



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION ORDER**

No. 5, s.2025

**REVISED IMPLEMENTATION OF THE BEST EMPLOYEE AWARD FOR  
MERIT (BEAM) AWARDS FOR SCHOOLS DIVISION OF VIGAN CITY**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit/Section Heads  
School Heads of Public Elementary and Secondary School  
All SDO and School-Based Personnel  
All Other Personnel Concerned

1. CSC MC No. 1, s.2001, or the "Revised Policies on Program on Awards and Incentives for Service Excellence" recognize the need for continuous and reliable recognition to civil servants to further improve the effectivity and efficiency of employees by acknowledging their efforts and sacrifices in helping the government provide a quality and commendable service to the people.
2. To abide by the law and establish effective processes in recognizing and rewarding employees based on transparency, fairness, and merit.
3. The Schools Division of Vigan City created a rewards and recognition system known as "BEAM" Awards or *Best Employee Award for Merit* to recognize and reward SDO-Vigan City employees for excellent performance.
4. Anent this, all division and school-based personnel including external customers who avail of the services of the different offices in the division are directed to fill-out the attached BEAM Feedback Form.
5. The BEAM Feedback Form shall be found in the Public Assistance and Complaints Desk (PACD). Personnel designated at PACD shall ensure that external and internal clients have accomplished the said form along with the Client Satisfaction Measuring (CSM) Tool.
6. Attached are the Revised Policy Guidelines for the Implementation of BEAM Awards and BEAM Feedback Form, for guidance of all.
7. Immediate and wide disseminations of the contents of this order is desired.

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY

04 MAR 2025

**RELEASED**

BY: \_\_\_\_\_

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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**REVISED POLICY GUIDELINES FOR THE IMPLEMENTATION OF "BEAM"  
AWARDS**

(Best Employee Award for Merit)  
Schools Division of Vigan City

**I. RATIONALE**

Service is recognized as the major drive of an institution to realize its mission, vision and achieve its objectives. An employee in service deserves the best of everything such as competitive salary, job security, career enhancement and work life balance. In a vast growing organization like the Department of Education particularly Schools Division of Vigan City, workforce is an important asset whose needs must be met and recognized to enhance performance. The division recognizes that employees are key in the achievement of set goals and objectives.

CSC MC No. 1, s. 2001, or the "Revised Policies on Program on Awards and Incentives for Service Excellence" recognize the need for continuous and reliable recognition to civil servants to further improve the effectivity and efficiency of employees by acknowledging their efforts and sacrifices in helping the government provide a quality and commendable service to the people.

The Schools Division of Vigan City therefore has established institutionalized robust practices and effective processes in recognizing excellence and positively impacting employee perception in rewards and recognition in order to learn from especially, areas of performance management. This Policy provides clear guidelines in rewarding excellence. The Policy aims at rewarding employees based on transparency, fairness and merit.

**II. POLICY**

The policy creates a rewards and recognition system with clear criteria for rewarding excellent performance in the division. It is envisioned that successful implementation of the Policy will serve to encourage excellence and recognize meritocracy for a high performing institution.

The reward program is aimed at motivating employees to change work habits and key behavior to benefit the division and the people it serves. The rewards emphasize excellence or achievement rather than basic competence. This Policy aims to reward employees based on competitive, transparent, fair and merit-based criteria. Employee recognition is a communication tool that reinforces and rewards performance.

This policy is based on the fact that staff performs better when they are rewarded for the performance on being recognized and valued for individual contribution. It is meant to shape and motivate behavior, drive results as well as reinforce the importance of critical skills.

### III. SCOPE

The standards and mechanism included in this policy shall guide the officials and employees of the Schools Division of Vigan City in the evaluation of employee performance for a more systematic and conclusive employee performance evaluation.

### IV. POLICY OBJECTIVES

- a. To establish and maintain effective employee awards program.
- b. To encourage the use of incentive awards as a management tool to recognize and reward SDO-Vigan City employees.
- c. To promote work efficiency, effectiveness and responsiveness in all units of SDO Vigan City.

### V. ELIGIBILITY FOR THE AWARD

1. All employees in the SDO, permanent, job order, or probationary shall be eligible for the incentive award.
2. These guidelines shall apply to all employees regardless of positions and employment categories including those in the marginalized, underprivileged or vulnerable groups.

