



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 28 2025

MEMORANDUM
No. 422, s. 2025

**AMENDMENTS TO THE ENHANCED DEPED NCR PROGRAM ON AWARDS AND
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) POLICY GUIDELINES**

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
All Others Concerned

1. Attached is Regional Memorandum 715, s. 2025, dated August 1, 2025 on the above-captioned subject, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of 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
TEACHERS

EVALUATION
PRINCIPAL

SCHOOL
RECOGNITION

PERSONNEL

IMR/Amendments to Enhanced DepEd NCR PRAISE
422 August 22, 2025



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



August 1, 2025

REGIONAL MEMORANDUM

No. 715 s. 2025

To: Schools Division Superintendent
Regional Functional Division Chiefs
All Others Concerned

AMENDMENTS TO THE ENHANCED DEPED NCR PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) POLICY GUIDELINES

1. In adherence and compliance with the CSC Memorandum Circular No.1 s. 2001 "Program on Awards and Incentives for Service Excellence", and DepEd Order No. 78 s. 2007, "Strengthening the PRAISE of the Department of Education, all concerned are informed of the above-captioned subject.
2. The attached amendments provide updated and more concise guidelines.
3. The copy of the Enhanced DepEd NCR PRAISE Policy Guidelines can be accessed and downloaded through the link: **<https://tinyurl.com/ENHANCEDPRAISEGUIDELINES>**
4. Other provisions stipulated in the guidelines shall remain in force. These updates shall take effect immediately on the date of approval and release of this Memorandum.
6. For information, guidance, and strict compliance.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

/rjcepshrdd



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

**AMENDMENTS TO THE ENHANCED DEPED NCR PROGRAM ON AWARDS
AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
POLICY GUIDELINES**

The Department of Education National Capital Region (DepEd NCR) firmly believes that employees are the essential foundation of the organization. It values and recognizes their contributions, cultivating a culture of engagement, productivity, and unwavering commitment among its staff. Such a supportive environment not only enhances individual performance but also drives the organization toward achieving its larger goals. It affirms that recognizing employees' unique talents and efforts fosters a sense of security, happiness, and pride in their work, motivating them to pursue excellence every day.

To strengthen the DEPED NCR PRAISE implementation, this office has adopted the following amended changes provided in the guidelines:

APPROVED PROVISIONS	AMENDMENTS
The 2024 DepEd NCR GAWAD Primero Search	The DepEd NCR GAWAD Primero Search
II. Scope This policy covers all career and non-career employees of DepEd NCR.	This policy applies to officials and employees of DepEd NCR, including public teaching personnel, non-teaching personnel, and teaching-related personnel. Reward and recognition of individuals or groups shall be done through a search and nomination process within and across functional divisions or departments in the Regional Office and in the Schools Division Offices. Employees working under job orders or service contracts, as described in Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions, as well as those whose services have been extended, are not included in this program. Posthumous nominations may be made for public servants who died while on duty or while carrying out their official responsibilities. These nominations must be submitted within 12 months of the official's or employee's death.
III. Definition of Terms	Additional terms defined based on their uses: <ul style="list-style-type: none">• Consecutive years in the current position – refers to the years of service in the currently held position, one year after another without interruption• Suspension - refers to the act of officially and temporarily preventing employees from their



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	<p>positions for a specified period as a form of punishment.</p> <ul style="list-style-type: none"> • Teaching Personnel - refers to employees who are directly involved in teaching or delivering instruction at the elementary and secondary levels, including those in junior high school and senior high school. • Non-teaching Personnel - refers to employees whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve or directly support the actual conduct of teaching or delivery of instruction. • Related-Teaching Personnel - refers to employees in roles primarily focused on supporting the delivery of basic education services and achieving organizational goals. This includes providing direct assistance to teachers and facilitating instruction through activities such as setting standards; formulating policies and programs; conducting research; and monitoring and evaluation. • Third Level Officials - are career officers who occupy executive managerial positions classified under the Career Executive Service (CES), as defined by the Civil Service Commission (CSC) and the Career Executive Service Board (CESB). These positions require CES eligibility and are involved in the formulation, implementation, and administration of public policies and programs at the high level of government operations. Specifically, in DepEd, the following are recognized as third-level officials: <ul style="list-style-type: none"> • Regional Directors (RDs) • Assistant Regional Directors (ARDs) • Schools Division Superintendents (SDSs) • Assistant Schools Division Superintendents (ASDSs)
<p>V. Composition of DepEd NCR PRAISE Committee Chairperson: Regional Director/Assistant Regional Director Co-Chair: Head of Budget and Finance Members:</p>	<p>Chairperson: Regional Director Co-Chair: Assistant Regional Director Members: -Head of Budget and Finance -Chief Administrative Officer- Administrative Services Division -Any of the Division Chiefs from 8 Functional Divisions -Personnel Section head</p>





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<p>Any of the Division Chiefs from 8 Functional Divisions Personnel Section Head 1 Representative from an Accredited employees Union or Cooperative, i.e. DepEd NCR Employee Association/ Union of non-teaching Employee Presence of 2 External Members, i.e. CSC, PASS President (Optional)</p>	<p>-1 Representative from an Accredited Employees Union or Cooperative, i.e. DepEd NCR Employee Association/ Union of Non-Teaching Employee -Presence of 2 External Members, i.e. CSC, PASS President (Optional)</p>
<p>VI. General Functions and Obligations of the PRAISE Committee</p> <p>2. Obligations of DepEd-NCR PRAISE Committee Members</p> <p>Chairperson - Approve and monitors the year-round Implementation of PRAISE.</p> <p>Co- Chair - facilitates availability of funds and ensures the proper allotment of budget</p> <p>Members - Evaluate annually the overall impact of Awards to employee or the organization as a whole.</p>	<p>2. Obligations of DepEd-NCR PRAISE Committee Members</p> <p>Chairperson –</p> <ul style="list-style-type: none"> Approves and oversees the year-round implementation of the PRAISE (Program on Awards and Incentives for Service Excellence). Ensures alignment of the PRAISE program with existing policies and guidelines. <p>Co- Chair</p> <ul style="list-style-type: none"> Leads in the evaluation of the submitted requirements of the nominees. Consolidates and recommends the results of the evaluation to the Regional Director for final approval and official announcement. <p>Members –</p> <p><i>Head of Budget And Finance</i></p> <ul style="list-style-type: none"> Facilitates availability of funds for the PRAISE program. Ensures the proper allotment of budget. <p>All Members</p> <ul style="list-style-type: none"> Evaluate annually the overall impact of awards on an employee or the organization as a whole. Assist the Chair and Co-Chair in the PRAISE Committee’s undertakings. Participate in the review and enhancement of PRAISE guidelines and implementation processes.





