



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OCT 03 2023

DIVISION MEMORANDUM
No. 372 s. 2023

**ESTABLISHMENT OF THE SEARCH FOR THE BUWANANG GAWAD
NATATANGING HUSAY FOR SCHOOLS AND SDO BATAAN**

To: Assistant Schools Division Superintendent
Chiefs of Division, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Others Concerned

1. The Schools Division Office of Bataan, being recognized as Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Bronze Awardee by the Civil Service Commission (CSC), institutionalizes its Reward and Recognition system by acknowledging extraordinary contribution and achievements of its personnel's performance that contribute to the attainment of Agency's strategic goals.
2. In line with this, and to establish a recognition system for outstanding teaching and non-teaching personnel in schools and SDO Bataan, this Office announces the **Establishment of the Search for the Buwanang Gawad Natatanging Husay for Schools and SDO Bataan**.
3. The said award will be composed of **seven categories, from three major clusters**, namely:
 - SDO Bataan Divisions with the following categories:
 - a. OSDS Buwanang Gawad Natatanging Husay
 - b. CID Buwanang Gawad Natatanging Husay
 - c. SGOD Buwanang Gawad Natatanging Husay
 - Teaching Personnel in Schools with the following categories:
 - a. Buwanang Gawad Natatanging Husay - Elementarya
 - b. Buwanang Gawad Natatanging Husay – Junior High School
 - c. Buwanang Gawad Natatanging Husay - Senior High School



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- Teaching-related and non-teaching personnel category:
 - a. Buwanang Gawad Natatanging Husay – Teaching-Related and Non-Teaching Personnel
- 4. The monthly search for the said award will be conducted and deliberated on the fifth working day after the end of the respective month being evaluated (ex. for OSDS Gawad Natatanging Husay para sa Setyembre, the search and deliberation will be conducted on October 6).
- 5. The award is open to all SDO and school personnel, regardless of status of appointment, who fall under the abovementioned categories. Further, schools are required to establish their own School PRAISE Committee, which will be spearheaded by the Public Schools District Supervisors and respective School Heads, who will be responsible in the search and deliberation for the award.
- 6. On the other hand, the SDO Bataan PRAISE Committee is as follows:

| Buwanang Gawad Natatanging Husay Praise Committee | |
|--|--|
| Chairman | William Roderick R. Fallorin, <i>Assistant Schools Division Superintendent</i> |
| Members | Jethro M. Nocom <i>Senior Education Program Specialist – HRD</i> Raymond Joseph V. Mendoza <i>Education Program Specialist II – HRD</i> |

- 7. The PRAISE Committee may establish mechanisms for the search of the award. It is emphasized however that the said committee must align their procedure and follow the set guidelines and mechanics for this search (*see Enclosure. Search Guidelines and Criteria*).
- 8. For the certificate of recognition which will be given to the monthly awardees, the following are the signatories:



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- a. *Schools*
 - i. Public Schools District Supervisor
 - ii. School Head
 - b. *Schools Division Office of Bataan*
 - i. Chairman of PRAISE Committee (Assistant Schools Division Superintendent)
 - ii. Schools Division Superintendent
9. The PRAISE Committee of the SDO Bataan and schools are required to submit their monthly awardees for the said search via this link:
<https://bit.ly/SDOBataan> **BuwanangGawadNatatangingHusay**
10. Immediate dissemination of and strict compliance to this Memorandum is enjoined.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

SO5/jmn

Encls.: As stated
To be indicated in the Perpetual Index
under the following subjects:

REWARDS AND RECOGNITION

PRAISE



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Enclosure to Division Memorandum No. _____, s. 2023

**SEARCH GUIDELINES AND CRITERIA BUWANANG GAWAD NATATANGING
HUSAY FOR SCHOOLS AND SDO BATAAN**

The Buwanang Gawad Natatanging Husay award is a mechanism of SDO Bataan to recognize exemplar and outstanding employees from the various months and provide due recognition.

A. Eligibility Requirements

- A model of morality and integrity both in public and private life;
- Has good human relations in the school/office and in the community; and
- Has not been found guilty of any administrative or criminal case.

B. Selection Process

FOR SCHOOLS

All teaching and non-teaching personnel who fall under the said categories are automatically considered as candidates for the said award. The School PRAISE Committee shall conduct their own search and deliberation during fifth working day after the end of the respective award month being evaluated. Further, schools are encouraged to come up with their own mechanisms to ensure that all personnel have an equal chance to be considered for their search. Schools may also formulate and submit their own recognition system for the award which will benefit the awardees.

FOR SDO BATAAN

All personnel that fall under the three functional divisions are automatically considered as candidates for the said award. The Division Heads will nominate three personnel from their division for the monthly search. Afterwards, during the fifth working day after the end of the respective award month being evaluated, the three functional Division Heads will convene with the SDO PRAISE Committee for the deliberation and finalization of the monthly award.

C. Criteria for Evaluation

- Efficiency in Work (25%)
 - Timeliness in the Submission of Tasks (25%)
 - Attendance and Punctuality (25%)
 - Outstanding Accomplishments or Contributions (25%)
- TOTAL: 100%**