



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

JAN 13 2025

**DIVISION MEMORANDUM**  
No. 014 s. 2025

**MONTHLY AWARDS PROCESS AND GUIDELINES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
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 the Agency's strategic goals.
2. In this regard, this Office announces the implementation of the **Monthly Awards Program**. The awarding of the winners shall take place on the first Monday of the following month during the Flag Raising Ceremony.
3. The program comprises seven (7) distinct awards.
  - **Employee of the Month** – For outstanding contributions to the division's goals and initiatives.
  - **Efficiency Champion** – For demonstrating exceptional productivity and time management.
  - **Resilience Award** – For overcoming challenges and demonstrating persistence in achieving goals.
  - **Service Commitment Award** – For displaying consistent dedication to the Schools Division Office's mission.
  - **Process Improvement Award** – For streamlining workflows or enhancing systems within the division.
  - **Customer Service Excellence Award** – For providing exceptional service to schools, stakeholders, or visitors.



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



CSC PRIME-HRM BRONZE AWARD

PHILIPPINE QUALITY EXCELLENCE

*Y*



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

- **Attendance and Punctuality Award** – For consistent presence and on-time attendance at work.
4. Also included in this Memorandum are the On-the-Spot Awards that includes, but are not limited to the following:

- **Superintendent's Award**

The Superintendent's Award is a prestigious recognition conferred by the Schools Division Superintendent to honor exemplary individuals or groups who have demonstrated outstanding achievements, exceptional dedication, or significant contributions to the educational community. This award celebrates those who exemplify excellence in their respective fields, uphold the highest standards of professionalism, and serve as role models of integrity, innovation, and commitment to advancing the quality of education in the division.

Recipients of the Superintendent's Award are recognized for their unwavering dedication to fostering a culture of excellence and for their impactful efforts in shaping a brighter future for learners and educators alike.

- **Heroism and Valor Award**

The Heroism and Valor Award is a distinguished recognition bestowed upon individuals or groups who have exhibited extraordinary courage, selflessness, and resilience in the face of challenges, embodying the true spirit of heroism. This award honors acts of bravery, sacrifice, and unwavering commitment to duty, especially in circumstances that demanded exceptional resolve and determination to protect, serve, or uplift others.

Recipients of the Heroism and Valor Award are celebrated for their inspiring deeds and their significant contributions to the community, serving as enduring symbols of strength, compassion, and the power of altruism in times of adversity.



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)  
[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



ESD PRIME-IRM BRONZE AWARD  
ESD Bataan, 2023



PHILIPPINE DEPARTMENT OF EDUCATION  
QUALITY EDUCATION FOR ALL  
2023



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

- **Exceptional Kindness Award**

The Exceptional Kindness Award is a heartfelt recognition given to individuals or groups who have demonstrated remarkable compassion, generosity, and empathy in their actions. This award honors those whose selfless deeds and unwavering commitment to the well-being of others have made a profound impact, inspiring a culture of kindness and positivity within the community.

Recipients of the Exceptional Kindness Award embody the essence of humanity through their thoughtful gestures and dedication to making a difference, serving as beacons of hope and compassion in their everyday interactions.

5. There will be one (1) winner for each award. However, if no nominee is deemed suitable for a particular award, it will not be conferred.
6. Each district is required to conduct its own awarding ceremony. Additionally, districts must submit their list of winners to the Schools Division Office of Bataan every second Monday of the month.
7. Further, the Division PRAISE Committee is composed of the following:

Chairperson	Armando C. Capili, EdD
Vice Chairpersons	Ramon C. Perez Milagros M. Peñafior, PhD
Members	Raymond Joseph V. Mendoza Jethro M. Nocom Nico M. Mangaliman

8. Enclosed in this Memorandum are the following:  
*Enclosure 1. Nomination Form*  
*Enclosure 2. Criteria for each Award*  
*Enclosure 3. Submission form for the District Offices*
9. As this Rewards and Recognition Program highlights the excellence of the Personnel of the Schools Division Office of Bataan and the schools under its jurisdiction, any deviation from the attached processes and guidelines will result in immediate disqualification.



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



CSC PRIME-HRM BRONZE AWARD



PHILIPPINE QUALITY AWARD



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

10. Immediate and wide dissemination of and compliance to this Memorandum is enjoined.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
*Schools Division Superintendent*

  
SOO/rjvm

To be indicated in the Perpetual Index  
under the following subjects:

REWARDS AND RECOGNITION  
PRAISE



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)  
[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 227-108



PHILIPPINE QUALITY STANDARD  
COMMITMENT TO  
QUALITY MANAGEMENT SYSTEM  
CERTIFICATION  
EXCELLENCE



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

Enclosure No. 1

**Schools Division Office of Bataan**  
**Monthly Awards Nomination Form**

**Instructions:**

Please complete the form below to nominate an individual for one of the monthly awards. Ensure that your justification aligns with the specific criteria for the selected award. Submit the form to the Personnel Unit by the last Monday of the Month or the first working day of the last of the month.

**1. Nominee Information**

- **Name of Nominee:** \_\_\_\_\_
- **Office/Unit:** \_\_\_\_\_
- **Position/Designation:** \_\_\_\_\_

**2. Award Category**

Please check the award you are nominating for:

- Employee of the Month
- Efficiency Champion
- Resilience Award
- Service Commitment Award
- Process Improvement Award
- Customer Service Excellence Award
- Attendance and Punctuality Award

**3. Nomination Justification**

Provide a detailed explanation for your nomination. Address the relevant criteria for the selected award. Use additional sheets if necessary.

Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)



*"We Mould Heroes"*



CSC PRIME HRM BONUS AWARD



PHILIPPINE QUALITY AWARD



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

- **Quality of Work/Contributions:**  
(Explain how the nominee has demonstrated exceptional contributions or quality of work relevant to the award.)

