



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

OFFICE MEMORANDUM

No. 16, s. 2026

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Unit Heads
All Others Concerned

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

DATE : April 27, 2026

SUBJECT : Search for Model Offices "Promoting Efficiency, Order and Workplace Excellence"

=====

1. Rationale

Pursuant to the Civil Service Commission Memorandum Circular No. 01, s. 2001, which institutionalizes the Program on Awards and Incentives for Service Excellence (PRAISE), government agencies are encouraged to establish systems that recognize and reward exemplary performance and best practices among personnel.

In support thereof, and in line with the commitment of the Department of Education to promote efficiency, professionalism, and a conducive working environment, this Office announces the conduct of the Search for the Cleanest and Most Organized Offices and Units. This initiative aims to instill discipline, responsibility, and accountability while enhancing workplace standards across all offices and units.

2. Objectives

The activity aims to:

1. Promote cleanliness, orderliness, and proper workspace management in all offices and units;
2. Encourage adherence to health, safety, and sanitation standards;
3. Foster teamwork and shared responsibility among personnel;
4. Improve overall efficiency and productivity through organized workspaces;
5. Recognize and reward offices and units that demonstrate exemplary practices.



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

3. Coverage

This search is open to **all offices and units** within the Schools Division Office.

4. Evaluation Period

- Evaluation shall be conducted **monthly** from **May to December 2026**.
- A designated Evaluation Committee shall conduct regular inspections and validation.

Criteria	Description	Percentage
Organization	Systematic arrangement of documents, furniture, supplies and delivery of efficient, effective services	30%
Functionality	Efficient use of space and accessibility of materials	25%
Cleanliness	General sanitation, absence of clutter, proper waste management	20%
Aesthetics	Visual appeal, proper labeling, and office ambiance	15%
Compliance	Adherence to safety and health protocol	10%
Total		100%

6. Awards and Incentives

The following awards shall be given at the end of the evaluation period:

- **1st Place** – Plaque of Recognition + **Php 10,000.00**
- **2nd Place** – Plaque of Recognition + **Php 6,000.00**
- **3rd Place** – Plaque of Recognition + **Php 4,000.00**
- **Consolation Prizes** – Certificate of Recognition + **Php 1,000.00**

7. Mechanics

1. Monthly evaluations shall be conducted without prior notice.



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

2. Scores shall be consolidated to determine the final ranking.
3. The decision of the Evaluation Committee shall be final and irrevocable.

8. Funding Source

Expenses to be incurred shall be charged against the PRAISE Funds, subject to existing accounting and auditing rules and regulations.

9. Immediate dissemination of and strict compliance with this Memorandum is hereby enjoined.

To be included in the Perpetual Index
Under the following subjects:

PRIME-HRM

SOS/rjvm



Kabukiran, Calaylayan, Abucay 2114 Bataan

www.facebook.com/DepedBataan

www.depedbataan.com

bataan@dep.gov.ph

"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD



DepED Bataan



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

Annex A

**SEARCH FOR THE CLEANEST AND MOST ORGANIZED OFFICES
AND UNITS**

SCORING SHEET

Office/Unit Evaluated: _____
Date of Evaluation: _____
Evaluator: _____

Criteria	Description	Percentage	Score
Organization	Systematic arrangement of documents, furniture, supplies and delivery of efficient, effective services	30%	
Functionality	Efficient use of space and accessibility of materials	25%	
Cleanliness	General sanitation, absence of clutter, proper waste management	20%	
Aesthetics	Visual appeal, proper labeling, and office ambiance	15%	
Compliance	Adherence to safety and health protocol	10%	
TOTAL		100%	

Remarks / Recommendations:

Evaluator's Signature: _____