



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
SCHOOLS DIVISION OF NUEVA ECJA
Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100



January 25, 2016


DIVISION MEMORANDUM
No. 30 s. 2016

MODEL SDO PERSONNEL AWARD

DEPT. OF ED. - NUEVA ECJIA
RELEASED
JAN 27 2016
RECORDS SECTION

To: Assistant Schools Division Superintendents
Chiefs, SGOD and CID
SDO Section and Unit Heads
All Others Concerned

For the information and guidance of all concerned the hereby attached Model SDO Personnel Award Guidelines will be in effect starting January 2016 and will remain effective till new procedure is issued to repeal, revise or modify it.


RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent





SCHOOLS DIVISION OF NUEVA ECIJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

DEP-ED-NUEVA ECIJA
RELEASED
JAN 13 2015

MODEL SDO PERSONNEL AWARD GUIDELINES

RECORDS SECTION

The **Model SDO Personnel Award** is created to recognize and honor exemplary commitment and outstanding performance by classified personnel in the **First Level Position** which descent from three categories: **Model Administrative Aide, Model Senior Bookkeeper and Model Contractual** in the Schools Division of Nueva Ecija. Awards in the amount of Php 1,000.00 and a certificate to each awardee will be given monthly. A master board located in the SDO Lobby will contain the names and pictures of all past Awardees of the Month for the whole year.

Who Can Be Nominated?

All personnel in the first level position, irrespective of the nature of appointment and length of service to the Schools Division of Nueva Ecija who has not received the award in the past months of the year can be nominated.

Who Can Nominate?

Nomination of candidates for the Model SDO Personnel Award may be made by the head of each section, chief and or the superintendency in the Schools Division of Nueva Ecija. Rating given by the section heads, chiefs and or the superintendency will be validated with the consolidated rating given by the visitors who made a transaction with the personnel.

Criteria

A. Exceptional Accomplishment on the Job

Actions that constitute performance beyond expected standards.

- creating high quality of work over an extended period of time
- giving extra effort to complete a job or handle a heavier workload
- filling in when unit is short-staffed
- volunteering for and working on special projects
- serving on a committee and contributing to its success

B. Exceptional Contributions towards the Effectiveness and Efficiency of Operations

Actions that contribute to the maximum utilization of departmental resources.

- integrating information or equipment for more efficient/effective use
- developing new work methods that reduce waste or stretch resources
- eliminating unnecessary actions or steps for delivering service
- making creative suggestions that save time/money

C. Exemplary Service to Other Employees and Visitors*

Actions that are especially helpful or make a good impression on others.

- doing things for others that are beyond job requirements
- performing in an exceptionally courteous and cooperative manner
- being so helpful that others appreciate them

* **Satisfaction Box** will be provided for each section to be used for validation, where, each employee will be rated by the visitors who made a transaction with them using the following rating guide :

- 5-Very Satisfactory
- 4-Satisfactory
- 3-Moderately Satisfactory
- 2- Unsatisfactory
- 1- Very unsatisfactory





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D. Special Efforts in Promoting Personnel Diversity

Actions that contribute to improving sensitivity to and implementation of diversity

- increasing awareness of and respect for different cultures
- eliminating culturally offensive or threatening practices in the workplace
- taking positive steps to help diversity in the workplace

E. Distinguished Efforts in Staff Development/Recognition

Actions that help provide employees with opportunities to learn and to be rewarded.

- making special efforts to recognize excellence in others
- creating extra opportunities to improve skills and abilities
- contributing to an exceptionally supportive, team-oriented environment

F. Attendance and Punctuality*

- report to their work place regularly at their designated times.
- leave the work place regularly at their designated times.

** To be validated with the logbook and biometric device records.*

G. Office Attire

- Maintain neat appearance and come in proper office attire (uniform).

Information to be Provided in the Nominating Petition

It is mandatory on the nominator to do a particularly careful and thorough job of documenting the petition and should include letter of support containing the following:

1. Name of nominee
2. Internal signed narrative statements of the individual's exceptional contributions in any or all of the following areas:
(2-4 categories acceptable)
 - achievement on the job (ability in performing duties and accomplishment of their KRAs)
 - assistance to co-workers and visitors
 - contribution towards the effectiveness and efficiency of SDO operations.
 - efforts in staff development or affirmative action
 - participation in SDO activities or committees.