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<p>1) With permanent appointment in the category of award applied and has been in the public service for at least five (5) consecutive years in the current position.</p> <p>3) Has been rated “Very Satisfactory” or its equivalent for the last three (3) years of performance rating periods (of the current position) but must have an average of at least 4.500 numerical rating before the nomination.</p>	<p>on the results of Client Satisfactory Measurement results.</p> <p>1) Must have a permanent appointment in the applicable award category and have been in public service for a minimum of three (3) consecutive years in the current position, including the status of being the Officer-In-Charge.</p> <p>3) Has been rated at least "Very Satisfactory" or its equivalent for the last three (3) years of performance rating periods (of the current position) but must have an average of at least 4.250 numerical rating before the nomination.</p>
<p>VII. Types of DepEd NCR PRAISE Awards</p> <p>2.6 Outstanding Supervisor</p>	<p>2.6 Outstanding Supervisor</p> <p>A) Outstanding Education Program Supervisor (including RO) B) Outstanding Public School District Supervisor</p> <p>The criteria to be used for these award shall be the Table 6 of this Policy Guidelines titled “Point System for Evaluation”. (See item 2.6 Outstanding Supervisor)</p>
<p>Stages of the Search</p> <p>Stage 1. Nomination <i>Nominees from the Schools Division</i></p> <p>1. The school Division Superintendent shall endorse all the Division nominees to the Regional Director</p> <p>Stage 6. Release of the Individual Rating Results and Top 3 Candidates per Category</p> <p>The PRAISE Secretariat shall send the individual rating</p>	<p>Stage 1. Nomination Regional Office and SDO employees may nominate individual or group of co-employees within their respective offices or from other functional divisions, units, or sections at the same governance level. Likewise, the Regional Director may nominate employees in any award categories.</p> <p>1. <i>Nominees from the Schools Division</i> The school Division Superintendent shall endorse all the Division nominees to the Regional Director</p> <p>Stage 6. Release of the Individual Rating Results and Top 3 Candidates per Category</p>





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<p>the Regional Director</p> <p>Stage 3. Selection of Candidates Based on the document evaluation, the NCR PRAISE Committee shall shortlist the top five nominees per category from the sixteen (16) School Divisions and the Regional Office. They shall then be endorsed for the next level of the search process (Stage 4).</p> <p>Stage 6. Release of the Individual Rating Results and Top 3 Candidates per Category The PRAISE Secretariat shall send the individual rating results to the shortlisted nominees through e-mail. The Regional PRAISE Committee shall then choose the top 3 candidates per category.</p>	<p>Additionally, the Regional Director may nominate employees for any award category.</p> <p>1. Nominees from the Schools Division The Schools Division Superintendent must endorse all Division-level nominees to the Regional Director.</p> <p>Stage 3. Selection of Candidates Based on the document evaluation, the NCR PRAISE Committee shall shortlist the top three nominees per category from the sixteen (16) School Divisions and the Regional Office.</p> <p>In cases where a category has only one nominee, such nomination shall not automatically be deemed eligible for evaluation or be declared as the award recipient. All nominations are subject to an initial screening and validation process to confirm their compliance with the minimum requirements prior to the formal evaluation. This approach aims to ensure that recognition is awarded based on merit and in accordance with the established criteria. Likewise, all Schools Division Offices (SDOs) are encouraged to submit nominations to foster a competitive and fair selection process, upholding the principles of fairness, inclusivity, and transparency throughout the recognition process.</p> <p>The nominees shall then be endorsed for the next level of the search process (Stage 4).</p> <p>Stage 6. Release of the Individual Rating Results and Top 3 Candidates per Category The DepEd NCR PRAISE Committee shall:</p> <ul style="list-style-type: none">• Identify the top three nominees in each category. <p>To ensure a fair and transparent selection process, the top three (3) nominees for each award category shall be forwarded to the Chairperson, the Regional Director, who will have the authority to select the ultimate award recipient in accordance with the established award criteria. The list of the names of these top three (3) nominees in random order shall be included in the relevant Regional Memorandum.</p>
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<p>Stage 7: Awarding</p> <p>The Regional awardees shall be recognized and formally presented on stage during the Gawad Primero Awarding Ceremony and shall receive recognition in the form of plaques, certificates, and monetary incentives.</p>	<ul style="list-style-type: none"> • Inform the shortlisted nominees of the rating results. Individual rating results shall be emailed to those shortlisted. <p>Stage 7: Awarding</p> <p>Regional awardees will be recognized and formally presented on stage during the Gawad Primero Awarding Ceremony.</p> <p>They shall receive plaques, certificates, and monetary incentives.</p>
<p>1. On-the-Spot Awards/Gantimpala Agad Awards</p> <p>Outstanding and qualified DepEd NCR Regional Office Personnel (ROP) shall be bestowed with the Appropriate PRAISE award on a timely basis. Aside from the annual recognition ceremonies, the following excellent performance shall be recognized as they occur under the "Spot Award Program" (Gantimpala Agad Award) to wit:</p>	<p>3. On-the-Spot Awards/Gantimpala Agad Awards</p> <p>On-the-Spot Awards/Gantimpala Agad Awards The On-the-Spot Award (Gantimpala Agad) is immediate recognition granted to employees demonstrating exceptional initiative in their roles.</p> <p>The employee's immediate supervisor shall recommend the award to the Head of Office. The Head of Office has the discretion to grant the award to recognize specific accomplishments that contribute to organizational objectives. These achievements are typically distinct and may not qualify for higher-level recognition (e.g., performance awards or superior accomplishment awards).</p> <p>Samples of contributions that are best suited for the On-the-Spot Award/Gantimpala Agad Award include, but not limited to:</p> <ul style="list-style-type: none"> • Successfully overcoming significant, unforeseen challenges to complete a short-term project ahead of schedule • Accomplishing a substantial special assignment clearly beyond one's regular job responsibilities • Voluntarily assisting an overwhelmed co-worker or stepping in to handle an urgent project



