



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

November 18, 2024


OFFICE MEMORANDUM

No. 026 s. 2024

**DEPED BULACAN (SDO PROPER) 2024 GAWAD GALING KAWANI SEARCH
(CALL FOR NOMINATION AND SUBMISSION OF DOCUMENTS)**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Unit Heads of the Functional Divisions
All Others Concerned

1. In recognition of the hard work of Division Office personnel and following the focus group discussions conducted in preparation for the 2024 Gawad Galing Kawani ng DepEd Bulacan, as outlined in Office Memorandum No. 025 s. 2024, this Office shall now be accepting nominations for the 2024 Gawad Galing Kawani (GGK) Search to honor the exemplary accomplishments and performance of Division Office personnel for the Calendar Year 2024. This recognition will be part of the *Annual Reporting of Achievements in the Workplace (ARAW)* and the *culmination of SDO Bulacan's Program of Awards and Incentives for Service Excellence (PRAISE)*.
2. In alignment with the guidelines of the CSC PRIME-HRM Rewards and Recognition Pillar, 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, or socio-economic standing. Two distinct award categories will be presented this year, as enumerated in Enclosure No. 1 under the 2024 GGK Search.
 - a. Self-Nominated Awards: These awards require the submission of supporting documents (MOVs) by the nominees themselves to demonstrate their achievements.
 - b. Nominator-Based Awards: These awards are given based on nominations submitted by the top management or immediate superiors. The nomination form serves as a justification for the nominee's exemplary service, which may not always be measurable through concrete documents but has positively impacted the unit's performance.
3. The SDO PRAISE Committee will accept nominations for various categories from December 1 to 5, 2024. Self-nominated awards can be submitted via this link: <https://forms.office.com/r/iCN1vYQQR4>, while nominations for nominator-based awards should be submitted directly to the PRAISE Committee secretariat, as detailed in Enclosure No. 2. Please note that late submission of required documents will result in disqualification.
4. After the evaluation and verification of submitted documents by the PRAISE Committee, the awardees will be announced on December 18, 2024, during the ARAW and the culmination of SDO Bulacan's PRAISE.
5. Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent

mgr/sgod-hrd GGK
180/11-17-2024



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

Enclosure No.1 to Division Memorandum no. 04 s. 2024
DepEd Bulacan (SDO Proper) 2024 Gawad Galing Kawani Search

CATEGORIES of 2024 GAWAD GALING KAWANI (GGK) SEARCH
for MOST OUTSTANDING & DESERVING EMPLOYEE in the LEVEL (MODEL)

(Note: Means of Verification (MOVs) may vary depending on the applicant's role or nature of work, and therefore not all listed items are required. Examples of evidence include, but are not limited to, signed memoranda, proposal copies, photographs, accomplishment reports, feedback from personnel involved in PPAs, and other relevant documentation.)

MODEL: Excellence In Program Innovation And Implementation

MOVs:

- Number of programs/projects successfully implemented and innovations introduced.
- Pre- and post-assessment results show a measurable impact on participants' knowledge or skills.
- Documentation of project milestones and improvements made to processes.
- Recognition received for successful project outcomes.

Rubric:

- 5 points: Multiple innovative programs successfully implemented with measurable positive impact and recognition.
- 4 points: At least two programs implemented with significant impact and some recognition.
- 3 points: One program implemented with moderate impact.
- 2 points: The program was implemented with minimal impact and no recognition.
- 1 point: Limited or no implementation, no measurable impact.

MODEL: Excellence In Stakeholder Collaboration And Resource Mobilization

MOVs:

- Number of partnerships established with stakeholders (e.g., LGUs, NGOs, private sector).
- Amount of funding generated and resources mobilized through collaboration.
- Number of engagement activities conducted and their impact on project success.
- Reports or testimonials from stakeholders on the effectiveness of engagement efforts.

Rubric:

- 5 points: Multiple partnerships established, significant funding generated, and highly positive stakeholder feedback.
- 4 points: Several partnerships with moderate funding and positive feedback.
- 3 points: At least one partnership with some funding and positive stakeholder comments.
- 2 points: Minimal partnerships, limited funding, and neutral feedback.
- 1 point: No partnerships or funding generated, negative feedback.

MODEL: Excellence In Customer Service And Stakeholder Assistance

MOVs:

- Number of clients or stakeholders assisted and level of satisfaction based on feedback.
- Customer satisfaction ratings were gathered from surveys and interviews.
- Recognition or commendations from clients regarding the quality of service provided.
- Case studies demonstrating positive outcomes from customer service interactions.

Rubric:

- 5 points: Consistently high customer satisfaction, multiple commendations, and well-documented positive outcomes.
- 4 points: High satisfaction with several commendations.
- 3 points: Moderate satisfaction and a few commendations.
- 2 points: Minimal satisfaction and no commendations.
- 1 point: Low satisfaction with complaints.



