



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

21 Oct 2025

DIVISION MEMORANDUM

No. **153**, s. 2025

ENHANCED INTERNAL GUIDELINES ON REWARDS AND RECOGNITION
IN THE DIVISION OF SARANGANI

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads All Others Concerned

1. In reference to DepEd Order No. 9, s. 2002, DepEd Order No. 78, s. 2007, and CSC Memorandum Circular No. 03, s. 2012, the Division PRAISE Committee issued the Enhanced Guidelines on Rewards and Recognition for the Division of Sarangani (refer to the enclosure). The Committee shall be responsible for the implementation of welfare and benefit programs for both teaching and non-teaching personnel who have rendered meritorious service or demonstrated excellent performance.
2. The monetary and non-monetary incentives stated in the guidelines represent the maximum amount that an awardee may receive. However, the actual amount may be adjusted based on the availability of funds and shall be subject to the usual accounting and auditing rules and regulations.
3. For inquiries, contact Rehane Sambuto
at rehane.sambuto@deped.gov.ph and P. Madina P.
Loguio Man at madina.loguio man@deped.gov.ph.
4. For the information and guidance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

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

PROGRAMS

Adriano A. Daligdig/SGOD/DM – enhanced internal guidelines on rewards and recognition
in the division of sarangani
1041/October 21, 2025

ENHANCED INTERNAL GUIDELINES ON REWARDS AND RECOGNITION IN THE DIVISION OF SARANGANI

A. Rationale

Rewards and Recognition (R&R) programs have been demonstrated to reinforce organizational values, foster teamwork, enhance customer satisfaction, and encourage desired employee behaviors. They provide employees with a sense of accomplishment and reinforce their value within the organization. Motivation and satisfaction among employees are influenced by various factors, with incentives and recognition playing a pivotal role. A Forbes-Gallup-Work human collaboration (2024) found that employees who believe recognition is an organizational priority are 3.7× more engaged and half as likely to burn out, with strong recognition cultures also delivering 84% higher tenure intent. On the other hand, Anna Marie Reyes (DLSU, 2016) found that structured R&R systems—like 360° appreciation—helped increase employee satisfaction by validating contributions, improving communication, and fostering a supportive culture.

In consonance with DepEd Order No. 9, s. 2002, DepEd Order No. 78, s. 2007, and CSC No. 03, s. 2012 the Reward and Recognition which is one of the core elements of PRIME-HRM through the Program on Awards and Incentives for Service Excellence (PRAISE), this Division provides guidelines for its implementation. Through this program, officials and employees who have shown outstanding work performance, exemplary contributions, or manifested conduct and ethical behavior as employees of the department are recognized and rewarded.

Equal opportunities shall be extended to all employees, including those who are differently abled. In alignment with existing policies of the Department of Education (DepEd) and the Civil Service Commission (CSC), the granting of rewards and recognition shall be anchored on the principles of merit, performance, and accomplishments. It shall not be influenced by age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or any other personal circumstances that contradict the principles of equal employment opportunity. In addition to fairness, the frequency and timeliness of recognition must be prioritized. Immediate and regular acknowledgment of employee accomplishments enhance the psychological impact of rewards and reinforces positive behaviors, while delayed or inconsistent recognition can diminish its intended effect. The implementation of monthly or quarterly mini-awards and the use of communication platforms such as Division bulletins or social media for timely commendations can significantly boost morale and motivation. Furthermore, embedding opportunities for professional growth within the recognition system is crucial for sustaining long-term employee motivation. Tying recognition to participation in training programs, leadership roles, or scholarship grants not only celebrates achievements but also contributes to the continuous personal and professional advancement of personnel. When integrated into the Division's PRAISE guidelines, these principles and strategies can promote a culture of fairness, transparency, and inclusivity—ultimately enhancing performance, job satisfaction, and the overall organizational climate.

B. Scope

The PRAISE shall cover all employees of the Division Office who shall be nominated for only one award category. Some awards and incentives include employees under the following employment status: Casual, Job Order contracts, personnel from service providers, and personnel under detail order in the division.

Monetary and non-monetary incentives and awards shall be given to the awardees based on the established guidelines/criteria on the screening of candidates/nominees and recommended awardees for the various proposed awards/incentives in this division.