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	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 70%;">Required MOVs</th> <th style="width: 30%;">Submitted/ Not Submitted</th> </tr> </thead> <tbody> <tr> <td>Certificate of Commendation from the Immediate Superior or Head of Office</td> <td></td> </tr> <tr> <td>Testimony from an individual who has been given the assistance or witnessed the commendable act</td> <td></td> </tr> <tr> <td>Nominee's Accomplishment Report</td> <td></td> </tr> </tbody> </table> <p>Note: A certificate of commendation may be presented to one or more employees receiving this award.</p>	Required MOVs	Submitted/ Not Submitted	Certificate of Commendation from the Immediate Superior or Head of Office		Testimony from an individual who has been given the assistance or witnessed the commendable act		Nominee's Accomplishment Report	
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<p>3.1 Natatanging Kabayanihan Award- 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.</p> <ul style="list-style-type: none"> • Risked life to help others or save government property or resources • 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 	<p>Natatanging Kabayanihan Award -This award is conferred on an employee or group demonstrating heroic acts during calamities or unexpected events, resulting in the preservation of lives and government resources. Such events include, but are not limited to, fires, earthquakes, typhoons, and similar disasters.</p> <p>It is likewise conferred on an employee or group that consistently engages in charitable acts such as voluntarily helping those in need. Charitable acts can be in the form of cash or in-kind donations.</p> <p>Examples of Heroic Acts</p> <ul style="list-style-type: none"> • Risked life to help others or save government property or resources • 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.) <p>Examples of Charitable Acts</p> <ul style="list-style-type: none"> • Monetary Donations • In-Kind Donations • Volunteering Time and Skills <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">Required MOVs</th> <th style="width: 30%;">Submitted/ Not Submitted</th> </tr> </thead> <tbody> <tr> <td>Certificate of Commendation from the Immediate Superior or Head of Office</td> <td></td> </tr> <tr> <td>Testimony from an individual who has been given the assistance or witnessed the commended act</td> <td></td> </tr> </tbody> </table> <p>Note: These actions shall not be part of the responsibilities of the position.</p>	Required MOVs	Submitted/ Not Submitted	Certificate of Commendation from the Immediate Superior or Head of Office		Testimony from an individual who has been given the assistance or witnessed the commended act			
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<p>3.2 Kahanga-hanga Award</p> <p><i>Conferred upon employees who demonstrated exemplary performance on a special assignment or project at the Regional or National level, bringing honor to DepEd NCR as a whole.</i></p> <p>Criteria:</p> <ul style="list-style-type: none"> • Demonstrated excellence in collaborating with the concerned offices. • Provided sufficient information to stakeholders involved in the project/activity. <ul style="list-style-type: none"> • Exhibited excellent leadership competencies. • Positively influenced team members. 	<p>A Plaque or Certificate of Recognition shall be given to the deserving employee and a cash incentive.</p> <p>5. Kahanga-hanga Award- This award is conferred on an employee or group demonstrating either:</p> <ol style="list-style-type: none"> 1. outstanding achievement on a special assignment or project at the Regional or National level, resulting in significant honor for DepEd-NCR; or 2. satisfactory completion of a relevant course or degree (domestic or international) undertaken at personal expense. <p>Samples of exemplary performance include, but are not limited to:</p> <ul style="list-style-type: none"> • Collaborated with colleagues from other offices to achieve organizational goals. • Presented organizationally beneficial research at a local or international conference. • Published organizationally beneficial research in a reputable national or international journal/publication. • Successfully passed a professional licensure exam (e.g., Bar, Civil Service), or one or more stages of the Career Service Executive Eligibility (CSEE) examination. <table border="1" data-bbox="638 1485 1396 1859"> <thead> <tr> <th style="text-align: center;">Required MOVs</th> <th style="text-align: center;">Submitted/ Not Submitted</th> </tr> </thead> <tbody> <tr> <td>Certificate of Commendation from the Immediate Superior or Head of Office</td> <td></td> </tr> <tr> <td>Activity Completion Report</td> <td></td> </tr> <tr> <td>Nominee's duly signed Academic Records such as TOR, Diploma or certificate of completion (for those who have completed an academic degree and other trainings for professional growth)</td> <td></td> </tr> <tr> <td>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.</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Earned an academic degree or completed professional development training through 	Required MOVs	Submitted/ Not Submitted	Certificate of Commendation from the Immediate Superior or Head of Office		Activity Completion Report		Nominee's duly signed Academic Records such as TOR, Diploma or certificate of completion (for those who have completed an academic degree and other trainings for professional growth)		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.	
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	<p style="text-align: center;">personal effort.</p> <p>A plaque or certificate of recognition shall be given to the deserving employees.</p>						
<p>4. Customer Champion Award - conferred to An employee who has been consistently commended either through written, exhibiting the following characteristics:</p> <ul style="list-style-type: none"> • An excellent communicator at all levels and has the sensitivity to provide both internal and external customers' satisfaction. • Motivator- positive perspectives about DepEd projects that is translated to dealing with customers and in selling-in ideas • Good negotiator and excellent in partnership • Team player but also demonstrates strong Leadership Competence 	<p>6. Customer Champion Award</p> <p>This award shall be selected by the PRAISE Committee and conferred upon an employee who has consistently received commendations (including written recognition) and demonstrates the following characteristics based on 360-degree assessment results:</p> <ol style="list-style-type: none"> 1. Communicates effectively at all levels and exhibits sensitivity to ensure satisfaction for both internal and external customers. 2. Maintains positive perspectives on DepEd projects, effectively translating this attitude into customer interactions and advocating for initiatives. 3. Demonstrates effective negotiation abilities and excels in building partnerships. 4. Functions effectively as a team player while also demonstrating strong leadership competencies. 5. Achieved 95-98% positive feedback during the year covering the awarding period. 6. Received no formal complaints during the year covering the awarding period. <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th style="width: 75%; text-align: center;">Required MOVs</th> <th style="width: 25%; text-align: center;">Submitted/ Not Submitted</th> </tr> </thead> <tbody> <tr> <td>Certificate of Commendation from the Immediate Superior or Head of Office</td> <td style="text-align: center;"> </td> </tr> <tr> <td>Summary results of the Client Satisfaction Measurement (CSM) indicating 95-98% positive feedback</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> <p>A plaque or certificate of recognition shall be given to the deserving employee.</p>	Required MOVs	Submitted/ Not Submitted	Certificate of Commendation from the Immediate Superior or Head of Office		Summary results of the Client Satisfaction Measurement (CSM) indicating 95-98% positive feedback	
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Summary results of the Client Satisfaction Measurement (CSM) indicating 95-98% positive feedback							
<p>5. Regional Director's Award of Excellence</p> <p>Awardees under the following Awards of Excellence shall be the automatic nominees for the CSC's Honor Awards Program (HAP) and other national/international awards. Must have obtained at least a "Very</p>	<p>7. Ingenuity Award</p> <p>This award is presented to an employee or group whose project contribution resulted in significant improvements to systems and/or office processes, enhancing organizational Performance, in terms of:</p> <ul style="list-style-type: none"> • Schools Division Office Academic and Extra-Curricular Achievement; • Overall Performance of the Regional Office due to improved systems and processes; 						





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Satisfactory rating" for the past two (2) years:

5.1 . Ingenuity

Award- This 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

- Performance of Regional Office Personnel.

