



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

December 7, 2023

OFFICE MEMORANDUM

No. 038 s. 2023

**DEPED BULACAN (SDO PROPER) 2023 GAWAD GALING KAWANI SEARCH
(CALL FOR NOMINATION AND SUBMISSION OF DOCUMENTS)**

To: Assistant Schools Division Superintendents
Division Chiefs
Heads of Units/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), this Office shall conduct the 2023 Gawad Galing Kawani (GGK) Search in recognition of Division Office personnel's exemplary accomplishments and performance for Calendar Year 2023. The awarding of the Search shall be held on a date and venue to be announced in a separate memorandum.
2. In relation to this, the SDO PRAISE Committee shall accept nomination in various categories from December 11 to 15, 2023 thru this link: https://bit.ly/GGK2023_PRAISE.
3. The Search is open to all qualified SDO Proper personnel regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, and socio-economic standing.
4. The evaluation of documents, conduct of interview and background validation is scheduled on December 18-22, 2023, at the SDO Conference Hall.
5. The categories of the 2023 GGK Search are enumerated in Enclosure No. 1, while the nomination form is indicated in Enclosure No. 2.
6. Late submission of the required documents is ground for disqualification.
7. Immediate dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

mgr/sgod-hrd PRAISE-GGK
142/11-21-2023



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Enclosure to Office Memorandum No. _____ S. 2023

Categories of 2023 GGK Search

	Category	Required Documents/Basis/MOVs
1	<p>Meritorious Service Award Granted to individuals whose exceptional performance has led to notable achievements within their unit or section. This award is given in recognition of employees who have been distinctly observed and commended by top management for their outstanding contributions. It celebrates those who have demonstrated remarkable proficiency, innovation, and dedication in their roles, significantly advancing the objectives and standards of their departments.</p>	<ul style="list-style-type: none"> • Comprehensive record of own accomplishments for 2023 • Accomplished nomination form endorsed by head of unit/sections
2	<p>Proficient Program Implementation Award Given to an employee who has excelled as a proponent or initiator of a training or workshop. This award specifically recognizes those whose programs were executed seamlessly and punctually, reflecting a high degree of organizational and leadership skills. It is granted to individuals whose initiatives have not only been conducted without delay but have also achieved high ratings through rigorous monitoring and evaluation processes.</p>	<ul style="list-style-type: none"> • Copy of Activity Completion Report accomplished in 2023) • Accomplished nomination form endorsed by the head of unit/sections.
3	<p>Karunungan Award Presented to an employee who, during the calendar year 2023, has successfully completed a baccalaureate, graduate studies, or a special/technical course of either online or face-to-face of at least 500 hours or two months. This recognition is especially noteworthy as the awardee must have achieved this academic milestone from a government institution, without utilizing government resources or time, all while actively serving at the SDO.</p>	<ul style="list-style-type: none"> • Diploma/certificate on completed course in 2023 • Accomplished nomination form endorsed by the head of unit/sections.
4	<p>Pasado Award This recognition is accorded to employee who had hurdled/passed in 2023 any of the following: Civil Service Examination (Professional and Sub-Professional), Licensure Career Executive Service Written Examination, Assessment Center, and the like.</p>	<ul style="list-style-type: none"> • Xerox copy of rating/results (Passers of 2023) • Accomplished nomination form endorsed by the head of unit/sections.