Nominated officials and employees by PRAISE Committee in the individual, group/team category must meet the following general criteria:

1. Must be in active service at the time of nomination.
2. Have been rated at least Very Satisfactory or its equivalent for one year performance rating period prior to their nominations as recommended by the Division Performance Management Team (DPMT); and
3. Have not been found guilty of any administrative or criminal offenses involving moral turpitude and have no pending administrative or criminal offense at the time of the nomination.

Posthumous award shall be given to an official or employee who died while on active duty or in the pursuit of his/her official duties and responsibilities as a civil servant.

C. Definition of Terms

The following terms shall be defined as follows:

1. Award – a recognition which may be monetary or non-monetary, conferred on the individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts, or services in the public interest which contribute to the efficiency, economy, and improvement in government operations which lead to organizational productivity.
2. Equal Opportunity – refers to the non-discriminatory and non-bias treatment of all candidates/nominees to any of the categories to avail of the Rewards and Recognition following the equal opportunity principle to all, regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.
3. Incentive – monetary or non-monetary incentive shall be given to an official or employee for exemplary contributions, suggestions, inventions, ideas, satisfactory accomplishment, or demonstration of behavior based on agreed performance standards and norms of behavior.
4. Innovation – refers to the successful implementation of a new thing or method that improves education and the workplace.
5. Invention – creating something previously non-existent which will benefit the entire division.
6. Sarangwani Awards – the official title of awarding ceremony of Schools Division of Sarangani

D. Objectives

The following are terminal and enabling objectives in implementing the Rewards and Recognition in the division.

Terminal Objective:

The program aims to encourage, recognize, and reward employees, individually or in groups to promote productive performance and sustain excellent service.

Enabling Objectives:

1. Reward employees for their relevant, unique, and authentic accomplishments, leading to the distinguishable individual as organizational performance.
2. Recognize significant contribution to the division and/or its clientele.
3. Recognize employees' ideas, suggestions, inventions, and innovations which institute cost-cutting measures, and maximize the use of office time, manpower, and resources

4. Acknowledge employees' demonstration of teamwork and cohesiveness in the workplace.
5. Conduct of awarding ceremonies.
6. Nominate division winner (Rank 1) to higher award-giving bodies.

E. Types of Awards

In the search for deserving employees, the following are the awards to wit:

- 1. Best Functional Division** – This award shall be granted to the three (3) Functional Divisions that have demonstrated exemplary performance in meeting organizational targets and fulfilling predetermined criteria. The selection process shall focus on the performance and accomplishments of the following divisions: the Office of the Schools Division Superintendent (OSDS), the Curriculum Implementation Division (CID), and the School Governance and Operations Division (SGOD).

Criteria	Description	Percentage
A. Organizational Performance	<p>Manner of operating or functioning.</p> <p>The accomplishment is easily distinguishable for its relevance, uniqueness, and originality.</p> <p><i>(Average Rating of the Consolidated OPCR/IPCRRs of all employees in each Functional Division previous year)</i></p>	30%
B. Contribution to Achievement/Accomplishment	The unit has created a	10%
C. Economy of Operation	<p>The idea, suggestion or invention institutes cost-cutting measures, maximizes use of office time, manpower and resources.</p> <p><i>(Office Innovation on Operation and Management)</i></p> <p>✓ Liquidation 10% (No liquidation within 60 days) c/o Accounting and Budget</p> <p>✓ Budget Utilization 10%</p> <p>✓ Innovation 10% c/o</p> <p>PRAISE</p> <p><i>(Current Year Obligation/Implementation as of November 2024)</i></p>	30%

D. Demonstrated Teamwork and Cohesiveness	It includes how the group/team supports and positively influences each other. ✓ Punctuality=5% ✓ Attendance (Flag Raising and Retreat Ceremony =5% Submission of Reports=15%	20%
E. Customer Service Satisfaction Survey	CCSS Result	10%
TOTAL		100%

Note: Submission of supporting documents (e-copy and hardcopy) is required for evaluation. Non-submission of documents is ground for disqualification.

Prizes/Incentives: The awardees shall receive a Plaque of Recognition and cash incentive as stated below.

