



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Tanggapan ng Tagapamanihalang Pansangay ng mga Paaralan ng Lungsod Iriga

July 15, 2022

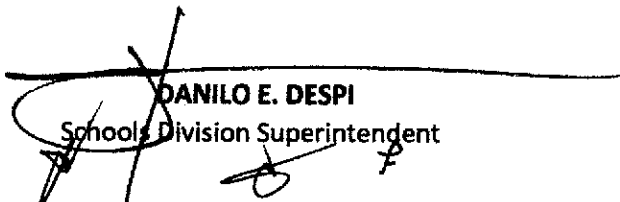
DIVISION MEMORANDUM

No. 129, s. 2022

YEARLY ADMINISTRATIVE PROFESSIONALS' APPRECIATION

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID & SGOD
SECTION HEADS / SCHOOL HEADS
ADMINISTRATIVE STAFFS
ALL OTHERS CONCERNED

1. The Administrative office promotes employee's recognition program to raise employee morale, attract and retain key employees, upraise productivity, increase competitiveness, improve quality, and customer service. The annual Administrative Professionals' Appreciation is a simple recognition in the form of certificate given to deserving clients / employees of Administrative Office of SDO Iriga City on every 4th quarter of Calendar year.
2. The Objectives of this endeavor are:
 - a. To recognize the valuable contributions of Administrative Professionals, a community represented by hundreds of job titles, the most common of which are Administrative Officers, Administrative Assistants and Administrative Aide and other worker who partakes administrative tasks.
 - b. Implement an awards system that speaks specifically to each employee's unique contributions lets them know that administrators are paying attention and appreciating their efforts as a support to our teaching staff and learners.
3. The Awards to be provided, frequency and Criteria are attached in **Enclosure No. 1** of this memorandum.
4. This program will continue until repealed.
5. Immediate dissemination of this memorandum to all concerned is sincerely desired.


DANILO E. DESPI
Schools Division Superintendent



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ENCLOSURE No.1 of DM 129 s, 2022

RECOGNITION	GOAL	CRITERIA	FREQUENCY	AWARD
School Level				
Best in Attendance Award	Motivate High Performance	<ul style="list-style-type: none">School who submitted Form 48 (as a team) on time.Submission will be based on the received copy stamped by district AO IIs for 12 consecutive months.	Annual	Certificate
Best in Form 48 Award	Motivate High Performance	<ul style="list-style-type: none">Each form 48 of the Employees of the said school must be with no erasures, complete attachments and others. (basis: DM 114 s, 2022)	Annual	
Star of the North Award	Motivate High Performance	<ul style="list-style-type: none">School from North District who submitted various reports to Admin Office with complete data entries, complete attachments and organized documents. (ex: Form 6, IPCRF, SALN, Form 48 and others)	Annual	Certificate
Star of the South Award	Motivate High Performance	<ul style="list-style-type: none">School from South District who submitted various reports to Admin Office with complete data entries, complete attachments and organized documents. (ex: Form 6, IPCRF, SALN, Form 48 and others)	Annual	Certificate
Star of Central Award	Motivate High Performance	<ul style="list-style-type: none">School from Central District who submitted various reports to Admin Office with complete data entries, complete attachments and organized documents. (ex: Form 6, IPCRF, SALN, Form 48 and others)	Annual	Certificate
INDIVIDUAL AWARDS				
DM 114 s. 2022 Award	Motivate High Performance	<ul style="list-style-type: none">Admin Professional who are in-charged in Preparation / Consolidation of Form 48's.	Annual	Certificate
Best in Attendance Award	Motivate High Performance	<ul style="list-style-type: none">Admin Professional both from Division based / School Based who incurred no late and observing filing of leave (religiously) prior to its date of usage.Based on records of Admin Office.	Annual	Certificate
Fewest Leave taken Award	Motivate High Performance	<ul style="list-style-type: none">Admin Professional from Division based/School based who availed the fewest leave (Only for VL and SL).Based on records of Admin Office.	Annual	Certificate



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Consider it Done Award	Motivate High Performance	<ul style="list-style-type: none">Admin Professional who always accept the challenge in his/her work.The School Head/ Immediate supervisor is the one who will nominate the personnel through letter with reason/s why the personnel is qualified to the award, addressed to the office of Superintendent and thru Admin Officer V.	Annual	Certificate
Customer Hero Award	Motivate High Performance	<ul style="list-style-type: none">Admin Professional who always attend to their clients diligently.The School Head/ Immediate supervisor is the one who will nominate the personnel through letter with reason/s why the personnel is qualified to the award, addressed to the office of Superintendent and thru Admin Officer V.	Annual	Certificate
Beating the Deadline Award	Motivate High Performance	<ul style="list-style-type: none">Admin Professionals who submitted the required reports before the deadline.The School Head/ Immediate supervisor is the one who will nominate the personnel through letter with reason/s why the personnel is qualified to the award, addressed to the office of Superintendent and thru Admin Officer V.	Annual	Certificate
Exceptional Listener Award	Motivate High Performance	<ul style="list-style-type: none">Admin Professional who follows instruction and directives resulting to a very good output of submitted report.The School Head/ Immediate supervisor is the one who will nominate the personnel through letter with reason/s why the personnel is qualified to the award, addressed to the office of Superintendent and thru Admin Officer V.	Annual	Certificate
Excellent Feedback Award	Motivate High Performance	<ul style="list-style-type: none">Based from the survey forms of the clients.	Annual	Certificate



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		<ul style="list-style-type: none"> The School Head/ Immediate supervisor is the one who will nominate the personnel through letter with reason/s why the personnel is qualified to the award, addressed to the office of Superintendent and thru Admin Officer V. 		
Mentorship Award	Motivate High Performance	<ul style="list-style-type: none"> Co-workers who they think rendered most of assistance to teach them at their field of work. The Admin Personnel can nominate through letter with reason/s why the personnel is qualified to the award, addressed to the office of Superintendent and thru Admin Officer V. 	Annual	Certificate
Strongest Immune System Award	Motivate High Performance	<ul style="list-style-type: none"> Admin professional who did not used Sick Leave for the year. The data will be based on the record of Leave In-charged. 	Annual	Certificate

Procedures:

1. The Admin professionals nominated for those awards by Immediate Supervisors will automatically get a Certificate of Nomination for Award.

2. Computation:

- a) Nomination of Immediate Supervisor - 50%
 b) *Votes - 35%

*(*the result of votes through google link that will be sent on the last week of November to each Non-Teaching personnel's DepEd email (both School-based and Division-based). Only the nominees' name will appear as candidates.)*

- c) As per Record of Admin Office - 15%

(how precise the personnel submit documents and comply to completeness and on or before time.)

TOTAL 100%

3. The awarding of appreciation will be on every 4th quarter of Calendar year and will be announced through memorandum.



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