Recipients in this category will be automatically nominated for the CSC's Honor Awards Program (HAP) and other national or international awards, provided they have received at least a 'Very Satisfactory' performance rating for the past three consecutive years.

Criteria for Ingenuity Award

Criteria	Description	Individual Category	Group Category
		Percentage	
1. Noteworthiness of Outstanding Performance/ Contributions	the degree of uniqueness and originality of outstanding performance/ contributions	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%	15%
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%

A plaque or certificate of recognition and a cash incentive shall be given to the deserving employees.

5.2) 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,

8. 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 the public, Nationalism and Patriotism, Commitment to democracy, and Simple living.





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Justness and Sincerity, Political neutrality, Responsiveness to public, Nationalism and Patriotism, Commitment to democracy and simple living.

The specific criteria to be used for this award are as follows:

The specific criteria are as follows:

Criteria For Exemplary Behavior Award

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. Years of Service (5%) - cumulative years of service that the employee has rendered vis-a- vis his/her accomplishments	5%
Total	100%

A plaque or certificate of recognition and a cash incentive shall be given to the deserving employee/s.

7.2.4.2. Model Employee Award -

This award is bestowed to employee/s who excelled among peers in a functional group such as:

- a. Model Division Chief (Level 2)
- b. Model Supervisor/ Unit Head (Level 2)
- c. Model DepEd-NCR Personnel (Level 1)

The nominee shall be rated based on the DepEd Competencies Scale stated in the RPMS. Role model employees are those who demonstrate all competency indicators. The exemplary behavior that needs to be observed across categories are the

Model Employee Award is renamed and categorized as follows:

- a. Outstanding Chief Education Supervisor
- b. Outstanding Unit Head/Section Head
- c. Outstanding Supervisor
 - 1) Outstanding Education Program Supervisor
 - 2) Outstanding Public Schools District Supervisor
- d. Outstanding Non-Teaching Personnel Level II (Supervisory)
- e. Outstanding Non-Teaching Personnel Level II (Non-Supervisory)
- f. Outstanding Non-Teaching Personnel Level I (Clerical Services)
- g. Outstanding Non-Teaching Personnel Level I (General Administrative Services)





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core behavioral competencies as stated in DepEd order No.2 s. 2015:

- Self-Management
- Professionalism and Ethics-observance of RA 6713, "Code of Conduct and Ethical Standards for Public Officials & Employees"
- Results-focus
- Teamwork
- Service Orientation
- Innovation

EPSs nominees must exhibit leadership potential and therefore must manifest leadership competencies beyond what is required.

Division Chief nominees must manifest all leadership competencies stated in the RPMS.

- Leading People
- People Performance management
- People Development

All nominations shall be validated using the Results of 360-degree feedback. The attached 'Competency Evaluation Checklist' shall be utilized for this purpose. The following criteria shall be used to evaluate the nominees:

Criteria for Outstanding Chief Education Supervisor and Outstanding Unit Head/Section Head

Point System for Evaluation	
Criteria	Highest Point
I. Application of Education	10%
II. Application of Learning and Development	10%
III. Accomplishments According to the Key Results Areas of the Position	40%
IV. Outstanding Accomplishment	20%
V. Psychosocial Validation	
a) Panel Interview	5%
b) 360 Degree Validation	5%
VI. Written Examination	10%
Total	100%

See "VII. Types of DepEd NCR PRAISE Awards" item numbers 2.7, 2.10, 2.11, 2.12, and 2.13 for the following Awards:

- Outstanding Education Program Supervisor
- Outstanding Non-Teaching Personnel Level II (Supervisory)
- Outstanding Non-Teaching Personnel Level II (Non-Supervisory)
- Outstanding Non-Teaching Personnel Level I (Clerical Services)
- Outstanding Non-Teaching Personnel Level I (General Administrative Services)

Awardees selected under these categories shall be automatically nominated for the CSC's Honor Awards Program (HAP) as well as other national or international awards.

All nominations require validation through 360-degree feedback results, utilizing the attached R&R Criteria for Behavioral Attributes and R&R Criteria for Demonstration of Higher Self.

A plaque or certificate of recognition and a cash incentive shall be given to the deserving employee/s.

Additional Provisions

To foster a culture of appreciation and excellence, Functional Division Chiefs and the Regional Director have the discretion to award employee recognition.





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	<p>The Director's award is conferred on an individual or group of employees at the Regional Office proper and SDO.</p> <p>A plaque or certificate of recognition and a cash incentive shall be given to the deserving employee/s.</p>
<p>VIII. Required Nomination Documents</p> <p>Each nomination requires the submission of three (3) copies of the nomination folder containing the following:</p> <p>1. Fully Accomplished Rewards and Recognition Forms:</p> <p style="margin-left: 20px;">A. Nomination Form 1 Basic Information; Certification</p> <p style="margin-left: 20px;">B. Nomination Form 2 write-ups on the Highlight of Accomplishment</p>	<p>Each nomination requires the submission of three (3) copies of the nomination folder containing the following:</p> <p>1. Fully Accomplished Rewards and Recognition Forms:</p> <p style="margin-left: 40px;">A) R&R Revised Form 1A (Nomination Form for Individual Category)</p> <p style="margin-left: 40px;">B) R&R Revised Form 1B (Nomination Form for Group Category)</p> <p style="margin-left: 40px;">C) R&R Form 2 (Certificate of Nomination)</p> <p style="margin-left: 40px;">D) R&R Form 3 (Nomination Write-Up for all Categories)</p> <p style="margin-left: 40px;">E) R&R Form 4 (Omnibus Certification)</p>
<p>X. Form of Rewards and Incentives</p> <p>1) Monetary Incentives - Php 10,000.00 for each winner per category</p> <p>2) Certificate of Recognition (Winners and Finalists)</p> <p>3) Plaque of Recognition</p>	<p>X. Form of Rewards and Incentives</p> <p>1) Monetary Incentives</p> <p>2) Certificate of Recognition</p> <p>3) Plaque of Recognition</p>
	<p>Additional Provisions Regional Office Proper Salamat-Mabuhay Program</p> <p>The DepEd NCR Regional Office Proper has established the "Salamat-Mabuhay" program to honor retirees for their dedicated service. This initiative, anchored on CSC MC No. 7, s. 1998 ("Adoption of 'Salamat-Paalam' Program in Honor of Retiring Officials and Employees in the Civil Service"), aims to emphasize that employees' contributions are highly valued and truly appreciated. It is designed to foster</p>





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loyalty, commitment, and maintain high morale within the organization.

