



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

January 30, 2023

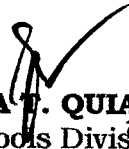
**OFFICE MEMORANDUM**

No. 009 S. 2023

**CALL FOR NOMINATION AND SUBMISSION OF DOCUMENTS FOR  
DEPED BULACAN SDO PROPER 2022 GAWAD GALING KAWANI**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Heads of Unit/Sections  
All Others Concerned

1. Pursuant to Division Memorandum No. 99 s. 2021, titled DepEd SDO Bulacan: Program on Awards and Incentives for Service Excellence (PRAISE), and Division Memorandum No. 116 s. 2021 (Additional Guidelines to DM # 99 s. 2021) this Office shall conduct Gawad Galing Kawani (GGK) – Recognition of SDO Personnel's Exemplary Accomplishments for Calendar Year 2022 on a date and venue to be announced in a separate memorandum.
2. In relation to this, the SDO PRAISE Committee shall begin accepting nomination in various categories beginning February 3, 2023 until February 10, 2023 at the Office of the Schools Division Superintendent.
3. The categories of the 2022 GGK that require nomination are enumerated in Enclosure No. 1. Enclosure No. 2 bears the Nomination Form.
4. Late submission of the required documents will not be accepted.
5. Immediate dissemination of the Memorandum is desired.

  
**ROWENA T. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
OIC-Office of the School Division Superintendent





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Enclosure No. 1 to Division Memorandum No. \_\_S. 2023

**SDO Bulacan Rewards and Recognition System  
2022 GAWAD GALING KAWANI  
Categories That Require Nomination**

No.	Category	Required Documents & MOVS
1.	<b>Outstanding Employee-Karunungan Award</b> This recognition is awarded to an employee of DepEd Bulacan SDO Proper who had completed in CY 2022 his/her Master of Arts/Doctorate degree/Special Course (with at least 6 months) from government recognized/reputable institution without using government time and money while in active service at the SDO.	a. Duly Authenticated Diploma/Certificate of Completion -original/certified true copy b. Duly authenticated Transcript of Records / List and Summary of Grades c. Latest Service Record; and d. Duly Accomplished Nomination Form endorsed/signed by Head of Unit/Section.
2.	<b>Outstanding Employee - Pasado Award</b> This recognition is awarded to an employee of DepEd Bulacan SDO Proper who had passed the 2022 Civil Service Examination/Licensure Examination	a. Proof of Rating for CSC Exam Passers b. Duly Accomplished Nomination Form endorsed/signed by Head of Unit/Section.
3.	<b>Outstanding Employee - Malikhain Award</b> This recognition is awarded to permanent employee of DepEd Bulacan SDO Proper who had initiated in 2022 exemplary practice/project that significantly improved a work process or system and have significantly increased the operational efficiency of the unit or SDO.	a. Certification from the head of the Unit/Section that the project had been utilized starting in 2022; b. Manuscript of the project/initiative containing the work processes that warrant usefulness and efficiency in the workplace; c. Certification on the impact of the project. Duly noted and signed by the Unit/Section Head; d. 2022 IPCR at least VS Rating; e. Latest Service Record; and f. Duly Accomplished Nomination Form endorsed/signed by Head of Unit/Section.





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4.	<p><b>Outstanding Employee - Matulungin Award</b> This recognition is awarded to an individual or a group of permanent employees of DepEd Bulacan SDO Proper who had rendered voluntarily service/organized outreach activity for an exemplary purpose in the name of excellent service to clients of DepEd and its stakeholders.</p>	<ol style="list-style-type: none"><li>Certification that the activity has been conducted in 2022.</li><li>Activity Completion Report with photos</li><li>Certification from the beneficiaries/recipients of the services</li><li>2022 IPCR at least VS Rating;</li><li>Latest Service Record; and</li><li>Duly Accomplished Nomination Form endorsed/signed by Head of Unit/Section</li></ol>
5.	<p><b>Outstanding Employee - Masigasig Award</b> This recognition is awarded to permanent employee (individual or group) of DepEd Bulacan SDO Proper who had received recognition from other agencies or offices for meritorious performance or exemplary behavior in the field of education.</p>	<ul style="list-style-type: none"><li>• Proof of received award from other agencies/offices recognized by DepEd</li></ul>
6.	<p><b>Outstanding Employee - Kasipagan Award</b> This recognition is awarded to permanent employee of DepEd Bulacan SDO Proper who had been consistently diligent in attendance to required activities and whose participation had positively contributed to the efficiency of the SDO.</p>	<ol style="list-style-type: none"><li>Certification from head of unit/section on the attendance of the nominees to the required activities;</li><li>Photos during the activity(ies);</li><li>Duly Accomplished Nomination Form endorsed/signed by Head of Unit/Section.</li></ol>
7.	<p><b>Outstanding Employee - Matapat Award</b> This recognition is given to permanent individual employee or a unit who had demonstrated genuine honesty and transparency in the utilization of material and financial resources of the SDO.</p>	<ol style="list-style-type: none"><li>Certification from head of unit/section on the genuine honesty and transparency demonstrated/manifested by the nominee;</li><li>Written testimonial of other personnel;</li><li>Duly Accomplished Nomination Form endorsed/signed by Head of Unit/Section</li></ol>
8.	<p><b>Outstanding Employee - Mabuti Award</b> This recognition is given to permanent employee who was caught in the act of doing an act of kindness, honesty, or courtesy with a client or with a colleague, simple but worthy of emulation and inspiring to other public servants.</p>	<ol style="list-style-type: none"><li>Narrative of the detailed account involving the nominee doing an act of kindness witnessed by others.</li><li>Duly Accomplished Nomination Form endorsed/signed by Head of Unit/Section.</li></ol>





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<p>9. Outstanding Employee - Aktibo Award This recognition is awarded to any permanent employee in the 1st and 2nd level categories who had demonstrated outstanding dedication in his/her work as evidenced by his/her attendance during the flag raising ceremonies, wearing of proper office uniform and ID; and submission of monthly accomplishments.</p>	<p>a. Certification from head of unit/section proving his/her outstanding dedication, with at least one feedback from clients/co-workers in the office/other units in the SDO; and b. Duly Accomplished Nomination Form endorsed/signed by Head of Unit/Section</p>
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Enclosure No. 2 to Division Memorandum No. 009S. 2023

**DepEd Bulacan SDO Proper 2022  
Gawad Galing Kawani**

**Nomination Form**

Category : \_\_\_\_\_

Name of Nominee : \_\_\_\_\_ Designation : \_\_\_\_\_

Unit/Section: \_\_\_\_\_ No. of Years in Service : \_\_\_\_\_

Gender : \_\_\_\_\_ Age : \_\_\_\_\_ Nature of Appointment: \_\_\_\_\_

To SDO PRAISE Committee:

This is endorse the nomination of \_\_\_\_\_ for the category  
\_\_\_\_\_ of the 2022 Gawad Galing Kawani.

Attached herewith are the required means of verifications/documents for perusal and  
evaluation of the PRAISE Committee.

\_\_\_\_\_  
Name and Signature of Head of Unit/Section

Date Submitted: \_\_\_\_\_