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

Page 2 of Enclosure No.1 to Division Memorandum no. _____ s. 2024
DepEd Bulacan (SDO Proper) 2024 Gawad Galing Kawani Search

MODEL: Employee Wellness And GAD (Gender And Development) Champion

MOVs:

- Number of wellness and GAD-related communication materials prepared (e.g., reports, newsletters, memos).
- Feedback from stakeholders on the impact and effectiveness of wellness and GAD initiatives.
- Number of wellness and GAD-related initiatives or programs successfully implemented, including their scope and reach.
- Documentation demonstrating compliance with GAD guidelines in program planning, implementation, and evaluation.
- Evidence of promoting a supportive and inclusive work environment through wellness activities and GAD programs.

Rubric:

- 5 points: Demonstrates excellence in wellness and GAD initiatives by preparing numerous high-quality communication materials, consistently receiving highly positive feedback from stakeholders, successfully implementing multiple impactful wellness and GAD programs, and fully complying with GAD guidelines. Promotes a highly supportive and inclusive work environment.
- 4 points: Prepare several effective communication materials with clear, relevant, and inclusive content. Receives positive feedback from stakeholders, implements at least two significant wellness or GAD initiatives, and shows compliance with GAD guidelines. Promotes a supportive work environment.
- 3 points: Prepare some communication materials with moderate quality. Receives mixed feedback from stakeholders, implements at least one wellness or GAD initiative with limited scope, and demonstrates partial compliance with GAD guidelines. Shows some effort to promote an inclusive work environment.
- 2 points: Limited preparation of communication materials with inconsistent quality. Receives neutral or minimal feedback from stakeholders, implements minimal wellness or GAD initiatives, and lacks adequate documentation for GAD compliance. Limited promotion of inclusivity.
- 1 point: Rarely prepares communication materials and demonstrates poor quality. Receives negative feedback from stakeholders, does not implement any wellness or GAD initiatives, lacks compliance with GAD guidelines, and does not promote an inclusive work environment.

MODEL: Excellence In Records Management And Organization

MOVs:

- Percentage of records digitized, accurately organized, and maintained.
- Quality and accuracy of data management, including reductions in error rates.
- Feedback from supervisors on improvements in records organization and accessibility.
- Evidence of implemented organizational systems that enhanced office efficiency.

Rubric:

- 5 points: Records are fully digitized, error rates are minimized, and organizational systems have significantly improved efficiency.
- 4 points: Most records are digitized, with some error reduction.
- 3 points: Partial digitization with minimal improvements in accuracy.
- 2 points: Limited digitization, no significant error reduction.
- 1 point: Records poorly organized, high error rates.



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

Page 3 of Enclosure No.1 to Division Memorandum no. _____ s. 2024
DepEd Bulacan (SDO Proper) 2024 Gawad Galing Kawani Search

MODEL: Excellence In Human Resource And Capacity Development

MOVs:

- Several training programs or HR initiatives are organized to support staff development.
- Feedback from personnel on the effectiveness of HR support and training activities.
- Reports on staff performance improvements post-training.
- Successful completion of HR tasks such as recruitment, deployment, and performance evaluation.

Rubric:

- 5 points: Multiple successful HR initiatives with significant improvements in staff performance.
- 4 points: Several HR programs with positive feedback and moderate performance improvements.
- 3 points: At least one HR initiative with some impact.
- 2 points: Minimal HR initiatives with limited impact.
- 1 point: No initiatives, no performance improvement.

MODEL: Excellence In Digital Transformation And Data Management

MOVs:

- Several digital tools or systems implemented to enhance productivity and data management.
- Reduction in manual processes and efficiency gains documented after ICT integration.
- Percentage of records digitized and improvements in data accuracy.
- Feedback from staff on the ease of accessing digitized records and data.

Rubric:

- 5 points: Significant ICT integration resulting in high efficiency and positive feedback.
- 4 points: Moderate ICT integration with some efficiency gains.
- 3 points: Some tools were implemented with limited feedback.
- 2 points: Minimal implementation, no measurable gains.
- 1 point: No ICT initiatives, no feedback.

MODEL: Excellence In Financial And Resource Management

MOVs:

- Amount of funding sourced or generated for projects and initiatives.
- Adherence to budgetary standards and responsible fund utilization.
- Budget utilization rate and transparency reports on spending.
- Stakeholder feedback on the efficiency and transparency of financial management.

Rubric:

- 5 points: High funding sourced, adherence to budget, transparency in financial management.
- 4 points: Moderate funding and adherence to financial standards.
- 3 points: Some funding generated, minor budget deviations.
- 2 points: Limited funding, budget adherence issues.
- 1 point: No funding sourced, significant budget problems.

MODEL: Exemplary Punctuality And Team Contribution

MOVs:

- Attendance records show minimal absences or late arrivals.
- Number of team projects participated in and contributions made to their success.
- Recognition from supervisors or team members regarding reliability and punctuality.
- Testimonials from peers on support provided to team initiatives.