Number of years of Service

- The years of service for personnel at the Regional Office shall be calculated from their first day of employment at the DepEd regional office or from any other DepEd office in the country, up to their last day of service at the Regional Office.
- The Personnel Section shall provide the PRAISE Committee with an updated list of every Regional Office personnel's years of service as needed.

Submission of Retirement Intention

- Retirees are encouraged to submit their intention to retire to the Regional Director at least three months before their retirement date.
- The Personnel Section shall inform the PRAISE Committee and provide a list of employees whose retirement intentions have been approved by the Regional Director, to allow them to prepare the necessary materials.

Simple Ceremony

- The Department of Education NCR, through the Rewards and Recognition Pillar, shall hold a simple ceremony to honor retirees on a quarterly basis.
- These ceremonies shall be conducted during the last week of the month in each quarter, except for the last quarter of the year. The ceremony for the final quarter shall be held in the last week of November.

Retirees' Incentives

- Plaque of Recognition
- DepEd NCR Organization Ring

During the ceremony, retirees shall be given a plaque of appreciation/recognition signed by the Regional Director.



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	<p>Retirees shall receive a DepEd NCR Ring based on the following years of service:</p> <ul style="list-style-type: none">• 15-24 years: Silver DepEd-NCR Ring• 25-30 years: 14-karat gold DepEd-NCR Ring• 31+ years: 18-karat gold DepEd-NCR Ring <p>Offices concerned shall take the initiative to give awards or tokens if deemed necessary to their retirees.</p>
<p>All other provisions of these policy guidelines remain in effect.</p>	





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Certification and Commitment

We hereby certify and commit to the amended provisions of the above Enhanced DepEd NCR PRAISE Policy Guidelines.


APPROVED this _____ th of _____, 2025


DepED NCR PRAISE Technical Working Group:

LORETA B. TORRECAMPO
SDS, SDO Parañaque City
PRAISE TWG Focal


ALEJANDRO G. IBANEZ
SDS, SDO Marikina
TWG Member


NOEL D. BAGANO
OIC, SDS, SDO Valenzuela City
TWG Member


VIOLETA M. GONZALES
OIC, SDS, SDO Muntinlupa City
TWG Member



CYNTHIA L. AYLES
SDS, SDO Taguig and Pateros
TWG Member


HAJJI R. PALMERO
Chief, HR/D NEAP (R)
TWG Secretariat

Recommending Approval:


JOEL T. TORRECAMPO
Schools Division Superintendent, SDO Pasay
concurrent Officer-In-Charge, Office of the
Assistant Regional Director

Approved by:


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-InCharge, Office of the
Assistant Secretary for Operations

trjcepshrdd





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We hereby certify and commit to the amended provisions of the above Enhanced DepEd NCR PRAISE Policy Guidelines.

APPROVED this _____th of _____, 2025

DepED NCR PRAISE Technical Working Group:

LORETA B. TORRECAMPO
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TWG Member

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SDS, SDO TapAt
TWG Member

HAJJI R. PALMERO
Chief, HRDD NEAP (R)
TWG Secretariat

Recommending Approval:

JOEL T. TORRECAMPO
School Division Superintendent
concurrent Officer-In-Charge, Office of the
Assistant Regional Director

Approved by:

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-InCharge, Office of the
Assistant Secretary for Operations

/rjcepshrdd





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Annex 1. R&R Revised Form 1A (Nomination Form for Individual Category)

R&R Revised Form 1A (Nomination Form for Individual Category)

