who has demonstrated exemplary performance by going beyond the normal call of duty in the pursuit of organizational goals.

The employee may be recommended for this award by their immediate supervisor, subject to the approval of the Head of Office. The Head of Office shall exercise sound discretion in granting the award, taking into consideration the merit and significance of the employee's contribution to the achievement of the agency's objectives.

Illustrative instances meriting the grant of this award include, but are not limited to, the following:

1. Successfully addressing exceptional challenges to complete a short-term project ahead of schedule;
2. Accomplishing a critical special assignment outside the scope of one's regular duties;
3. Providing substantial assistance to a colleague managing an urgent or high-volume workload;

Required MOVs:

1. Certificate of Commendation from the Immediate Superior or Head of Office
2. Testimony from an individual who has been given the assistance or witnessed the remarkable act
3. Nominee's Accomplishments

• NATATANGING KABAYANIHAN AWARDS

Natatanging Kabayanihan Awards is conferred to an employee or group who exhibits heroic acts in times of calamity and other unexpected events that saved lives and government resources such as but not limited to: fire, earthquake, typhoon, and other unfortunate events.

Examples:

1. Risked life to help others or save government property or resources
2. Exhibited altruistic act of helping individual(s) who is/are at the brink or facing danger caused by unfortunate events (e.g. robbery, death threat, etc.)

Note: These actions shall not be part of the responsibilities of the position.

Required MOVs:

1. Certificate of Commendation from the Immediate Superior or Head of Office
2. Testimony from an individual who has been given the assistance or witnessed the remarkable act

• KAHANGA-HANGA AWARDS

Kahanga-hanga Awards is conferred to employees who showed exemplary performance on special assignment/special project at the Regional or National level whose performance gave honor to DepEd-NCR. Similarly, this award shall be granted to employees who satisfactorily completed a course or degree within or outside the country at one's own expense. Samples of exemplary performance are the following but not limited to:

1. Collaboration with colleagues from other offices that resulted to achievement of goals of the organization.
2. Led the establishment, organization, and implementation of a program that was adopted by the Regional Office, SDOs, or schools.
3. Managing an exceptionally heavy workload, such as covering for absent colleagues or filling vacant positions
4. Developing new or revised procedures that enhance office productivity. - Making contributions that enable the office to utilize its resources more effectively.
5. Presented a research paper at either a local or international conference. - Published a research paper/article in a reputable national or international publication.
6. Passed the licensure, BAR, Civil Service Exams, stages of Career Service Executive Eligibility (CSEE) examinations.
7. Completed the academic degree and other trainings for professional growth through personal effort.

Required MOVs:

1. Certificate of Commendation from the Immediate Superior or Head of Office
2. Activity Completion Report

3. Nominee's duly signed Academic Records such as TOR, Diploma or certificate of completion (for those who have completed the academic degree and other trainings for professional growth)
4. Nominee's other related documents such as the copy of presented research paper, certificate of participation/recognition as paper presenter at either a local or international conference, published paper or article, licensure/eligibility results, notable accomplishments, etc.

- **CUSTOMER CHAMPION AWARDS**

Customer Champion Awards is conferred to an employee who has been consistently commended either through written. exhibiting the following characteristics:

1. An excellent communicator at all levels and has the sensitivity to provide both internal and external customers' satisfaction.
2. Motivator- positive perspectives about DepEd projects that is translated to dealing with customers and in selling-in ideas
3. Good negotiator and excellent in partnership
4. Team player but also demonstrates strong Leadership Competence
5. Received No negative feedback or complaint within the year covering the awarding period

Required MOVs:

1. Certificate of Commendation from the Immediate Superior or Head of Office
2. At Least 10 positive feedback from the Clients Satisfaction Measurement (CSM) results
3. Certificate of NO Negative feedback or complaint from ORD through PAU office

- **INGENUITY AWARDS**

Ingenuity Award is bestowed to an employee or group whose project contribution has created a relevant improvement in the systems and/or office processes that contribute to heightened organizational performance in terms of:

- Schools Division Office Academic and Extra-Curricular Achievement;
- Overall Performance of the Regional Office due to improved systems and Processes
- Performance of Regional Office Personnel

Note: Awardee under this award category shall be the automatic nominee for the CSC's Honor Awards Program (HAP) and other national/ international awards. Must have obtained at least a "Very Satisfactory rating" for the past two (2) years.

