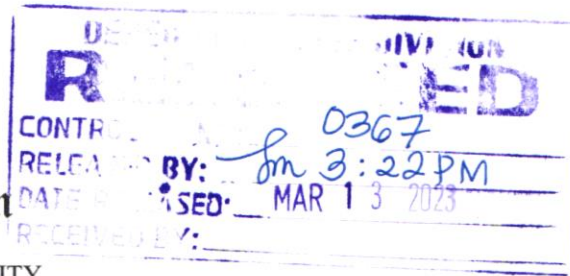




Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 080, s. 2023

**DISSEMINATION OF THE GUIDELINES FOR THE
CHADA NON-TEACHING PERSONNEL AWARD FOR JOB ORDERS**

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Schools Division Office of Dumaguete City through its Program on Awards and Incentives for Service Excellence (PRAISE) Committee hereby announces an additional category in the Chada Performers of the Year Search, the **Chada Non-Teaching Personnel Award for Job Orders**.
2. This additional category aims to encourage, recognize and award the job orders/city-paid workers stationed in SDO Dumaguete for their exemplary work behavior and outstanding accomplishments that lead to organizational efficiency and effectiveness, towards the achievement of DepEd goals.
3. Enclosed are the guidelines and criteria for reference and guidance.
4. Immediate dissemination of and compliance with this Memorandum are desired.

GREGORIO CYRUS R. ELEJORDE, EdD, CESO V
Schools Division Superintendent



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**GUIDELINES FOR THE CHADA NON-TEACHING PERSONNEL AWARD
FOR JOB ORDERS**

A. RATIONALE

The Schools Division Office of Dumaguete City aims to adhere to the mandate of the Civil Service Commission (CSC) on the Program on Awards and Incentives for Service Excellence (PRAISE) thus the Chada Performers of the Year was established. This program aims to encourage, recognize and award all employees for their exemplary performance, good behavior and dedication to service, which lead to organizational productivity and attainment of goals.

The additional category, Chada Non-Teaching Personnel Award for Job Orders, aims to give importance to the support staff of the department who ensures an enabling and supportive environment for effective learning to happen as stipulated in the vision and mission of DepEd. This search is designed to encourage innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding job orders for their outstanding performance and continued commitment.

B. OBJECTIVES

1. To strengthen the implementation of DepEd PRAISE embodied in DO 9, s. 2002;
2. To motivate and reward job orders for their exceptional work performance which contributed to achieving DepEd's vision and mission

C. COVERAGE

The search shall be open to all job orders/city-paid workers (General Fund and Special Education Fund) in the Division Office and in the schools, without prejudice and/or biases of gender, civil status, employment status, disability, ethnicity and religion or other differences.



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D. QUALIFICATION STANDARDS

The nominees must meet the following qualifications:

1. Nominees must be a current job order/city-paid worker (GF/SEF) designated in the division office or in the schools for at least two years.
2. Nominees must not have been suspended or sanctioned for violation of administrative policies, rules and regulations and have no pending administrative/civil/criminal cases for the past three years.
3. They must be persons of integrity both in public and private life and have exhibited excellent relationship with co-workers, partners, stakeholders, and the community.
4. Nominees must have performed extra duties beyond those normally assigned and created a positive work environment to enhance the image of the school and division.
5. Nominees must be an active supporter of division/school activities, projects, and programs.

E. REQUIRED DOCUMENTS

The nominee shall submit the pertinent documents with labels/tabs in an expandable folder for validation, review and assessment in the following order:

- A. Cover Page (Name of Personnel, Designation and Name of School)
- B. Annex A - Individual Nomination Form (form attached)
- C. Updated Personal Data Sheet with passport size photo with nametag taken within the last six (6) months prior to the nomination
- D. Two (2) annual performance ratings prior to the nomination
- E. Certificate of no pending administrative/civil/criminal case issued by the agency's Administrative Officer
- F. Required/Supporting documents specified in the criteria for evaluation



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