



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

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Office of the Schools Division Superintendent

09 JUN 2026

DIVISION ORDER

No. **6**, s. 2026

**REVISED POLICY GUIDELINES FOR THE IMPLEMENTATION OF THE
BEST EMPLOYEE AWARD FOR MERIT (BEAM) AWARDS**

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
All Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to CSC MC No. 1, s. 2001, or the "Revised Policies on Program on Awards and Incentives for Service Excellence", SDO Vigan City strengthens its Rewards and Recognition Program through the Revised Policy Guidelines for the Implementation of the Best Employee Award for Merit (BEAM) Awards.
2. The policy revision aims to continuously improve rewards and recognition to boost employee morale and drive organizational efficiency, effectiveness, and responsiveness.
3. All Orders, Memoranda, and other related issuances inconsistent with these policy and guidelines are deemed amended accordingly upon its effectivity.
4. Attached is the Revised Policy Guidelines for the Implementation of the Best Employee Award for Merit (BEAM) Awards for reference.
5. Immediate and widest dissemination of this order is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent





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**REVISED POLICY GUIDELINES FOR THE IMPLEMENTATION OF THE
BEST EMPLOYEE AWARD FOR MERIT (BEAM) AWARDS**

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 vastly 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 to learn from especially areas of performance management. This policy provides clear guidelines in rewarding excellence. The revised policy aims at rewarding employees based on transparency, fairness and merit through clear standards and measurable indicators.

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 in place since staff perform better when they are rewarded by being recognized and valued for their individual contributions. It is meant to shape and motivate behaviour, drive results as well as reinforce the importance of critical skills.





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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. 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), with the following criteria:

Commitment and Work Ethics:

1. Promptness in attending to customer needs
2. Completes allocated tasks in time and effectively
3. Completes tasks within set guidelines and standards
4. Willingness to take on extra responsibilities
5. Demonstrates good customer service skills

Interpersonal Skills:

1. Renders service in a hospitable manner
2. Works well in teams and is able to adjust in any situation
3. Listens actively and is being completely present in communication
4. Shows genuine interest in colleagues and the people he/she serves
5. Voluntarily assists co-workers to complete a given task

Work Performance:

1. Implements policies, procedures and processes required of the work
2. Performs his or her job consistently
3. Mentors and coaches co-workers to perform at greater levels
4. Answers job-related questions directly, quickly and clearly
5. Requires little or no supervision in work

Personal Traits:

1. Demonstrates professional demeanor
2. Demonstrates conscientiousness, honesty and hard-work





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3. Dresses neatly and appropriately
4. Upholds integrity in and out of the office
5. Manifests approachability and willingness to accommodate

VI. POLICY IMPLEMENTATION

A. NOMINATION PROCESS

- 1.) **Submission of Nominations:** All clients may submit their nomination using the official Google Form accessible at <https://tinyurl.com/SDOVC-BEAM>. To maintain fairness, each nominator is allowed to cast their nomination only once per month.
- 2.) **Evaluation of Indicators:** The nominator must evaluate their chosen employee across the 20 specific performance indicators found in the form. This uses a 5-point scoring system, where 1 represents the lowest rating and 5 represents the highest.
- 3.) **Required Justification:** All nominations must bear the name of the nominator, including the office and designation of the nominee for verification purposes and clearly indicate the services availed and their remarks detailing why they nominated the employee in the final section of the form. If the remarks section is left blank, the nomination will be automatically invalidated and will not be counted.

B. SELECTION PROCESS

Every 1st working day of the following month, the PRAISE Committee shall convene to review the feedback submitted through the Google form.

- 1.) **Shortlisting:** Three (3) Nominees will be selected based on the highest total number of valid nominations. Nominees shall have at least (2) valid nominations to qualify.
- 2.) **Score Computation:** The overall average rating of the (3) shortlisted nominees will be computed based on the scores they received across the 20 performance indicators.
- 3.) **Determining the Winner:** There shall only be one (1) monthly awardee. The nominee who achieves the highest average rating as verified by the PRAISE Committee shall be officially declared and awarded as the Best Employee of the Month. The table below outlines the score range and the corresponding descriptive rating:

Average Score	Descriptive Rating
4.75 – 5.00	Outstanding
4.50 – 4.74	Very Satisfactory
4.00 – 4.49	Satisfactory
3.00 – 3.99	Fair
0 – 2.99	Needs Improvement





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The duly signed summary of the report including necessary attachment (i.e. Minutes of the Meeting, Google Form Results) shall be presented to the Schools Division Superintendent for approval.

