



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

January 11, 2021

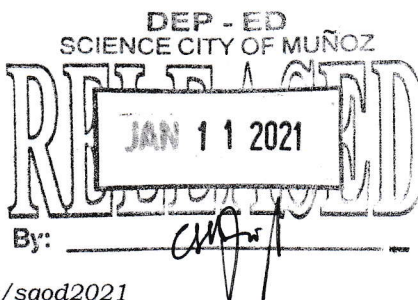
DIVISION MEMORANDUM

No. 15, s. 2021

To: All Schools Division Office (SDO) Unit Heads

MOTIVATIONAL AWARDS ON TIME CONCIOUSNESS, HONESTY AND EXCELLENT SERVICE (MATCHES)

1. The Division of Science City of Muñoz through the School Governance and Operations Division (SGOD) will conduct Motivational Awards on Time Consciousness, Honesty and Excellent Service for the deserving employees and functional units in the Schools Division Office (SDO).
2. It aims to recognize and reward individual/group achievement that exceeds expectations in a meaningful way. It also recognizes the committed and dedicated workforce that continually strives to help the Department succeed in achieving in its vision, mission and goals.
3. The reward system is concerned with the formulation and implementation of strategies and policies that aim to give extrinsic reward and recognition (Category I-7S Champions and Early Bird, Category II-100% attendance and Best Frontline Officer) for the deserving employees and functional units in the Schools Division Office, Division of Science City of Munoz.
4. Enclosed are the MATCHES Committee, criteria and mechanics of the said project.
5. For information and guidance.



seps/sgod2021

DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent



Loyal, Excellent, Accountable and Dedicated to Service
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Enclosure to Division Memorandum No. 15 s. 2020

**MOTIVATIONAL AWARDS ON TIME CONSCIOUSNESS, HONESTY and
EXCELLENT SERVICE (MATCHES) COMMITTEE**

CATEGORY I - 7S CHAMPIONS

Chairman: BERNARDO A. GARGABITE - Chief ES - SGOD
Members:
LEOVAL DG. DELA CRUZ - SEPS - HRD
CYRIL S. TALUSAN - EPS II
JONNADEL S. PATONONA - PDO I

CATEGORY II - 100% ATTENDANCE, EARLY BIRD AND BEST FRONTLINE OFFICER

Chairman: BERNARDO A. GARGABITE, EdD - Chief ES - SGOD
Co-Chair: FHRIESSY CRUZ S. BERMUDA, II - AO V
Members:
LEOVAL DG. DELA CRUZ - SEPS - HRD
STELLA MARIE C. DUMALE - AO IV

PROJECT MECHANICS/CRITERIA

100% ATTENDANCE

The award will be given to the employee with complete attendance in three consecutive months. Official attendance to seminars, trainings, conferences, workshops and other related official activities will be considered as days present in the office.

EARLY BIRD

The award will be given to an employee for being consistently early in three consecutive months. The awardee will be determined based on records of Attendance, Monitoring Logbook and DTR submitted to the Division Human Resource Management Officer (HRMO).

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BEST FRONTLINE OFFICER

The award will be given to the employee who has been favorably observed by the committee and/or positively identified and mentioned in the Customer Feedback Forms/Online Voting for his/her exemplary services at least one month within three consecutive months.

7S CHAMPIONS CRITERIA

Date: _____

Unit/Functional Division: _____

	5	4	3	2	1
1. SORT					
a. Desktop/Table - free from other office items					
b. Chairs - Coats are placed on chairs only when the employees concerned are present					
c. Lockers/Cabinet/drawer - Do not contain unnecessary equipment, tools and materials other than those supplies frequently being used for office work					
d. Fire extinguisher - Properly maintained, located in designated places, properly mounted/labelled and are within 195 to 200 PSI					
e. Waste Can/Bin - Proper disposal of biodegradable, non-biodegradable and recyclable materials					
	5	4	3	2	1
2. SYSTEMATIZE					
a. Labelled Properly - Desk, table, locker, cabinets, drawer, offices and sub-units, exhibits, display, waste bins and the like					
b. Found in Proper Places - Personal computer, laptop, printers, lockers, cabinets, drawers, waste bins and other office supplies					
c. Storage Room/Area - Supplies, equipment and other office materials					

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d. Presence of Dividing Lines/Partitions - Sub-units in the office are clearly identify					
e. Bulletin Board - Contain work-related and pertinent information needed in the office					
f. Desk Name Plates - Easy to locate all employees Desk Name Plates					
	5	4	3	2	1
3. SWEEP					
a. Desk, tables, chairs, computer tables, lockers, cabinet, drawers, aisles, floors, windows, personal computers, laptop, printers, photocopies, air-conditioning units, electric fans and the like - clean and free of unnecessary items					
b. Tables, cabinets, console tables - painted/varnished					
c. Comfort Room/s – Functional and maintain cleanliness					
d. Cleaning Materials - Properly keep after use					
	5	4	3	2	1
4. STANDARDIZE					
a. Office Uniform and Official ID/Office Attire - Employees wear while inside the company premises					
b. Biometrics and Logbooks - Properly use of logbooks and biometric					
c. No Smoking Campaign - Posted label/reminders					
d. DepEd Vision/Mission and Core Values - Posted on wall and memorize					
e. Quality Policy/Objectives/Departmental Objective - Posted on wall and memorize					
f. Desktop/Laptops - Display the Official Logo of the organization					
g. 7 S Poster/Reading Materials - Visible in the office					
h. Feedback Mechanism - Utilization of Costumers Feedback Form					
	5	4	3	2	1

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5. SUSTAIN					
a. Office Head/Representative - Present during 7 S Audit					
b. Office Head/Representative - Clear evidence of encouraging office personnel to make 7 S of Good Housekeeping a daily habit					
c. Client/Visitors/Guest - Warmly welcome in the office					
d. Client/Visitors/Guest - There is a clear, polite and concise manner of addressing concerns					
	5	4	3	2	1
6. SAFETY					
a. Hazard-free - Running cords are avoided, paper cutter is hidden when not in use, no overloading of electric outlets					
b. Electrical Sockets/Switch - Labelled properly					
c. Alert, warning, hazard - Labelled with proper symbols					
d. Safety Training for all SDO employees					
	5	4	3	2	1
7. SPIRIT					
a. 7 S team - Established in the Unit					
b. Unit Personnel - Provided capacity-building seminars					

Legend:

5 – Always 4 – Most of the time 3 – Sometimes
 2 – Seldom 1 – Not at all

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