DEPED NCR PRAISE Program on Awards and Incentives for Service Excellence <i>Gawad Primero Search</i>		Passport size Photo																											
Level of Award: <input type="checkbox"/> Regional Office Proper <input type="checkbox"/> Regional Level of Position: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Teaching <input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-Teaching Type of Award:																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/> On-the-Spot Gumbata Award</td><td><input type="checkbox"/> Outstanding Teacher</td></tr> <tr><td><input type="checkbox"/> Natatanging Kabayanihan Award</td><td><input type="checkbox"/> Outstanding Master Teacher</td></tr> <tr><td><input type="checkbox"/> Customer Champion Award</td><td><input type="checkbox"/> Outstanding Head Teacher</td></tr> <tr><td><input type="checkbox"/> Kahanga-hanga Award</td><td><input type="checkbox"/> Outstanding Assistant School Principal</td></tr> <tr><td><input type="checkbox"/> Exemplary Behavior Award</td><td><input type="checkbox"/> Outstanding School Principal</td></tr> <tr><td><input type="checkbox"/> Inspiring Award</td><td><input type="checkbox"/> Outstanding Supervisor</td></tr> <tr><td><input type="checkbox"/> Director's Award</td><td><input type="checkbox"/> Outstanding Education Program Supervisor</td></tr> <tr><td><input type="checkbox"/> Regional Office Proper</td><td><input type="checkbox"/> Outstanding Public Schools District Supervisor</td></tr> <tr><td><input type="checkbox"/> SDC</td><td></td></tr> <tr><td><input type="checkbox"/> Outstanding Non-Teaching Personnel</td><td><input type="checkbox"/> Outstanding Unit/Section Head</td></tr> <tr><td><input type="checkbox"/> Outstanding Non-Teaching Personnel: Level I (General Administrative Services)</td><td><input type="checkbox"/> Outstanding Chief Education Supervisor</td></tr> <tr><td><input type="checkbox"/> Outstanding Non-Teaching Personnel: Level I (Clerical Services)</td><td><input type="checkbox"/> Outstanding Assistant Schools Division Superintendent</td></tr> <tr><td><input type="checkbox"/> Outstanding Non-Teaching Personnel: Level II (Supervisory)</td><td><input type="checkbox"/> Outstanding Schools Division Superintendent</td></tr> <tr><td><input type="checkbox"/> Outstanding Non-Teaching Personnel: Level II (Non-Supervisory)</td><td></td></tr> </table>	<input type="checkbox"/> On-the-Spot Gumbata Award	<input type="checkbox"/> Outstanding Teacher	<input type="checkbox"/> Natatanging Kabayanihan Award	<input type="checkbox"/> Outstanding Master Teacher	<input type="checkbox"/> Customer Champion Award	<input type="checkbox"/> Outstanding Head Teacher	<input type="checkbox"/> Kahanga-hanga Award	<input type="checkbox"/> Outstanding Assistant School Principal	<input type="checkbox"/> Exemplary Behavior Award	<input type="checkbox"/> Outstanding School Principal	<input type="checkbox"/> Inspiring Award	<input type="checkbox"/> Outstanding Supervisor	<input type="checkbox"/> Director's Award	<input type="checkbox"/> Outstanding Education Program Supervisor	<input type="checkbox"/> Regional Office Proper	<input type="checkbox"/> Outstanding Public Schools District Supervisor	<input type="checkbox"/> SDC		<input type="checkbox"/> Outstanding Non-Teaching Personnel	<input type="checkbox"/> Outstanding Unit/Section Head	<input type="checkbox"/> Outstanding Non-Teaching Personnel: Level I (General Administrative Services)	<input type="checkbox"/> Outstanding Chief Education Supervisor	<input type="checkbox"/> Outstanding Non-Teaching Personnel: Level I (Clerical Services)	<input type="checkbox"/> Outstanding Assistant Schools Division Superintendent	<input type="checkbox"/> Outstanding Non-Teaching Personnel: Level II (Supervisory)	<input type="checkbox"/> Outstanding Schools Division Superintendent	<input type="checkbox"/> Outstanding Non-Teaching Personnel: Level II (Non-Supervisory)		
<input type="checkbox"/> On-the-Spot Gumbata Award	<input type="checkbox"/> Outstanding Teacher																												
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<input type="checkbox"/> Exemplary Behavior Award	<input type="checkbox"/> Outstanding School Principal																												
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<input type="checkbox"/> Director's Award	<input type="checkbox"/> Outstanding Education Program Supervisor																												
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<input type="checkbox"/> Outstanding Non-Teaching Personnel: Level II (Non-Supervisory)																													
NOMINEE																													
Nominee (First Name, M.I. Last Name)		Signature																											
Position (per Service Record)		Sex Age																											
Status of Appointment (per Service Record)		Date of Birth																											
Mobile Number		Place of Birth																											
Residence Address																													
HEAD OF OFFICE																													
Name	Position																												
School Name	Address																												
Mobile Number	DepEd Email																												
DIVISION HEAD																													
Name	Position																												
Office	Address																												
Mobile Number	DepEd Email																												
NOMINATOR																													
Name	Position																												
Office	Address																												
Mobile Number	DepEd Email																												
Are you an immediate family member or in any way related to the nominee within the third degree of consanguinity or affinity? any		Yes No																											
Kindly specify your relationship with the nominee																													





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Annex 2. R&R Revised Form 1B (Nomination Form for Group Category)

R&R Form 1B (Nomination Form for Group Category)

DEPED NCR PRAISE Program on Awards and Incentives for Service Excellence <i>Gawad Primero Search</i>							
Group Category Level of Award: <input type="checkbox"/> Regional Office Proper <input type="checkbox"/> Regional							
Type of Award: <input type="checkbox"/> Natatanging Kabayanihan Award <input type="checkbox"/> Kahanga - hanga Awad <input type="checkbox"/> Ingenuity Award							
NOMINEE							
Name of Group:				Name of team Leader:			
Name of Office:				Position:			
Contact Number:				Email address:			
Team Members							
Name	Sex	Date of Birth	Position Title	Position Level (Level 1, 2 or 3)	Contact Number	Email Address	Functional Division/ Unit/ Section/ Department SDO
1.							
2.							
3.							
4.							
5.							
HEAD OF OFFICE / ORGANIZATION / COMMITTEE							
Name:				Position:			
Office:				Office Address:			
Mobile Number:				DepEd Email:			
NOMINATOR							
Name				Position			
Office				Address			
Mobile Number				DepEd Email			
Are you an immediate family member or in any way related to the nominee within the third degree of consanguinity or affinity? any							Yes No
Kindly specify your relationship with the nominee							





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Annex 3. R&R Form 2 (Certificate of Nomination)

R&R Form 2 (Certificate of Nomination)

DepEd NCR PRAISE
Gawad Primero Search

CERTIFICATION

This is to certify and confirm that I am nominating

to the **202__ DepEd NCR Gawad Primero Search**. 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 contributes 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 profession, 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 _____, 202__, in _____, Philippines.

Nominator's name and Signature
Date Signed: _____



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>





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Annex 4. R&R Form 3 (Nomination Write-up for all Category)

R&R Form 3 (Nomination Write-Up for all Categories)

NOMINATION WRITE-UP

(Minimum of 250 words and maximum of 500 words, A4 size typewriting paper, font Bookman Old Style, size 11)

Name of the Nominee	Category of Award
Position	School/Office
Length of service in the Position: ____ Length of service in the Government: __	Head of the Office:
I. Executive Summary	
(Start typing here)	
II. Exemplary Behavior/Conduct Displayed within the last 3 years	
(Start typing here)	
III. Impact of Accomplishments	
(Indicate problems addressed, savings generated, people/office benefited, and the transaction facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or product of his/her initiatives. If part of the nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary).	
(Start typing here)	



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Certificate No. PHP 005
24 93 0193



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Additional Information

(List of major awards and/or citations received, membership in other organizations, and other relevant information on the individual/group nominee).
(Start typing here)

CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules and DepEd NCR Rewards and Recognition Policy
Signature above printed name:

Nominee

Nominator

*PRAISE Committee
Member/ Secretariat*





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Annex 5. R&R Form 4(Omnibus Certification)

R&R Form 4 (Omnibus Certification)

REPUBLIC OF THE PHILIPPINES)
 _____) S.S.

