



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

14 DECEMBER 2022

Division MEMORANDUM

No. 782, s. 2022

**ESTABLISHMENT OF REWARDS AND RECOGNITION (R AND R)
AT THE DISTRICT AND SCHOOL LEVELS**

To: All Public Schools District Supervisors/Public Schools District In-charge
All Elementary and Secondary School Heads
This Division

1. One of the pillars of PRIME-HRM is Rewards and Recognition which aims to recognize and reward employees, individually or in groups, for their innovations, inventions, discoveries, distinct accomplishments, heroic deeds, exemplary behaviors, and extraordinary services for the benefit of the public interest contributory to the efficient and quality delivery of government operations leading to organizational productivity.
2. The successful yearly conduct of the Pasidungog sa Pinakamayayaw manifested DepEd Surigao del Sur's commitment to institutionalize rewards and recognition for exemplary teaching, non-teaching, and teaching-related employees.
3. These outstanding recognitions for major awards are categorized based on parenthetical positions associated with their outstanding performance. A few of these are Outstanding Teachers, School Heads, Non-Teaching, and other positions. *(Refer to DepEd SurSur's R and R Manual for major categories).*
4. Moreover, rewards and recognition may not only look at major contributions and categories but also include ancillary efforts from the districts and schools. These ancillary efforts must be acknowledged through special citations to concede the micro-efforts of employees that have macro effects on the organization.
5. Since, teaching and non-teaching personnel in the school played crucial and significant roles in achieving the goals of DepEd programs, projects, and activities, their micro-efforts based shall be recognized also through "GAWAD AGAD" special awards. Some of these special awards are the *Perfect Attendance Award, Most Punctual Employee Award, Most Up-to-Date Report Submission Award, Most Up-to-Date School in MOOE Liquidation Reporting, etc.*





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6. To fully implement rewards and recognition, district Levels must establish their PRAISE Committee and their award-giving platform, which will recognize major awards for outstanding employees as well as special awards for Gawad Agad. PRAISE Committee formed by the district shall pattern guidelines and categories of awards from the R and R Manual of DepEd Surigao del Sur.
7. District offices may opt to create a name for their award-giving platform anchored on the unique identity of their locale.
8. District awarding after perusal of documents from school nominees shall be held on any date from January to December of every year.
9. District offices may tap the Division PRAISE Committee to provide technical assistance when needed.
10. The conduct of the rewards and recognition shall be governed by Equal Opportunity Principle (EOP). This shall ensure that no person is discriminated against, nor any person is unduly favored on account of their sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other that violates the principles of equality, equity, and fairness.
11. Immediate dissemination of this memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: NONE

References:

To be indicated in the Perpetual Index
under the following subjects:

PRIME – HRM

REWARDS AND RECOGNITION MANUAL

CCTCC/DM- ESTABLISHMENT OF REWARDS AND RECOGNITION (R AND R) AT THE DISTRICT AND SCHOOL LEVELS (SPJ)
182 /December 14, 2022



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