Rubrics (Percentage earned)	Cash Incentive	Worth of Plaque
61%-100%	P 5,000.00 – P 10,000.00 per employee	P 3,000.00
60% and below	P 4,000.00 – 8,000 per employee	P 2,000.00

2. Best Employee per Functional Division (Division Office Personnel) – This award shall be conferred on employees who have consistently performed their duties and responsibilities with competence and dedication. Evaluation shall be based on the employee's Individual Performance Commitment and Review Form (IPCRF) ratings, supported by Means of Verification (MOV) documents, as well as individual accomplishments, innovations, and demonstrated positive influence within the organization. Employees who have been awarded Top 1 for three (3) consecutive years shall no longer be eligible for nomination and shall instead be conferred the title of Hall of Famer. Previously submitted achievements shall not be considered in subsequent nominations. Each functional division shall have two (2) awardees: one for employees with Salary Grade (SG) 17 and below, and another for those with Salary Grade (SG) 18 and above.

Criteria	Percentage
IPCRF Rating (Previous Year)	40%
Achievement/Accomplishment	20%



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Innovation	20%
Personal Characteristics	20%
Total	100%

Note: Submission of supporting documents (e-copy and hardcopy) is required for evaluation. Non-submission of documents is ground for disqualification.

Prizes/Incentives: The awardees shall receive a Plaque of Recognition and cash incentive under the following categories.

Best Employee		
Award	Cash Incentive	Worth of Plaque
3 Best Employee (SG 17 and Below)	P 3,000.00-P 5,000.00	P 1,500.00
3 Best Employee (SG 18 and Above)		

3. Top Three (3) Most Punctual Employee of the Month per Category- conferred to division personnel who reports punctually during his/her onsite schedule (AWA). The selection shall be based on the monthly attendance logbook and validated testimonies from the security guards on duty. The PRAISE Committee shall conduct the validation of all prospective candidates. Each month, the top two (2) most punctual employees shall be selected from each of the following categories:

Category A. Division Employees
Category B. Utility and Driver

Prizes/Incentives: The awardee shall receive a certificate of recognition to be awarded during flag raising ceremony.

4. Most Punctual Employee of the Year- This award shall be conferred to division personnel who have demonstrated exceptional punctuality throughout their onsite work schedule under the Alternative Work Arrangement (AWA) for the entire calendar year. The primary basis for evaluation shall be the official attendance logbook covering the period from January to November. The PRAISE Committee shall review and validate the monthly Top Two (2) Most Punctual Employees and determine the most punctual among them. There shall be two (2) awardees for the year, selected from the following categories:

Category A. Division Employees



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Category B. Utility and Driver

Prizes/Incentives: The awardee shall receive the following prizes.

Worth of Plaque	Cash Incentives
P 1,000.00- 1 st	P 3,000.00 – 1 st

5. Service Award – conferred to those who served the Division within the period covered but as of its grant is already separated from the service either through retirement or death with the following further conditions:

- A. Retirement from the service either on the compulsory or optional scheme for division office personnel only.

Prizes/Incentives: The retirees shall receive the following.

Worth of Plaque	Worth of Token
P 2,000.00	P 5,000.00

- B. **Posthumous awardee** who died in the performance of his/her duty or died while on active duty in the division. The posthumous award shall be given to the direct heir/s such as:

Worth of Plaque	Worth of Wreath (Christian) Or Groceries (Muslim) Employee
P 1,000.00	P 2,000.00-P 5,000.00

6. Loyalty Award-shall be granted for employees who reach the next five years of milestone service in the DepEd and further years thereafter. A precondition to the grant of the Incentive is the completion of the initial ten (10) years of continuous service and satisfactory service to the Department as evidenced by the Service Record submitted. In addition to the same, the following additional prerequisites are likewise required for the grant of the incentive for the division employees only:

- A. The awardees are those found in the Approved List of Officials and Employees granted Loyalty Award starting 10 years of service and above.
- B. The awardees' Performance Rating shall be at least for the last two (2) rating periods should be at least Satisfactory.