Selection Procedure

SDO Personnel Council will select the award recipient based on the nomination materials/packet submitted to them. Validation will be made by the members of the council through observations and interviews with the members of the community. The collected rating from the **Satisfaction Box** will also be used for the confirmation of the final rating for the final result. In some months, no award may be given if no nominations meet the attached criteria.

How to Submit Nomination

Send the original nomination packet to Chairman, SDO Personnel Council; nominations are due every third Friday of the month.





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SCHOOLS DIVISION OF NUEVA ECIJA

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MODEL SDO PERSONNEL
For the Month of _____

Name of Personnel (Nominee): _____ Position _____
Section/Unit: _____
Section Head (Nominator): _____

Use the following rating guide to rate your nominee:

- 5 - Very Satisfactory
- 4 - Satisfactory
- 3 - Moderately Satisfactory
- 2 - Unsatisfactory
- 1 - Very Unsatisfactory

Criteria	Rating				
	5	4	3	2	1
Exceptional Accomplishment on the Job					
1. Create high quality of work over an extended period of time					
2. Give extra effort to complete a job or handle a heavier workload					
3. Fill in when unit is short-staffed					
4. Volunteer for and work on special projects					
5. Serve on a committee and contribute to its success					
Exceptional Contributions towards the Effectiveness and Efficiency of Operations					
1. Integrate information or equipment for more efficient/effective use					
2. Develop new work methods that reduce waste or stretch resources					
3. Eliminate unnecessary actions or steps for delivering service					
4. Make creative suggestions that save time/money					
Outstanding Service to Other Employees and Visitors*					
1. Do things for others that are beyond job requirements					
2. Perform in an exceptionally courteous and cooperative manner					
3. So helpful that others appreciate them					
Special Efforts in Promoting Workforce Diversity					
1. Increase awareness of and respect for different cultures					
2. Eliminate culturally offensive or threatening practices in the workplace					
3. Take affirmative steps to help diversity in the workplace					
Distinguished Efforts in Staff Development/Recognition					
1. Make special efforts to recognize excellence in others					
2. Create extra opportunities to improve skills and abilities					
3. Contribute to an exceptionally supportive, team-oriented environment					
Attendance and Punctuality*					
1. Report to the work place regularly at their designated times.					
2. Leave the work place regularly at their designated times.					
Office Attire					
1. Maintain neat appearance and come in proper office attire (uniform) at all times.					
Average					

Prepared by:

LULU B. DIAMANTE
SEPS-IRD

Recommending Approval:

LUIS M. CALISON
Chief, SGOD

Approved:

RONALDO A. POZON, Ph.D., CESO V





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

Tayo
PARA SA
EDUKASYON

SCHOOLS DIVISION OF NUEVA ECIA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

SDO PERSONNEL COUNCIL

MODEL SDO PERSONNEL AWARD

Chairman: **RONALDO A. POZON, Ph.D., CESO V**
Schools Division Superintendent

Vice Chairman: **ERICSON S. SABACAN, Ph.D.**
Assistant Schools Division Superintendent (Elementary)

JOHANNA N. GERVACIO, Ph.D.
Assistant Schools Division Superintendent (High School)

Members: **LUIS M. CALISON**
Chief, Education Program Supervisor
School Governance and Operations Division

LULU B. DIAMANTE, Ph.D.
Senior Education Program Specialist
Human Resource Development

ORLANDO C. DE LEON
Administrative Officer V

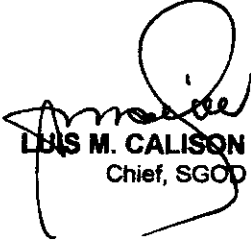
ELEANOR AGUILAR-MANIBOG, Ph.D.
Education Program Specialist II
Human Resource Development

CEASAR C. LOPEZ, Ph.D.
Administrative Officer IV

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LULU B. DIAMANTE
Senior Education Program Specialist
Human Resource Development

Recommending Approval:


LUIS M. CALISON
Chief, SGOD

Approved:


RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

