



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

---

**Office of the Schools Division Superintendent**

**MEMORANDUM**

**TO: ALL SDO PERSONNEL**

**FROM: MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**Re: Conduct of Monthly Recognition of Model SDO Unit and Personnel**

**Date: 05 February 2024**

---

1. Keeping its commitment to motivate its personnel to improve the quality of their performance and instill excellence in public service and with its aim to implement and institutionalize its Rewards and Recognition System in in compliance with Memorandum Circular No. 01, s. 2001 on the Program on Awards and Incentives for Service Excellence (PRAISE) of the Civil Service Commission, this Office, through the Division PRAISE Committee will conduct the Monthly Recognition of Model SDO Personnel in the following categories:
  - a. Employee of the Month Award;
  - b. Perfect Attendance and Most Punctual Award;
  - c. Good Housekeeping Award;
  - d. Most Outstanding Client Satisfaction Survey Rating.
2. The Mechanics and Criteria for the abovesaid awards is found in Enclosure No. 1 of this Memorandum.
3. The awardees for the month of February 2024 shall be recognized on the second Monday of March 2024 during the Flag Raising Ceremony and the recognition shall be done monthly thereafter.
4. For your information and guidance.

**Enclosure No. 1**

**Monthly Recognition of Model SDO Unit and Personnel  
Mechanics and Criteria**

<b>AWARD</b>	<b>DESCRIPTION</b>	<b>FREQUENCY OF GIVING THE AWARD</b>	<b>POSSIBLE REWARDS TO BE GIVEN</b>	<b>SELECTION GUIDELINES</b>
<b>EMPLOYEE OF THE MONTH AWARD</b>  <b>(OSDS, CID, SGOD)</b>	This award is given to employees who perform tasks far beyond their job descriptions and consistently demonstrate positive work behavior.	Monthly	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Words of Appreciation</li> <li>• Picture of the Awardees posted on the Wall of Fame <i>(for 4 straight months of being an awardee)</i></li> <li>• One-on-One Time with the Immediate Supervisor/Superintendent</li> <li>• Physical Rewards</li> </ul>	<ol style="list-style-type: none"> <li>1. At the end of each month, each Section Head/ Division Chief will identify and recommend employee/s under his/her section/division based on the merit of his/her performance for the month evaluated based on the given criteria.</li> <li>2. The Division PRAISE Committee shall conduct a validation of the recommendations in a manner that it will determine as objective and practical.</li> <li>3. An employee can be awarded multiple times based on the merit of his/her performance and work behavior.</li> <li>4. Employee of the month will be awarded during the Flag Raising Ceremony.</li> </ol>
	<p><b>The following are the criteria for this award:</b></p> <p>20% - Attendance                      20% - Punctuality (Morning &amp; Afternoon) at least 5 minutes before the official time                      20% - Adherence to the wearing of DepEd/Office Uniform                      40% - Submission or Accomplishment of Reports/ Outputs                      1-point deduction from 40 HPS for every late or erroneous output or report</p> <p><b>Computation:</b></p> <p>Attendance: % of attendance x 20                      Punctuality: % of reporting before the official time x 20                      Uniform: % of wearing complete uniform x 20</p>			
<b>PERFECT ATTENDANCE AWARD AND MOST PUNCTUAL AWARD</b>	This award is given to employee/s who have not incurred absences and were not tardy in coming at the office within the month, including the participation of the Flag Raising Ceremony.	Monthly	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Words of Appreciation</li> <li>• Picture of the Awardees posted on the Wall of Fame</li> <li>• One-on-One Time with the Immediate Supervisor/Superintendent</li> <li>• Physical Rewards</li> </ul>	<ol style="list-style-type: none"> <li>1. The Division Section Heads shall refer to the official logbook in the preparation of list of employees who have not incurred absences and were not tardy within the month to be forwarded to the Division PRAISE Committee.</li> <li>2. The Division PRAISE Committee shall validate the submitted list and prepare the certificate of recognition.</li> </ol>