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I, _____ of legal age, Filipino, single/married/widowed/separated, with residential address at _____, after having been duly sworn to in accordance with law, do hereby depose and state that:

1. I am voluntarily participating in the 2024 DepEd NCR Gawad Primero Search, and in connection therewith, I am submitting my duly accomplished nomination form and the required supporting documents;
2. I hereby attest to the best of my knowledge that all the information contained in the nomination form and documents are true, accurate, and correct.
3. I also affirm and attest that I am of good moral character and have not violated any laws of the land or decrees promulgated by duly constituted authorities at any time before or during the period I joined the service.
4. I have read, understood, and will abide by the rules, regulations, and requirements governing the above-mentioned Search.
5. I am aware that any willful misrepresentation, misdeclaration, or omission of facts stated herein, in the nomination form, and/or supporting documents can be used as a basis for my disqualification from the Search; and
6. I am executing this affidavit to attest to the truthfulness, veracity, and validity of all the foregoing and to certify, under oath, the authenticity of my records under pain of perjury.

Signed this _____ day of _____, 202____, in _____, Philippines.

 Affiant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 202____ in _____, affiant exhibiting to me his/her _____ issued on _____ in _____.

NOTARY PUBLIC

Doc No. _____;
 Page No. _____;
 Book No. _____;
 Series of _____;





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Annex 6. R&R Criteria for Behavioral Attributes

R&R Criteria for Behavioral Attributes

Behavioral Attributes

Name of Nominee	
Position	

Instructions: The Behavioral Attributes shall be accomplished by his/her immediate superior and three (3) peers as identified by the PRAISE Committee.

Self-Management	Rarely Evident <i>(1-45% of the time)</i>	Somewhat Evident <i>(46-75% of the time)</i>	Always Evident <i>(76-100% of the time)</i>
1. Sets personal goals and direction, needs and development.			
2. Understands personal actions and behaviors that are clear and purposive and considers personal goals and values congruent to that of the organization.			
3. Displays emotional maturity and enthusiasm for and is challenged by higher goals			
4. Priorities work tasks and schedules (through Gantt charts, checklists, etc.) to achieve goals.			
5. Sets high quality, challenging, realistic goals for self and others.			
Professionalism and Ethics			
1. Demonstrates the values and behavior enshrined in the Norms of conduct and Ethical Standards for public officials and employees (RA 6713).			
2. Practice ethically and professional behavior and conduct, considering the impact of his/her actions and decisions.			
3. Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming, and communication.			
4. Makes personal sacrifices to meet the organization's needs.			
5. Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.			





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Results Focus			
1. Achieves results with optimum use of time and resources most of the time.			
2. Avoids rework, mistakes, and wastage through effective work methods by placing organizational needs before personal needs.			
3. Delivers error-free outputs most of the time by conforming to standards operating procedures correctly and consistently. Able to produce a very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.			
4. Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.			
5. Makes specific changes to the system or to our own work methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal.			
Teamwork			
1. Willingly does his/her share of responsibility			
2. Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization			
3. Apply negotiation principles in arriving at win-win agreements.			
4. Deprives consensus and team ownership of decisions.			
5. Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.			
Service Orientation			





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1. Can explain and articulate organizational directions, issues and problems.			
2. Takes personal responsibility for dealing with and /or correcting customer service issues and concerns			
3. Initiates activities that promote advocacy for men and women empowerment.			
4. Participates in updating office vision, mission, mandates, and strategies based on DepEd strategies and directions.			
5. Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.			
Innovations			
1. Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).			
2. Demonstrates an ability to think "beyond box". Continuously focuses on improving personal productivity to create higher value and results.			
3. Promotes a creative climate and inspires co-workers to develop original ideas or solutions.			
4. Translates creative thinking into tangible changes and solutions that improve the work in it and organization.			
5. Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.			
Total			



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Annex 7. R&R Criteria for Demonstration of Higher Self

Demonstration of Higher Self

Name of Nominee	
Position	

Name of Respondent	
Position	

Instructions: The evaluator/s as identified by the PRAISE committee will validate the nominee's demonstration of higher self in the areas of Skilled & Experienced, Professionalism & Work Quality and Advanced Skills in Handling Tasks through phone or field validation using the Assessment rubrics provided below.

Directions:

1. The evaluator shall note the respondents score according to how well the nominee performs the observable traits.
2. Each indicator will be assessed individually regardless of its relationship to other indicators.
3. The rating being five (5) is the highest and one (1) marked lowest are as follows:

- 5 points - Exemplary
- 3 points - Acceptable
- 1 point - Not Acceptable

Skilled & Experienced The individual possesses necessary skills and in performing mandated tasks	Exemplary (5 points)	Acceptable (3 points)	Not Acceptable (1 point)
1. Knowledgeable and skillful <i>(May kaalaman at kakayahan).</i>			
2. Completeness and correctness of report <i>(pagkakompleto at kawastuhan ng mga report).</i>			
3. Demonstrates clear understanding and ability to perform assigned tasks <i>(Nagpapamalas ng malinaw na pang-unawa at kakayahan sa pagsasagawa ng mga nakatalagang gawain).</i>			
4. Performs works competently and accurately/ effectively <i>(Naisasagawa nang may kahusayan at kaangkupan ang mga Gawain).</i>			
5. Contributes to the improvement of office outcomes <i>(Nagbabahagi sa pag-unlad ng opisina).</i>			
6. Maintains self-control under stressful situations <i>(Napananatili</i>			





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<i>ang pagtitimpi sa sarili sa panahon ng nakababahalang sitwasyon).</i>			
Professionalism & Work Quality The individual is punctual and has no records of habitual tardiness and absenteeism. The individual's presence at work translates to good tangible outputs.			
1. Always on time for work (<i>Laging nasa oras sa trabaho</i>).			
2. Punctual (<i>Maagap at wlaang ulat ng pagiging huli sa trabaho</i>)			
3. Listens to understand customer's need (<i>Nakikinig ng mabuti upang maunawaan ang pangangailangan ng mga kliyente</i>).			
4. Displays strong commitment to work (<i>Nagpapamalas ng katapatan sa Trabaho</i>).			
5. Demonstrates exceptional ability to foster collaboration and Cooperation among colleagues (<i>Nagpapamalas ng pambihirang kakayahan sa pagsusulong ng pakipagtulungan ng mga kasamahan</i>).			
6. Consistently and significantly demonstrates the ability and willingness to work positively (<i>Tuloy-tuloy at makabuluhang nagpapamalas ng kakayahan at kahandaan sa positibong pagtatrabaho</i>).			
7. Contribute positively to team and responds appropriately to feedback (<i>Positibong nakikibahagi sa pangkat at maayos na tumutugon sa mga puna</i>).			
8. Accepts negative feedback and willingness to accept suggestions for change and improvement (<i>Tumatanggap ang mga negatibong puna at handang tumanggap ng mga mungkahi para sa pagbabago at pag-unlad</i>).			
9. Schedules and uses leaves appropriately, sensitive to the department and colleagues (<i>Gumagawa ng iskedyul at</i>			



