



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

12 Mar 2025

DIVISION MEMORANDUM

No. **042** , s. 2025

**DATABASE OF AWARDEES AND AWARDS CONFERRED
TO TEACHING AND NON-TEACHING PERSONNEL**

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. To enhance data management and validate rewards and recognition activities in the Schools Division of Sarangani, the Human Resource Development Section will collect and review all necessary reports relative thereto. This process aims to streamline operations, acknowledge efforts, and ensure that rewards and recognition processes to be conducted or conducted are aligned with employees' performance and contributions.

2. With this, the said office requires the submission of the following data:


a. Database of Rewards and Recognition activities/awards to be conducted in Schools, Districts, and SDO

Person Responsible	Requirement
School Heads District Heads Division Program Holders	<ul style="list-style-type: none">▪ List of rewards and recognition activities to be conducted starting 2nd quarter of CY 2025. For SDO, the required data are those conducted by Division Program Holders (not covered by the Division PRAISE Committee).▪ The signed report (see attached template) must be submitted in hard and soft copies. The hard copy must be forwarded to the Human Resource Development Section, while the soft copy (PDF) must be uploaded at bit.ly/DatabaseAwards.▪ The report must be submitted at least two (2) weeks before the rewards and recognition activities. Attach guidelines/criteria of the rewards and recognition activity for reference of the PRAISE Committee

b. Database of Awardees (local, national, and international levels)

Person Responsible	Requirement
School Heads District Heads Division Program Holders	<ul style="list-style-type: none">List of Awardees from January 2024 until 1st quarter of CY 2025. The deadline for submission is March 31, 2025.Every time there are rewards and recognition activities in the school, this report must be submitted within 30 days of the awarding ceremony.The signed report must be submitted in PDF file at bit.ly/DatabaseAwards.

- For inquiries, contact Rehane Sambuto at 09385540626.
- Widest dissemination of this Memorandum is desired.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

AWARDS
DATA

RPS/SGOD-HRDS/DM – database of awardees and awards conferred to teaching and non-teaching personnel
0260/March 12, 2025

(Enclosure to Division Memorandum No. 042, s. 2025)

Database of Rewards and Recognition Activities/Awards
to be conducted in School, District, and SDO

No.	Title of Award	Level (School/ District/ Division)	Name of Award Giving Bodies	Target Date of Implementation	Brief Description of the Award
1					
2					
3					
4					

Note: Attach guidelines/criteria for the rewards and recognition activity.

Prepared by:

Verified:

Administrative Officer II/
Program Holder

School Head/District Head/FD Chief

(Enclosure to Division Memorandum No. 042, s. 2025)

Database of Awardees/Recipient
(Locally, nationally and internationally-recognized awards)

No.	Name of Personnel	Position	Age	Sex	School & District	Title of Award	Level (Int'/National/ Region/Division/ District/School)	Award- giving Body	Date Conferred	Brief Description of the Award
1										
2										
3										
4										

Prepared by:

Verified:

Administrative Officer II/
Program Holder

School Head/District Head/FD Chief