- 4.) **Tie-Breaking Procedure:** If two or more nominees garner the exact same average rating, a tie-break system will be employed. The PRAISE Committee will convene to deliberate the justification provided by the nominators. If the tie remains unresolved, the Committee will execute a secret voting process to determine the final awardee.
- 5.) **Awarding:** 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 a flag raising ceremony of the succeeding month.

C. INCENTIVE FOR THE AWARDEE

The monthly winner shall receive a certificate of recognition from the Office of the Schools Division Superintendent, a free lunch, his/her picture shall be posted on the SDO Bulletin boards and SDO official facebook page 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 quarterly by the person in charge of SMME 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 on the DepEd Vigan City page and website and posted in three (3) conspicuous places in the Schools Division Office.





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Excerpt of the Nomination Form

**The form is accessible online.*

BEST EMPLOYEE AWARD FOR MERIT

Name of Nominator:

Office of Nominee:

Name of Nominee:

Service/s Availed:

The following are the indicators that describe how an excellent the employee has rendered service you sought from the office. You indicate your score by checking/ticking along the circles with 1 is the lowest and 5 as the highest.

Commitment and Work Ethics:

1. Promptness in attending to customer needs
2. Completes allocated tasks in time and effectively
3. Completes tasks within set guidelines and standards
4. Willingness to take on extra responsibilities
5. Demonstrates good customer service skills

Interpersonal Skills:

1. Renders service in a hospitable manner
2. Works well in teams and is able to adjust in any situation
3. Listens actively and is being completely present in communication
4. Shows genuine interest in colleagues and the people he/she serves
5. Voluntarily assists co-workers to complete a given task

Work Performance:

1. Implements policies, procedures and processes required of the work
2. Performs his or her job consistently
3. Mentors and coaches co-workers to perform at greater levels
4. Answers job-related questions directly, quickly and clearly
5. Requires little or no supervision in work

Personal Traits:

1. Demonstrates professional demeanor
2. Demonstrates conscientiousness, honesty and hard-work
3. Dresses neatly and appropriately
4. Upholds integrity in and out of the office
5. Manifests approachability and willingness to accommodate

Additional Remarks: (Response must be in sentence format)



Best Employee Award for Merit

Nomination Form

* Indicates required question

1. Email *

2. Name of Nominator: *

3. Office of Nominee: *

⌵ Dropdown

Mark only one oval.

- ☐ Office of the Schools Division Superintendent *Skip to question 4*
- ☐ OSDS/Administrative Office *Skip to question 5*
- ☐ OSDS/Accounting Office *Skip to question 6*
- ☐ OSDS/Budget Office *Skip to question 7*
- ☐ OSDS/ICT Unit & BAC Secretary *Skip to question 8*
- ☐ School Governance and Operations Division *Skip to question 9*
- ☐ Curriculum Implementation Division *Skip to question 10*

Office of the Schools Division Superintendent

11. Commitment & Work Ethics *

Mark only one oval per row.

1 2 3 4 5

**Promptness in
attending to
customer
needs**

**Completes
allocated
tasks in time
and effectively**

**Completes
tasks within
set guidelines
and standards**

**Willingness to
take on extra
responsibilities**

**Demonstrates
good
customer
service skills**

12. Interpersonal Skills *

Mark only one oval per row.

1 2 3 4 5

**Renders
service in a
hospitable
manner**

**Works well in
teams and is
able to adjust
in any situation**

**Listens actively
and is being
completely
present in
communication**

**Shows genuine
interest in
colleagues and
the people
he/she serves**

**Voluntarily
assists co-
workers to
complete a
given task**

13. Work Performance **Mark only one oval per row.*

1 2 3 4 5

**Implements
policies,
procedures
and
processes
required of
the work**

**Performs
his or her
job
consistently**

**Mentors
and
coaches
co-workers
to perform
at greater
levels**

**Answers
job-related
questions
directly,
quickly and
clearly**

**Requires
little or no
supervision
in work**

14. Personal Traits *

Mark only one oval per row.

1 2 3 4 5

**Demonstrates
professional
demeanor**

**Demonstrates
conscientiousness,
honesty and hard-
work**

**Dresses neatly and
appropriately**

**Upholds integrity
in and out of the
office**

**Manifests
approachability
and willingness to
accomodate**

15. Additional Remarks: *(Response must be in sentence format)* *

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Google Forms