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5	<p>Malikhain Award A distinguished accolade granted to an employee who, in 2023, pioneered an innovative project or practice. This award specifically honors those whose initiatives have significantly enhanced processes or systems within the workplace, thereby contributing to operational efficiency.</p>	<ul style="list-style-type: none"> • Manuscript of the project/initiative completed in 2023 containing the work processes that warrant usefulness and efficiency in the workplace. • Certification and evaluation document reflecting the impact of the project signed by nominee. • Accomplished nomination form endorsed by the head of unit/sections.
6	<p>Masigasig Award Granted to an employee who has been the recipient of awards or recognitions from higher offices within the Department of Education, other government agencies, or associations officially acknowledged by the agency.</p>	<ul style="list-style-type: none"> • Proof of award received in 2023 from other agencies/offices recognized by DepEd. • Accomplished nomination form endorsed by the head of unit/sections.
7	<p>Duty Award (Best in Attendance) Presented to an employee who has demonstrated a consistent pattern of early arrival and timely departure from the workplace. This award recognizes the individual's dedication to punctuality and reliability, as evidenced by their adherence to official working hours.</p>	<ul style="list-style-type: none"> • A thorough review of biometric attendance records, highlighting the recipient's commitment to maintaining an exceptional attendance record (Jan-Dec 15, 2023) • Accomplished nomination form endorsed by the head of unit/sections.
8	<p>Best in Attendance in the Workplace Award This recognition is accorded to employees who achieved the highest percentage of attendance in reporting to his/her unit, preferably less or no occurrence of tardiness (Those with leave of absence must have valid reasons)</p>	<ul style="list-style-type: none"> • Meticulous review of official attendance records (Jan-Dec 15, 2023) corroborated by timekeeping data and human resources documentation focusing on punctuality, absence occurrences, and the legitimacy of any leave taken, ensuring that the criteria of 100% attendance and no tardiness are stringently met. • Accomplished nomination form endorsed by the head of unit/sections.
9	<p>Inspirational Award Bestowed upon an employee who has been a key contributor in leading SDO Bulacan to victory, achieving accolades or championship titles at regional or national level competitions in 2023.</p>	<ul style="list-style-type: none"> • Verification criteria for this recognition shall be established and finalized by the PRAISE committee. The committee will determine the specific parameters,



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	<p>This award acknowledges and celebrates the individual's exceptional dedication and influential role in elevating the organization's standing in competitive arenas, thereby inspiring excellence within the SDO Bulacan community.</p>	<p>documentation requirements, and evaluation procedures necessary to assess eligibility and merit for the award.</p> <ul style="list-style-type: none"> Accomplished nomination form endorsed by the head of unit/sections.
10	<p>Visionary Award This recognition is accorded to employee who had demonstrated "thinking outside of the box" mentality or mindset, that resulted to further improvement of policies/guidelines in the daily operations of the SDO for CY 2023.</p>	<ul style="list-style-type: none"> Verification criteria for this recognition shall be established and finalized by the PRAISE committee. Accomplished nomination form endorsed by the head of unit/sections.
11	<p>Matulungin Award This recognition is accorded to employee who had demonstrated genuine adherence to office protocols/policies and undergone extra mile in the performance of assigned tasks.</p>	<ul style="list-style-type: none"> Certification that in 2023, the nominee has exemplified being "matulungin". Accomplished nomination form endorsed by the head of unit/sections.
12	<p>Best in 6S (Office Housekeeping) This recognition is accorded to employee who had consistently practiced 6S (Sort, Set in order, Shine, Standardize, Sustain, and Safety) in the workplace</p>	<ul style="list-style-type: none"> Rating given by SDO QMS Internal Auditor (period of Jan-Dec 2023) Accomplished nomination form endorsed by the head of unit/sections.
13	<p>Courteous Award This recognition is accorded to employee who had consistently demonstrate politeness and courtesy when dealing with the supervisors, fellow employees, office clients and other stakeholders, epitomizing service with smile</p>	<ul style="list-style-type: none"> Accomplished nomination form endorsed by the head of unit/sections. Total vote count from people's choice award balloting per unit/section (via online)
14	<p>Researcher Award This recognition is accorded to employee who had conducted/completed action research in CY 2023 that was aligned with his/her assigned tasks.</p>	<ul style="list-style-type: none"> Copy of the completed research project in 2023 Accomplished nomination form endorsed by the head of unit/sections.