	<p>An employee who has incurred an absence except when the employee is on official business, official time, or forced leave shall be disqualified.</p> <p>Punctuality and attendance to flag raising ceremony shall serve as tie-breaking factors.</p> <p>If after the punctuality and attendance to flag raising ceremony are already factored in and if there is still a tie, all shall be awarded.</p>			<p>3. Employees will be awarded during the Flag Raising Ceremony every first Monday of the following month.</p>
<p><b>GOOD HOUSEKEEPING AWARD</b></p>	<p>This award is given to the employee/s who consistently make his/her workstation organized and tidy.</p>	<p>Monthly</p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Words of Appreciation</li> <li>• Picture of the Awardees posted on the Wall of Fame</li> <li>• One-on-One Time with the Immediate Supervisor/Superintendent</li> <li>• Physical Rewards</li> </ul>	<ol style="list-style-type: none"> <li>1. Each Section Head/ Division Chief will identify and recommend employee/s under his/her section/division for this award using the 5S Checklist focusing on the first 3 Ss.</li> <li>2. The Section Heads/ Division Chiefs together with the Division PRAISE Committee will conduct an on-the-spot ocular visit to the individual workstation of the nominees. Then, they will decide conscientiously who will be awarded.</li> <li>3. An employee can be awarded multiple times as long as he/she consistently perform.</li> <li>4. This award will be given during the Flag Raising Ceremony.</li> </ol>
<p><b>MOST OUTSTANDING CLIENT SATISFACTION SURVEY RATING</b></p>	<p>This award is given to the division/office that obtained the highest rating in client satisfaction survey.</p>	<p>Monthly</p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Words of Appreciation</li> <li>• Picture of the Awardees posted on the Wall of Fame</li> <li>• One-on-One Time with the Superintendent</li> <li>• Physical Rewards</li> </ul>	<ol style="list-style-type: none"> <li>1. The Admin Section shall refer to the official suggestion box of the division office and consolidate the results of the Client Satisfaction Survey per division/office.</li> <li>2. The Admin Section will identify the highest division/office that obtained the highest rating in the Client Satisfaction Survey.</li> <li>3. Division/Office will be awarded during the Flag Raising Ceremony every first Monday of the following month.</li> </ol>

WORK AREA		AUDITOR		DATE
<b>s1</b>	<b>SORT</b> (SEIRI) sort useful from unnecessary	NOT YET BEGUN	IN PROGRESS	COMPLETE
S1-1	Area clear of excess equipment			
S1-2	Area clear of excess work, papers, supplies			
S1-3	Area clear of excess personal items			
S1-4	Area clear of outdated, obsolete, unused materials			
S1-5	Storage areas defined			
S1-6	Physical and electronic files neatly organized			
S1-7				
S1-8				
<b>s2</b>	<b>SYSTEMIZE</b> (SEITON) straighten, set in order	NOT YET BEGUN	IN PROGRESS	COMPLETE
S2-1	Equipment, computers, peripherals correctly placed			
S2-2	Supplies identified and stored properly			
S2-3	Files organized and clearly labeled			
S2-4	Work prioritized and visually recognizably organized as current, urgent, on hold, etc.			
S2-5	Electronic file labeling uniform and adhere to company naming standards			
S2-6	Files free of clutter			
S2-7	Safety equipment up-to-date and accessible			
S2-8				
<b>s3</b>	<b>SHINING</b> (SEISO) sanitize, sweep and shine	NOT YET BEGUN	IN PROGRESS	COMPLETE
S3-1	Floors clean and in good condition, free of hazards			
S3-2	Walls, ceilings, dividers clean and in good condition			
S3-3	Racks, shelving, and cabinets clean and in good condition			
S3-4	Equipment, supplies, and tools clean and in good condition			
S3-5	Desks, tables, chairs clean and in good condition			
S3-6	Lighting is sufficient for work area and suitable to work action			
S3-7	Sufficient air flow			
S3-8	Sufficient trash and recycling bins, bins cleared frequently and in good condition			
S3-9	Ample cleaning materials available and accessible			

Source: [IC-Lean-Project-Management-5S-Checklist-for-Offices-Template-PDF.pdf \(smartsheet.com\)](#)