

Division Memorandum
 No. 074, s. 2018

TO: All Division Office Personnel
 This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
 Schools Division Superintendent

SUBJECT: Recognition and Awarding of Most Valuable Personnel (MVP) for the Month and Program Flow during Flag Raising Ceremony

DATE: January 18, 2019

1. To add more flavour and colour to the Monday flag raising ceremony and weekly convocation, each sponsoring functional division and its units and sections is suggested to follow the program flow below:
 - ✓ National Anthem
 - ✓ Prayer
 - ✓ Panunumpa sa Watawat
 - ✓ Panunumpa sa Liingkod Bayan
 - ✓ Exemplification of the Values of the Month – HONESTY for January (citing an instance when the value of the month is applied either or both in the personal and work life)
 - ✓ Updates/Accomplishments per functional division/section/unit (5 minutes each)
 - ✓ Health and Wellness Info-Sharing (c/o the Health and Nutrition Unit and for each month will talk about the theme or topic, 3-5 minutes)
 - For the month of January, 2019, info-sharing on Health, Nutrition and Wellness may center on all or either of the following topics/themes as included in DOH's Health Calendar for 2019:
 - Liver Cancer and Viral Hepatitis Awareness
 - Deworming
 - Schistosomiasis Awareness
 - ZERO Waste
 - Autism Consciousness - 3rd week
 - Cancer Consciousness – 3rd week
 - Goiter Awareness – 4th week
 - Leprosy Awareness – Last Sunday
 - ✓ Sharing words of thanks and affirmation (fish bowl method)
 - ✓ Message from SDS
 - ✓ Civil Service Hymn
2. Relative to this, the sponsoring office must prepare a schedule of their speakers/resource persons for the particular week and month. A year round schedule is most appreciated.
3. The EPS in-charge of Edukasyon sa Pagkakatao, Dr. Megenila Guillen, is requested to publish the value/s of the month for a particular calendar year.
4. The abovementioned activities shall start on January 28, 2019 with the sponsoring group to take care of the different resource persons. Chief Elvira S. Urbiztondo is requested to explain the mechanics after the flag raising activities this Monday, January 21, 2019.



5. Moreover, to recognize exemplary works there will be an awarding of the Most Valuable Personnel (MVP) for each functional division, OSDS, SGOD and CID, to be done on the last Monday of the month.
6. For the awarding of the monthly MVP, the following guidelines shall be followed:
 - a. The SGOD and CID Chiefs and the ASDS shall do a monthly performance review of the staff in their respective functional division on the last Friday prior the last Monday of the month. The one with the highest final value together with the results of the final balloting is strongly considered for the award. A template for the review is enclosed in this Memo.
 - b. On the same day, the SGOD & CID Chiefs shall converge either physically or "technologically" to provide feedback on the results of each other's performance review. Each will then finalize the name/s of the personnel who will be awarded as MVP of the month. The ASDS shall validate the results for the OSDS with the Section Chiefs.
 - c. Aside from the employee performance review done by the Chiefs, a secret balloting shall be done on the last Friday of the month prior the last Monday of the same month as support mechanism in the determination of the monthly awardee. A Division personnel shall vote for three - one for each functional Division (CID, SGOD and OSDS). The results of the secret balloting shall be compared with the performance review done by the Chiefs.
 - d. In the secret balloting, the criteria indicated in the enclosed performance review proforma shall also be used.
7. The Chiefs of the functional divisions shall prepare the certificate of commendation and token for the monthly awardee.
8. The Office Supply and Property Unit care of Mr. Dante A. Grumo is requested to take care of the putting up of the ballot box at the Security Guard's nook before the secret voting.
9. Ms. Vilma Rose L. Talisic of the ASDS' Office is requested to tally the results of the secret balloting. She is also requested to provide the Chiefs and ASDS the template for the performance review every month.
10. In the conduct of this activity as part of the RPMS Cycle particularly on Performance Monitoring and Coaching, Review, Evaluation and Rewarding, it is reiterated that this Division emphasizes and abides by the equal employment principle policy. This is to underscore that all applicants are treated equally, equitably and fairly regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socioeconomic standing, ethnicity, salary grade, and other qualities.
11. Everybody in the Division Office is enjoined to participate and give his/her comments for the improvement of this undertaking.
12. Expenses to be incurred related to the awarding of Most Valuable Personnel every month can be charged from the Division MOOE subject to accounting rules and regulations.



PERSONNEL PERFORMANCE REVIEW

Employee Name		Period	
Position		FINAL VALUE	
Division/Section/Unit			

No	Criteria	Deficient	Below Standard	Meets Expectation	Above Standard	Outstanding
		1	2	3	4	5
1	Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1	Customer Service Oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Communication Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Eagerness to Learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Team Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1	Attendance / Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Work on Deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Willingness to take more responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Open to feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Competency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1	Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Effective problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Comments & Signature
Direct Superior Comments/Observations & Signature