---

---

- **Specific Accomplishments:**  
(Highlight any specific actions, initiatives, or results achieved by the nominee.)

---

---

- **Alignment with Criteria:**  
(Describe how the nominee meets the specific criteria for the award category.)

---

---

- **Additional Comments (Optional):**

---

---

---

#### 4. Nominator Information

- **Name of Nominator:** \_\_\_\_\_
- **Office/Unit:** \_\_\_\_\_
- **Position/Designation:** \_\_\_\_\_
- **Contact Information:** \_\_\_\_\_

#### 5. Endorsement (Optional)

(Optional: For supervisors or heads of units to endorse the nomination.)

- **Name of Endorser:** \_\_\_\_\_



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)  
[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



CSC PRIME-HAM BRONZE AWARD



PHILIPPINE QUALITY AWARD



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

- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Submission Details**

- **Deadline for Submission:** [Insert Date]
- **Submit to:** [Insert Office/Unit/Contact]

**Notes:**

- Ensure that the justification aligns with the award's specific criteria.
- Incomplete forms may result to disqualification of the nominee.
- A separate form can be submitted if nominating the same individual for multiple awards.

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

Further, this nomination entails the attestation that **I believe that the nominee is a model employee, both of moral values and professional competencies, thus I believe that the nominee is deserving to be considered for the award he/she is being nominated for.**

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and we agree to abide by it.

\_\_\_\_\_  
Name and Signature of Nominator

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Note: Please enclose a 1-2 pages of write-up about the significant accomplishments of the nominee duly signed by the immediate head.



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



CSC PRIME HIGH BRONZE AWARD  
CSC Resolution No. 121012



PHILIPPINE QUALITY AWARD  
QUALITY MANAGEMENT AWARD  
2014



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

Enclosure No. 2

### 1. Employee of the Month

#### Criteria:

- **Quality of Work (30%):** Demonstrates exceptional accuracy, thoroughness, and efficiency in their tasks.
- **Contributions to Goals (30%):** Provides significant contributions to achieving the division's objectives or initiatives.
- **Professionalism (20%):** Displays exemplary behavior, integrity, and cooperation with colleagues.
- **Initiative (20%):** Proactively takes on additional responsibilities or proposes innovative solutions.

### 2. Efficiency Champion

#### Criteria:

- **Productivity (40%):** Consistently completes tasks ahead of deadlines or meets high productivity standards.
- **Time Management (30%):** Effectively prioritizes tasks and manages time to maximize output.
- **Accuracy (20%):** Produces high-quality work with minimal errors.
- **Adaptability (10%):** Quickly adjusts to changes or unforeseen challenges while maintaining efficiency.

### 3. Resilience Award

#### Criteria:

- **Overcoming Challenges (40%):** Successfully navigates and resolves significant difficulties or setbacks.
- **Perseverance (30%):** Demonstrates unwavering determination and a positive attitude despite obstacles.



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



CSC PRIME-ISM BRONZE AWARD



PHILIPPINE QUALITY STANDARD





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

- **Problem-Solving (20%):** Employs creative and effective strategies to address complex issues.
- **Inspiration to Others (10%):** Serves as a role model in handling challenges with grace and determination.

#### 4. Service Commitment Award

**Criteria:**

- **Dedication (40%):** Regularly goes above and beyond assigned responsibilities.
- **Alignment with Mission (30%):** Consistently supports and upholds the Schools Division Office's goals and mission.
- **Dependability (20%):** Demonstrates reliability and consistency in delivering high-quality results.
- **Engagement (10%):** Actively participates in division projects and events.

#### 5. Process Improvement Award

**Criteria:**

- **Innovation (40%):** Introduces new ideas or methods that improve workflows or systems.
- **Impact (30%):** Demonstrates measurable improvements in efficiency, quality, or effectiveness.
- **Sustainability (20%):** Ensures that the proposed changes can be maintained long-term.
- **Collaboration (10%):** Engages and works effectively with others in implementing improvements.



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 201-702



PHILIPPINE QUALITY STANDARD  
COMMITMENT TO QUALITY MANAGEMENT SYSTEMS  
2015



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

## 6. Customer Service Excellence Award

### Criteria:

- **Service Quality (40%):** Consistently provides excellent service to stakeholders, including schools and visitors.
- **Responsiveness (30%):** Demonstrates prompt and effective communication with stakeholders.
- **Problem Resolution (20%):** Efficiently resolves complaints or concerns in a professional manner.
- **Feedback (10%):** Receives positive feedback from stakeholders about their service quality.

## 7. Attendance and Punctuality Award

### Criteria:

- **Attendance Record (60%):** Has perfect or near-perfect attendance for the month, with no unexcused absences.
- **Punctuality (30%):** Consistently reports to work on time and adheres to schedule requirements.
- **Work Readiness (10%):** Begins tasks promptly and maintains readiness to perform duties throughout the day.



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*





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

Enclosure No. 3

**Schools Division Office of Bataan**  
**Submission form for the District Offices**

**Name of Awardees:**

1. Name of Awardee – Award Received
2. Name of Awardee – Award Received
3. Name of Awardee – Award Received
4. Name of Awardee – Award Received
5. Name of Awardee – Award Received
6. Name of Awardee – Award Received
7. Name of Awardee – Award Received

Noted by:

\_\_\_\_\_  
Public Schools District Supervisor



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.depedbataan.com](http://www.depedbataan.com) [bataan@depd.gov.ph](mailto:bataan@depd.gov.ph)  
[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

*"We Mould Heroes"*



CSC PRIME HRM BRONZE AWARD  
2022



PHILIPPINE QUALITY AWARD  
2022