



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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October 1, 2020

DIVISION MEMORANDUM
 No. 178 s. 2020

ESTABLISHMENT OF SCHOOL-BASED SPOT AWARDS AND RECOGNITION OF TEACHING AND NON-TEACHING PERSONNEL WITH EXEMPLARY AND NOTABLE PERFORMANCE DURING THE COMMUNITY QUARANTINE PERIOD

To: Education Program Supervisors
 Public Schools District Supervisors
 Public Secondary and Elementary School Heads
 Public Elementary and Secondary Teaching and Non-Teaching Personnel
 Division Office Personnel

1. Pursuant to Republic Act No. 10743, An Act Declaring the Fifth Day of October of Every Year as the National Teachers' Day, in celebration of the Teachers' Month and to boost the morale and strengthen the commitment of all school personnel to the new normal in education, a recognition program for the school personnel with exemplary and notable performance during the community quarantine brought about by the COVID 19 pandemic.

2. The program aims to:

- a. recognize and reward outstanding achievements in the delivery of basic education;
- b. encourage innovative and sustainable practices in education; and
- c. promote quality performance and strengthen commitment to the new normal in education.

3. This recognition will fall under the category of "Spot Award" which is described as: *a recognition intended for personnel with notable contributions above and beyond their standard job functions or responsibilities, or an innovative way of carrying out their expected tasks. For this particular recognition, the coverage shall be notable accomplishments from March 16 (start of ECQ) to September 30, 2020.* The school Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall establish the following structures that will serve as guide for the spot awards:

1. Name/title and description of the award (ex. *Adal Saririt Award* – is given to personnel who were able to complete their graduate degrees or who have completed online course/s or webinars during the quarantine period and were able to apply the learnings gained in the performance of their job....and others) Ingenuity and creativity may be applied in the giving of name/title of the award

2. Process of nomination – the nomination can be done by the school head or department head or peers, and shall be validated by the school PRAISE committee. The award may be in group or individual category.

Example of a nomination form:

School: _____

Name of nominee (for individual category)	Award	Notable Achievement/Program	Date of launching/conduct of the notable program by the nominee/s	Impact of the achievement/program
Department/ Name of nominees/group				

Nominated by: _____





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4. The guidelines shall be set from October 5 – 9, 2020 and the recognition program will be conducted any day from October 12 -16, 2020. A copy of the school Spot Award guidelines will be emailed to: sdoabrahrspot@gmail.com as soon as the school PRAISE committee are done crafting.


5. For purposes of uniformity in documentation, the following Quality Forms of the SGOD-HRDS shall be utilized in the pre, during and post implementation of the recognition program:

- a. SDOABRA-QF-SGOD-HRD-003 – School-based Activity Request
- b. SDOABRA-QF-SGOD-HRD-004 – Registration Form
- c. SDOABRA-QF-SGOD-HRD-005 – Attendance Sheet
- d. SDOABRA-QF-SGOD-HRD-009- Activity Completion Report
- e. SDOABRA-QF-SGOD-HRD-025 – Record of Awardees to Various Recognitions and Searches for Exemplary Performance

Certificate/plaques of recognition shall be in accordance with DepEd Order no. 30, series 2019 – DepEd Manual of Style
The memorandum for the conduct of the activity shall be issued by the school head.
These quality forms are downloadable through the link: <http://deped.in/5hrdqf>

6. To facilitate the approval of activity requests, the Public Schools District Supervisors will affix their signature in the activity requests of the school heads in the elementary within their respective districts. The activity request of the secondary school heads shall be emailed to sdoabrahrsubmits@gmail.com. The activity requests from the elementary school heads could likewise be emailed to the same address.

7. For widest dissemination and compliance.


GLORIA B. BUYA-AO
Schools Division Superintendent

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Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
E-mail: abra@deped.gov.ph



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