Prizes/Incentives: Each awardee shall receive the following:



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Category/Five milestone years in service	Worth of Framed Certificate	Tokens/Souvenirs for Division Office Personnel Only
10 years	P 350.00	P 2,000.00
15 years	P 350.00	P 3,000.00
20 years	P 350.00	P 4,000.00
Silver – 25 and 30 years	P 350.00	P 6,000.00
Gold – 35 and 40 years	P 350.00	P 8,000.00
Platinum-45 years	P 350.00	P 10,000.00

7. Gantimpala Agad Award – this is an on-the-spot award conferred to teaching and non-teaching employees of the division office which can either be monetary or non-monetary for the following categories:

- a. Honest Service Award (e.g., returning lost and found items with huge values monetary or non-monetary)
- b. Heroism Award. Rendered extraordinary services during emergencies that could endanger life by voluntarily helping the community, fellow citizens, and the country through personal initiatives in times of calamities or crises
- c. Exemplary Innovation. This award is given to an employee whose innovation has resulted in an efficient and effective delivery of services.
- d. Earliest Bird Award. Conferred to the most punctual employees during activities such as training, seminars, conferences, and other activities.
- e. Quiz Bee. Shall be conducted during activities such as training, seminars, conferences, convocations, and other activities that will give equal opportunity to employees in an on-the-spot recognition based on the learnings acquired.

Prizes/Incentives: The awardee shall receive the following prizes.

On-the-Spot Award & Recognition	Worth of Framed Certificate	Monetary/Non-Monetary Reward
A. Honest Service Award	P 250.00	P 3,000.00
B. Heroism Award <i>Rendered extra ordinary services in times of emergencies</i>	P 250.00	P 3,000.00
C. Exemplary Innovation Award	P 250.00	P 3,000.00 – P 5,000.00



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D. Earliest Bird Award	P 250.00	For personal use (hand towels, handkerchief, etc.) worth at least 100.00/awardee
E. Quiz Bee	P 250.00	P 100.00/awardee Chocolates, candies, biscuits, plants, etc.

8. Top Management Choice Award- There must be two awardees from each category:

- a. SDS Choice Award
- b. ASDS Choice Award

Prizes/Incentives: The awardees shall receive the following.

Worth of Plaque	Cash Incentives
P 1,000.00	P 2,000.00

9. Lingkod Bayan Award or PRIME-HRM Bronze Award- Cash incentives of a maximum ₱5,000.00 will be awarded to division office-based personnel who rendered meritorious services in obtaining the PRIME-HRM Bronze Award. This incentive will be provided for three consecutive years, from 2023 to 2025, depending on the availability of funds and compliance with usual accounting and auditing rules and regulations. Additionally, the incentive will be contingent upon the continued achievement of the PRIME-HRM Bronze Award. To qualify, division employees must be active in service for the entire calendar year. The length of service within the Division shall be considered in determining the appropriate amount of incentive to be granted. The corresponding incentive amounts based on length of service are as follows:

- Nine (9) months and one (1) day to twelve (12) months of service – ₱5,000.00
- Six (6) months and one (1) day to nine (9) months of service – ₱4,000.00
- Six (6) months or less of service – ₱3,000.00

F. Timeline on the conduct of Division Office-Based Personnel Awards

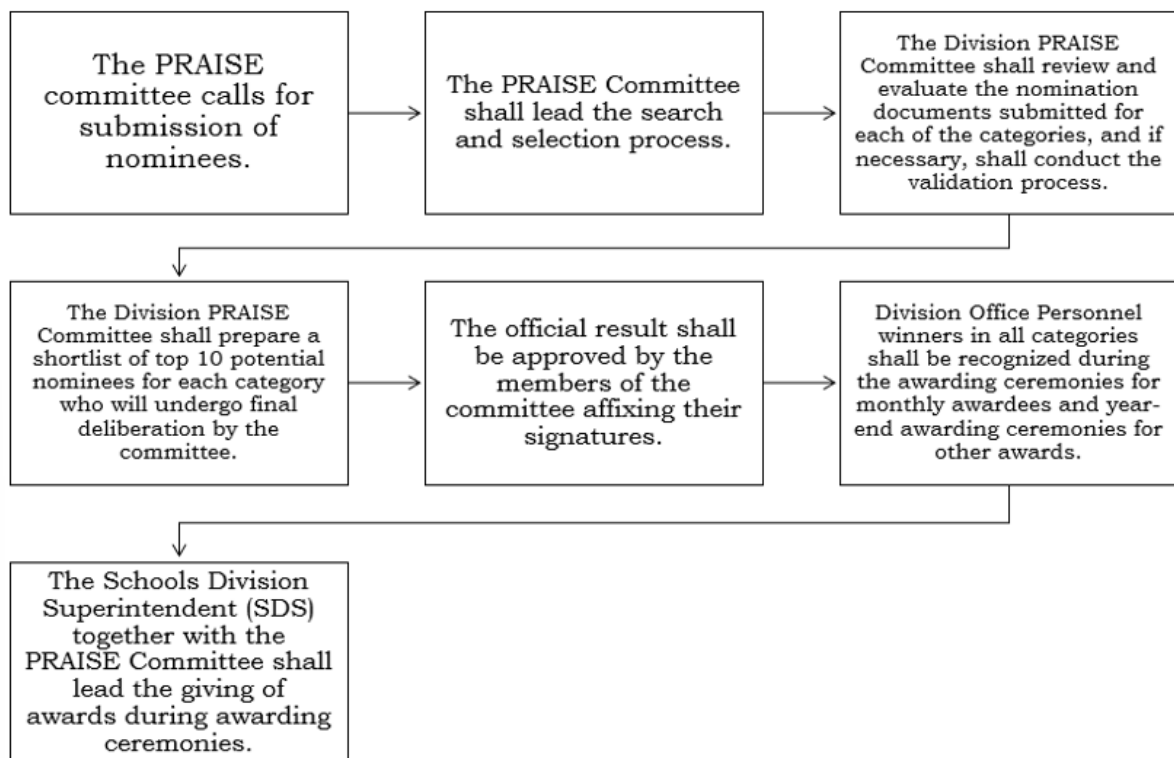
Timeline	Activity
Last Week of the Month	Monthly Awarding
Last Friday of October	Submission of Documents