Criteria for Ingenuity Awards			
Criteria	Description	Individual Category	Group Category
1. Noteworthiness of Outstanding Performance/ Contributions	The degree of uniqueness and originality of outstanding performance/ contribution	40%	40%
2. Impact of Performance / Achievement	The extent to which the idea, suggestion, innovation, or invention is being used, whether it has far-reaching effect, the number of persons benefited; the paradigm shift it has caused and the amount of money saved.	35%	35%
3. Reliability and effectiveness	The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/ improved service delivery.	15%	10%
4. Consistency of Performance	The degree of consistency of the individual as manifested by consistent outstanding performance based on historical data/work record.	10%	10%
TOTAL		100%	100%

- **BEST IN ATTENDANCE AWARDS**

This award is given in recognition of the unwavering commitment and dedication shown through perfect or near-perfect attendance. The recipient has set a positive example of responsibility and reliability.

Personnel attendance data shall be sourced from and duly validated by the **Human Resource Management Officer, Ms. Angela M. Francisco.**

- **EXEMPLARY BEHAVIOR AWARDS**

Exemplary Behavior Award- The nominee for this award shall strongly manifest the 8 norms of conduct of public officials and employees (RA6713, Section 4, A) such as Commitment to Public Service, Professionalism, Justness and Sincerity, Political neutrality, Responsiveness to public, Nationalism and Patriotism, Commitment to democracy and simple living.

Criteria for Exemplary Behavior Awards	
Criteria	Percentage
1. Quality and consistency of behavioral performance -the level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance (validated through 360-degree feedback)	35%
2. Impact of behavioral performance (use Behavioral Evaluation Checklist) - extent of exemplary behavior that created positive impact on both internal and external clients.	30%

3. Risk or Temptation Inherent In the work - the degree of risk/temptation substantially present in the work	20%
4. Obscurity of the position -the lowliness or insignificance to the position in relation to the degree of performance and extraordinary norms manifested	10%
	5%

Enclosure 2: Application/Nomination Form

<h2 style="margin: 0;">SDO-MUNTINLUPA EXEMPLARY PERFORMING PERSONNEL AWARDS</h2>		<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p style="margin: 0;">PHOTO (Passport Size)</p> </div>	
Category of Award			
NOMINEE			
Nominee (First Name, M.I.Last Name)		Signature	
Position <i>(per Service Record)</i>	Sex	Age	
Status of Appointment <i>(per Service Record)</i>	Date of Birth		
Mobile Number			
Residence Address			
Level Position	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third	<input type="checkbox"/> Teaching <input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-teaching	
UNIT HEAD			
Name		Position	
School Name		Address	
Mobile Number		DepEd Email	
AGENCY/DIVISION HEAD			
Name		Position	
School Name		Address	
Mobile Number		DepEd Email	
NOMINATOR			
Name		Position	
School Name		Address	
Mobile Number		DepEd Email	
Are you an immediate family member or in any way related to the nominee within the third civil degree of consanguinity or affinity?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Kindly specify your relationship with the nominee.			
Were you a previous GAWAD SALAKAB nominee? What Award Category?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Were you a previous GAWAD SALAKAB Finalist? What year? _____ What Award Category? _____		<input type="checkbox"/> YES	<input type="checkbox"/> NO

Were you a previous GAWAD SALAKAB Awardee? What year? _____ What Award Category? _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Enclosure 4: Certificate of Nomination

CERTIFICATION

2025 SDO-MUNTINLUPA EXEMPLARY PERFORMING PERSONNEL AWARDS

This is to certify and confirm that I am nominating

to the **2025 SDO-Muntinlupa Exemplary Performing Personnel Awards**. This nomination is a tribute to his/her outstanding accomplishments, performance, and track record of excellence in service and to his/her exemplary dedication, which contributed to the attainment of DepEd's vision, mission, goals, and objectives.

I further certify that the nominee is a model of excellence in his/her professional thriving amidst challenges with dignity and confidence. S/he advocates the shared values of patriotism, integrity, excellence, and spirituality (PIES) as a public servant.

Signed this _____ day of _____, 2024, in _____, Philippines.

Nominator's Name and Signature

Date Signed: _____