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<i>ginagamit ng maayos ang aplikasyon ng mga bakasyon sa trabaho, may pag-alala sa departamento at mga kasamahan).</i>			
Advanced Skills in Handling Tasks The individual has practices that exceed expectations in performing tasks which contributed to efficiency of Service delivery			
1. Attends to client at a reasonable amount of time (<i>Binibigyan ng sapat na oras ang pagtulong sa mga kliyente).</i>			
2. Establishes a routine to meet exemplary performance (<i>Nagsasagawa ng kagawian upang maabot ang huwarang pagganap sa trabaho).</i>			
3. Meets deadlines of reports on or before the deadline (<i>tumutugon sa takdang panahon ng pagpapasa ng mga report).</i>			
4. Fast and Systematic (<i>Mabilis at sistematiko).</i>			
5. Asks and anticipates co-employees' needs (<i>Nagtatanong at Inaalam ang pangangailangan ng mga katrabaho).</i>			
6. Ensures the wellbeing of others (<i>Tinitiyak ang kapakanan ng mas nakakarami).</i>			
7. Finds ways to reduce the process/budget that resulted to the office's efficiency (<i>Naghahanap ng mga paraan upang mapadali ang proseso at gastusin ng opisina).</i>			
8. Carries task in the spirit of Volunteerism (<i>Isinasagawa ang gawain nang may pagkukusa).</i>			

Signature over Printed Name

Position: _____

Date Accomplished: _____



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Annex 8. R&R Written/Skills test Rubrics

R&R Written/Skills Test Rubrics

Written/Skills Test Rubrics

Category	Highly Skilled	Skilled	Moderately Skilled
30%	1.50	1.00	0.50
Goals and Activities	The goals of the activity are clearly stated. The significant impact of the activity is accurately described with very reasonable impact.	The goals of the activity are not clearly stated. The proposed activity is of moderate impact.	The goals of the activity are not clearly stated or are nonexistent. No impact is clearly described
30%	1.50	1.00	0.50
Role, Involvement and Activities for Stakeholders	Role, involvement, and activities of stakeholders are carefully presented and explained.	Role, involvement, and activities of stakeholders are clearly described and generally presented.	Role, involvement, and activities of stakeholders are not clearly stated.
20%	1.00	0.50	0.25
Budget (Appropriateness and Justification)	Budget is comprehensive, clearly explained, and appropriate for the activities proposed. All costs are justified, relevant and essential.	Budget is comprehensive and reasonable but not clearly explained. Most costs are justified, relevant and essential to the proposed activities.	Budget is unreasonable in all areas. Costs are not justified in the budget narrative. Many costs are not relevant and essential to the proposed activities.
20%	1.00	0.50	0.25
Timeline	The timeline is clearly presented and is clearly suitable for and meets all the activities described.	Timeline meets most of the activities proposed. The timeline may not be clearly presented.	The timeline is not suitable for the activities described.

DepEd NCR PRAISE 360 Degrees Feedback Form



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Certificate No. PNP-QMS
24 93 0193



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 NATIONAL CAPITAL REGION

NAME OF EVALUATOR: _____
 CURRENT POSITION OF THE EVALUATOR: _____
 Email: _____

NAME OF NOMINEE: _____
 CURRENT POSITION OF THE NOMINEE: _____

Evaluate the Nominee on a scale of 1 to 5, where **5** represents **Role Model**, **4** signifies **Consistently Demonstrates**, **3** indicates **Most of the time Demonstrates**, **2** denotes **Sometimes Demonstrates**, and **1** suggests **Rarely Demonstrates**. Please read the brief description and give your honest rating for each indicator.

	Role Model (5)	Consistently Demonstrates (4)	Most of the time Demonstrates (3)	Sometimes Demonstrates (2)	Rarely Demonstrates (1)	Total
On Leadership and Management						
1) Provides clear expectations and deadlines for projects.						
2) Meets deadlines and delivers quality work						
3) Effectively prioritizes and completes the tasks						
4) Takes initiative or solves complex problems						
5) Effectively coaches and develops a team member						
6) Approachable when asked for guidance feedback						
7) Empowers team members to make decisions and take ownership.						
8) creates an inclusive and collaborative environment						
9) Inspires and motivates others to achieve their best.						
On communication						
10) Provide clear and easy-to-follow instructions.						
11) Adjusts communication style when interacting with clients from different backgrounds.						
12) Promotes open and respectful communication.						





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On Interpersonal skills						
13) Actively listens to and considers others' perspectives.						
14) Effectively builds rapport and collaborate with colleagues from different departments.						
15) Collaborates with team members on shared tasks or goals						
16) Provides and receives constructive feedback						
On problem-solving						
17) Considers various solutions before implementing a course of action						
18) Identifies and addresses a potential problem before it escalates.						
On organizational alignment						
19) Understand how their role contributes to the company's overall goals.						
20) Connects their daily tasks to the bigger picture of the company's objectives.						
21) Demonstrates a strong understanding of organization's goals or challenges						
On employee motivation						
22) Demonstrates a strong work ethic and a willingness to take on new challenges						
23) Demonstrates a strong motivation and eagerness to learn and develop.						
On efficiency						
24) Manages time effectively and meets deadlines consistently.						
25) Strategies to improve workflow and prioritizes tasks more effectively boosts motivation and desire to learn and grow.						
On Clients						
26) Addresses clients' needs and concerns						
27) Responds and						





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communicates effectively during interactions						
Leadership and management Focus areas: Decision-making, team development, strategic thinking, organizational impact. <ul style="list-style-type: none">- How effectively does the nominee inspire and motivate their team to achieve goals?- In what ways does the nominee mentor or develop others within the organization?- What leadership strengths and areas for growth do you see in the nominee?- What's one way the nominee has helped you grow professionally?						
Human resources and people operations Focus areas: Talent development, employee engagement, compliance, culture building. <ul style="list-style-type: none">- How effectively does the nominee support employee development and performance management?- How well does the nominee handle sensitive employee matters with discretion and fairness?						

/rjcepshrd



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