



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
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**UNNUMBERED MEMORANDUM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
Unit and Section Heads

From: **VICTORIA V. GAZO, PHD, CESO V**  
Schools Division Superintendent

Date: March 2, 2021

Subject: **MECHANICS AND CRITERIA ON THE NOMINATION FOR THE MOST OUTSTANDING EMPLOYEE OF THE MONTH**

1. In line with DepEd Order No. 9 s. 2002 entitled "Establishing the Program on Awards and Incentives for Service Excellence ( PRAISE ), this Office in coordination with the Human Resource Development Section announces the "Mechanics and Criteria on the Nomination for the Most Outstanding Employee of the Month". This is an initiative of the Division to give recognition and value the effort of the division personnel that contributes to the success of the Office.
2. Enclosed is the detailed Mechanics and Criteria of the recognition including the scoring checklist and forms for reference and use.
3. Division/Unit/Section heads are hereby directed to nominate an employee of the month representing their office which possess the criteria given regardless of age, gender, disability, religion or professional position.
4. Should there be queries, you may contact **Mr. Woodrow Wilson B. Merida**, Senior Education Program Specialist, Human Resource Development at 09664752094.

Enclosure as stated:

Copy furnished:

Records Unit  
HRD/WWBM



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
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**Mechanics and Criteria**  
**Employee of the Month**

- A. Every end of the month, the division /section /unit head can recommend a regular and job order employee of the month who can meet the following criteria thru nomination.

**Attitude and Commitment Towards Work**

- Based on the Daily Time Record (DTR), the employee has NOT incurred tardy or under time for the month.
- Due to the suspension on the use of biometrics ,the employee should complete the entry of arrival and departure in the log book.
- No absent/Perfect Attendance
- Has perfect attendance during the flag ceremony
- Request for personal business transaction outside the Office during office hours should not be more than 2 times. ( Approved Locators Slip )
- No Vacation leave or study leave within the month.
- Dedicated to fulfilling job responsibilities
- Demonstrates good customer service skills
- Consistently dependable and is punctual in reporting to work
- Active involvement in committees, fund-raisers, fairs, trainings, and other miscellaneous activities
- Serves as a role model to others
- Goes above and beyond the requirements of the job

**Interpersonal Skills**

- Displays a helpful, cooperative and positive attitude towards superiors and co-workers
- Consistently friendly and available to others
- Uses effective listening skills
- Has a team player attitude
- Voluntarily assists co-workers in order to complete important department projects

**Work Performance**

- Knowledgeable of Office/Section/Unit policy and procedure
- High overall quality of performance
- Accurately completes work assignments on time
- Controls high stress situations tactfully and calmly
- Takes initiative
- Requires minimal to no supervision
- Willingness to learn and take on new responsibilities
- Ability to train others and gladly willing to do so





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**Personal Traits**

- Maintains an appropriate and neat personal appearance and dress
  - Professional demeanor
  - Conscientious, honest, hard-working
  - Integrity, on and off the job
- B. The Administrative Officer can also nominate Unit heads under his/her supervision while the Assistant Schools Division Superintendent can nominate the two Division Chiefs and Unit/Section Heads using the same criteria.
- C. The nominee is allowed to be nominated every month but in case of five consecutive award as “**Hall of Famer**”, the employee is not allowed to be nominated again.
- D. All nomination using **Form B** ( nomination form ) together with **Form A** (scoring checklist) shall be forwarded to the PRAISE committee c/o HRD SEPS for final deliberation **on or before the First Thursday** of the month before the awarding.
- E. The PRAISE Committee will consolidate the nominees using **Form C** and submit the list to the Schools Division Superintendent for approval.
- F. There shall be one or more awardee every month to be given certificate of recognition and his/her name and picture will be posted on the Employee of the Month Bulletin Board.
- G. The SGOD-HRD section will prepare the certificate of recognition.
- H. Announcement of the awardees will be every second Monday of the succeeding month.
- I. Consideration will be given for employees on official travel
- J. In case of an activity/event that an employee showcase an extra ordinary talent/service/performance beyond expectation anywhere with the presence of an Official ( DepEd Personnel ). There is an on the spot award to be given called “Gantimpala-Agad Award”. A separate mechanics will be issued for reference.





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**Form A**

**SCORING CHECKLIST**

**Instruction:** Check the box if the employee possess the following criteria. Each check is equivalent to 1 point to be sum up by part. The score of it's part shall be computed following the formula :

**Part I ( 12/Total Score x 100 x 40% )**

**Part II ( 5/Total Score x 100 x 20% )**

**Part III ( 9/Total Score x 100 x 30% )**

**Part IV ( 4/ Total Score x 100 x 10 % )**

**Total of all Parts = Over-All Percentage Score**

**Part I : Attitude and Commitment towards Work ( 40% )**

- Based on the Daily Time Record (DTR), the employee has NOT incurred tardy or under time for the month.
- Due to the suspension on the use of biometrics ,the employee should complete the entry of arrival and departure in the log book.
- No absent/Perfect Attendance
- Has perfect attendance during the flag ceremony
- Request for personal business transaction outside the Office during office hours should not be more than 2 times. (Approved Locators Slip )
- No Vacation leave or study leave within the month.
- Dedicated to fulfilling job responsibilities
- Demonstrates good customer service skills
- Consistently dependable and is punctual in reporting to work
- Active involvement in committees, fund-raisers, fairs, trainings, and other miscellaneous activities
- Serves as a role model to others
- Goes above and beyond the requirements of the job

**Part II: Interpersonal Skills ( 20% )**

- Displays a helpful, cooperative and positive attitude towards superiors and co-workers
- Consistently friendly and available to others
- Uses effective listening skills
- Has a team player attitude
- Voluntarily assists co-workers in order to complete important department projects

**Part III: Work Performance ( 30 % )**

- Knowledgeable of Office/Section/Unit policy and procedure



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- High overall quality of performance
- Accurately completes work assignments on time
- Controls high stress situations tactfully and calmly
- Takes initiative
- Requires minimal to no supervision
- Willingness to learn and take on new responsibilities
- Ability to train others and gladly willing to do so
- Problem Solving Skill/Trouble Shooter

**Part IV: Personal Traits ( 10% )**

- Maintains an appropriate and neat personal appearance and dress
- Professional demeanor
- Conscientious, honest, hard-working
- Integrity, on and off the job



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Form B

**Employee of the Month**  
(Nomination Form)

<b>Name of the Nominee:</b>	<b>Designation:</b>
<b>Unit/Section:</b>	<b>Contact Number:</b>
<b>Name of the Nominator:</b>	<b>Designation:</b>
<b>Division/Unit:</b>	<b>Contact Number:</b>
<b>Please describe detailed example to support your nomination using the scoring checklist. The information you provide will be used by the committee to determine the awardee.</b>	
<b>Testimony : ( Why does your employee deserve to be the employee of the month? )</b>	
(Use separate sheet if necessary)	
<b>Signature of the Nominator:</b>	



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Form C

**Employee of the Month**  
(Consolidation Form)  
Month of \_\_\_\_\_

**CATEGORY**

- Regular  
 Job Order

NAME OF NOMINEES	POSITION	OFFICE	SCORE	REMARKS

Prepared by:

**WOODROW WILSON B. MERIDA**  
SEPS-HRD

Noted by:

**ALIENA S. DAJAY,PHD,CESE**  
Assistant Schools Division Superintendent  
PRAISE Chairman

Approved by:

**VICTORIA V. GAZO,PhD,CESO V**  
Schools Division Superintendent



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