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

Page 4 of Enclosure No.1 to Division Memorandum no. _____ s. 2024
DepEd Bulacan (SDO Proper) 2024 Gawad Galing Kawani Search

Rubric:

- 5 points: Perfect attendance, active team participation, and multiple recognitions.
- 4 points: Minimal absences, good participation, some recognition.
- 3 points: Moderate attendance with some team contribution.
- 2 points: Frequent absences, limited team involvement.
- 1 point: Poor attendance, no team contribution.

MODEL: Excellence In Sustainable Learning Environment Development

MOVs:

- Several sustainability projects and green initiatives implemented.
- Number of projects contributing to improved learning environments.
- Reduction in resource consumption (e.g., paper, energy) and documentation of improvements.
- Feedback from school heads on the impact of environmental and learning space initiatives.

Rubric:

- 5 points: Multiple sustainability projects, significant resource savings, positive feedback.
- 4 points: Several initiatives with moderate impact.
- 3 points: At least one initiative with some improvement.
- 2 points: Minimal efforts, no significant impact.
- 1 point: No sustainability initiatives.

MODEL: Excellence In Curriculum Support And School Monitoring

MOVs:

- Number of curriculum-related activities (e.g., workshops, training) supported and their outcomes.
- Number of school monitoring visits conducted and completion of evaluation reports.
- Feedback from teachers and school staff on the quality of instructional and governance support.
- Number of action plans created and implemented based on monitoring and evaluation results.

Rubric:

- 5 points: Multiple curriculum activities supported, comprehensive monitoring visits, highly positive feedback.
- 4 points: Several activities with moderate feedback.
- 3 points: Some support was provided with limited feedback.
- 2 points: Minimal support, neutral feedback.
- 1 point: No support or negative feedback.

MODEL: Nominator-Based Awards

- Outstanding Teamwork Contributor Award:** This award recognizes individuals who have demonstrated exceptional collaboration, communication, and support within their team or unit. The nominee consistently contributes to a positive team environment, fostering unity and shared success through observable efforts that have significantly impacted team dynamics.
- Innovative Solution Award:** This category acknowledges individuals whose creativity and problem-solving skills have led to unique and effective solutions in the workplace. The nominee may not have documented results, but the impact of their innovative approach has been recognized by their immediate superior as beneficial to the unit's objectives and operations.



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

Page 5 of Enclosure No.1 to Division Memorandum no. _____ s. 2024
DepEd Bulacan (SDO Proper) 2024 Gawad Galing Kawani Search

- c. **Resilience and Dedication Award:** This award is for those who have consistently shown resilience, commitment, and a positive attitude during challenging situations. The immediate superior may recognize the nominee for their dedication and willingness to persevere under pressure, contributing to the stability and morale of the unit without necessarily having measurable accomplishments.

- d. **Leadership by Example Award:** This award is for individuals who exemplify the core values of the organization and lead by example. Their influence may not be in a formal leadership role, but through their actions and behaviors, they inspire and motivate their peers. This category recognizes their ability to positively impact the work environment, as observed by their immediate superior.



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

Enclosure No.2 to Division Memorandum no. 026 s. 2024
DepEd Bulacan (SDO Proper) 2024 Gawad Galing Kawani Search

NOMINATION FORM for 2024 GAWAD GALING KAWANI (GGK) SEARCH
for NOMINATOR-BASED AWARDS

(To be filled out and submitted by the appropriate Head of Office or Immediate Superior)

SDO PRAISE COMMITTEE NOMINATION FORM

Nominator-Based Awards 2024

Instructions:

Please complete all fields in this form. Select the appropriate award category for your nominee and provide a detailed justification, including examples of observable behaviors or actions that demonstrate the nominee's exemplary service.

Section 1: Nominee Information

- Name of Nominee: _____
- Position: _____
- Unit/Office: _____
- Length of Service in Current Unit/Office (Years): _____

Section 2: Nominator Information

- Name of Nominator: _____
- Position: _____
- Unit/Office: _____

Section 3: Award Category

Please select one of the following categories for your nomination by shading the box next to the chosen category.

- Outstanding Teamwork Contributor Award
- Innovative Solution Award
- Resilience and Dedication Award
- Leadership by Example Award



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

Page 2 of Enclosure No.2 to Division Memorandum no. _____ s. 2024
 DepEd Bulacan (SDO Proper) 2024 Gawad Galing Kawani Search

Section 4: Justification of Nomination

1. Describe how the nominee has demonstrated qualities relevant to the selected award category. (Please provide specific examples of the nominee's actions or behaviors that make them deserving of this award. This may include observed efforts, contributions, or notable accomplishments within the team or unit.)

2. How has the nominee's actions positively impacted the unit's performance? (Explain the significance of the nominee's contributions to the unit's success, highlighting any observable outcomes or impacts on the team's environment or productivity.)

Section 5: Additional Comments (Optional)

Any additional information you would like the PRAISE Committee to consider regarding this nomination:

Section 6: Nominator's Signature

- Signature: _____
- Date: _____

Note:
 Please submit the completed nomination form to the PRAISE Committee Secretariat on or before December 5, 2024. For more information, refer to Enclosure No. 2.

mgr/sgod-hrd GGK
 180/11-17-2024