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1 st to 2 nd Week of November	Evaluation of Documents and Deliberation of Results
2 nd or 3 rd Week of December	Awarding Ceremony

G. Search and Selection Process for Division Office-Based Personnel Awards



H. Observance of the Equal Opportunity Principle

To promote and uphold the value of equality and impartiality in Rewards and Recognition, this Division shall institute the Equal Opportunity Principle (EOP) and shall establish the following internal guidelines:

1. Nominees of different awards and incentives shall be evaluated according to the set guidelines and criteria regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
2. There shall be equal opportunities given to those belonging to differently able. The Division shall ensure that these employees are not left behind because of their limitations and restrictions.
3. All employees shall be given opportunities for career development and personal growth to enhance professionalism and excellence in the workplace.



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4. The PRAISE Committee shall maintain fairness and impartiality in selecting awardees.

I. Composition of the Division PRAISE Committee

The following personnel are the composition of Division PRAISE Committee:

Chairman: Atty. Nelyn B. Frinal, CESO VI, ASDS

Co-Chairman: Maria Shirley M. Cardinal, Chief ESP-SGOD

Members:

Irma May G. Dinasas, AO V-Admin Service

Grace Albarracin, AO-V/Budget Officer

Reynaldo N. Balicaco, President-Teachers' Association

Ranolyn Undray, Accountant III

Reynaldo C. Tagala, EPS-IMS

Edward Ryan F. Gulam, EPS-IMS

Araceli J. Dinopol, SEPS-MES

Rehane P. Sambuto, SEPS-HRDS

Romeo L. Martin, SEPS-SocMob

Roel D. Balbarino, AO IV- Personnel

Secretariat:

Lead: Madina P. Loguioyman, EPSII-HRDS

Aiza G. Cruz, ADAS II-HRDS

Maejel F. Alimama, ADAS III

J. Functions and Responsibilities of Division PRAISE Committee

The Division PRAISE Committee shall...

1. adhere to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior.
2. give emphasis on the timeliness of giving awards or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
3. provide both monetary and non-monetary awards and incentives to recognize, acknowledge, and reward productive, creative, innovative, and ethical behavior of employees through formal and informal mode.
4. ensure that productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover employees at all levels.
5. be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the agency. The agency may, however, employ an external or independent body to assist the PRAISE Committee in implementing the system of incentives and awards judiciously and objectively.
6. establish and enhance its own internal procedures and strategies.
7. shall ensure the implementation of Equal Opportunity Principle for all employees both teaching and non-teaching.



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8. coordinate with the DPMT on the recommended employees qualified for the reward and recognition.

The general guidelines set by the Department of Education and Civil Service Commission shall prevail should there be inconsistencies in any provision provided in the internal guidelines.

These internal guidelines shall take effect immediately upon issuance.



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