



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

March 12, 2021

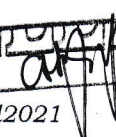
DIVISION MEMORANDUM


No. 99, s. 2021

SCHOOLS DIVISION OFFICE (SDO) EMPLOYEE OF THE MONTH

To: All Schools Division Office (SDO) Unit Heads

1. Pursuant to DepEd Order no. 9, s. 2002 – Establishing the Program on Awards and Incentives for Service and Excellence (PRAISE) in the Department of Education and CSC MC No. 01, s. 2001, The Division of Science City of Muñoz will conduct the Division Search for Schools Division Office (SDO) Employee of the Month.
2. It aims to formally recognize and reward individual 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. Employee who got the highest score (at least 40 points) shall be declared as SDO Employee of the month.
4. Employee of the Month will receive certificate of recognition and cash incentive.
5. Enclosed are the SDO Employee of the Month Committee and the Criteria of the said project.
6. For queries, please feel free to contact the LEOVAL DG. DELA CRUZ, HRD-SEPS through leoval.delacruz@deped.gov.ph or at cellphone number 09260720265.
7. For dissemination and guidance.

DEP - ED
SCIENCE CITY OF MUÑOZ
RELEASED
MAR 12 2021
By: 
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



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

Enclosure to Division Memorandum No. 99 s. 2021

**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICES EXCELLENCE
(PRAISE) COMMITTEE**

ZUREX T. BACAY, Ph.D.
Asst. Schools Division Superintendent
Chairman

Members:

JOMEL V. MANGAWANG
Accountant III

ENGR. MARLON V. SIMINIG
Planning Officer III

STELLA MARIE C. DUMALE
Administrative Officer IV

JOHANN M. TABING
Information Technology Officer I
(2nd Level)

MARIA LUIZA O. ALIPIO
Administrative Assistant III
(1st Level)/Secretariat

seps/sgod2021



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



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

SDO EMPLOYEE OF THE MONTH CRITERIA

Attitude and Commitment (20 points)

- Dedicated to fulfilling job responsibilities (5 points)
- Demonstrates good customer service skills (5 points)
- Consistently dependable and is punctual in reporting to work (5 points)
- Serves as a role model to others (5 points)

Interpersonal Skills (15 points)

- Displays a helpful, cooperative and positive attitude towards superiors and co-workers (5 points)
- Consistently friendly and polite to clientele (5 points)
- Uses effective listening skills (5 points)

Work Performance (20 points)

- Accurately completes work assignments on time (5 points)
- Takes initiative (5 points)
- Willingness to learn and take on new responsibilities (5 points)

Personal Traits (15 points)

- Maintains an appropriate and neat personal appearance and dress (5 points)
- Conscientious, honest and hard-working (5 points)
- Integrity, on and off the job (5 points)

TOTAL POINTS 65 points

(Employee who got the highest score (at least 40 points) shall be awarded as Employee of the Month)

seps/sgod2021



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