### VI. POLICY IMPLEMENTATION

#### A. CRITERIA

The policy shall apply to all employees of Schools Division of Vigan City regardless of employment status and employment category (permanent, contractual, provisional, job order; etc.). The revised criteria for the selection of the best employee are as follows:

Client	40 %
Superior	30 %
Peer	<u>30 %</u>
	100 %

#### B. NOMINATION PROCESS

- a. All clients (internal or external) availing of the services in the SDO may submit their nomination of an employee who provided them with an excellent service. Nominations shall be done by accomplishing the hard copy of the BEAM Feedback Form provided and dropping these in the 'feedbox' located at the PACD.
- b. All nominations must bear the name of the nominator, including the name, office and designation of the nominee for verification purposes.
- c. All personal information shall be protected in accordance with the provisions of RA 10173 or the Data Privacy Act of 2012.

#### C. SELECTION PROCESS

- a. Nominees will be judged using the point system. Each indicator has a 4 point value.
- b. Every last working day of the month, the PRAISE Committee shall convene to review the feedback forms submitted in hard copies. Each



scores shall be tallied to determine the over-all score of the nominee. The table below outlines the score range and the corresponding descriptive rating:

<b>Over-all score</b>	<b>Descriptive Rating</b>
3.26 – 4.00	Outstanding
2.51 – 3.25	Very Satisfactory
1.76 – 2.50	Fair
1.00 – 1.75	Needs Improvement

- c. Nominees must meet the cut off score of **3.26** points. However, there shall only be one (1) monthly awardee. The nominee who garners the highest numerical rating from the internal and external clients as verified by the PRAISE Committee, shall be considered for the monthly award. The duly signed summary of the report shall be presented to the Schools Division Superintendent for the approval.
- d. After the completion of the selection process, and with the approval of the Schools Division Superintendent, the PRAISE Committee shall present the winning employee during the flag raising ceremony of the 1st Monday of the succeeding month.

#### **D. INCENTIVE FOR THE AWARDEE**

The monthly winner shall receive a certificate of appreciation from the Office of the Schools Division Superintendent, a free lunch, a metal BEAM Award pin and his/her picture shall be posted in the SDO Bulletin boards with his/her name and designation.

#### **VII. FUNDING**

The fund shall be sourced from the Schools Division Office MOOE and from other stakeholders.

#### **VIII. MONITORING AND EVALUATION**

A program evaluation shall be conducted by the Senior Education Program Specialist in-charge of SMME at the end of the year to assess the success of the project, identify any potential issues, track progress, and measure outcomes.

Through Monitoring and Evaluation, the Committee will be able to assess the effectiveness of the strategies, identify areas of improvement, and ensure that they are meeting the goals and objectives of the project.

#### **IX. EFFECTIVITY**

This Order shall take effect immediately upon approval of the Schools Division Superintendent, publication in the DepEd Tayo Vigan City and posted in three (3) conspicuous places in the Schools Division Office.



## BEAM Feedback Form

Name of Nominator: \_\_\_\_\_

Giving feedback as: ☐ Superior  
☐ Client  
☐ Peer

Sex: ☐ Male ☐ Female





Gender Orientation: \_\_\_\_\_  
(i.e. bisexual, gay, lesbian, queer, transgender, etc.)

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

Position/Designation  
of Nominee: \_\_\_\_\_

Office of Nominee: \_\_\_\_\_

Directions: The following are indicators that describe how excellent the employee have rendered the service you sought from the office. **Please put a check mark (✓) on the column that best corresponds to your answer.**

INDICATORS	 Strongly Disagree	 Disagree	 Agree	 Strongly Agree
1. I spent a reasonable amount of time for my transaction.				
2. The office followed the transaction's requirements and steps based on the information provided.				
3. The steps I needed to do for my transaction were easy and simple.				
4. I feel the employee was fair to everyone, or "walang palakasan", during my transaction.				
5. I was treated courteously by the staff, and (if asked for help) the staff was helpful.				
6. I got what I needed from the employee, or (if denied) denial of request was sufficiently explained to me.				
7. Demonstrates good customer service skills.				
8. Renders service in a hospitable manner and expresses himself/herself clearly.				
9. Displays proper knowledge about his/her job.				
10. Demonstrates fair, non-discriminatory and professional demeanor.				

**Additional Remarks:**