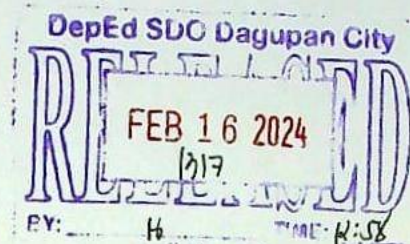




Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the  
Schools Division Superintendent

Division Memorandum

No. 68 s. 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Administrative Officer V  
School Heads (Elementary and Secondary Schools)  
All others concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

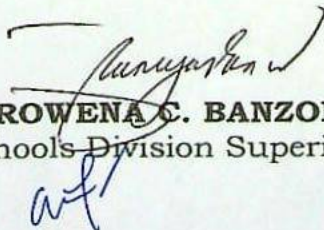
Date: February 15, 2024

Subject: **UTILIZATION OF REWARDS AND RECOGNITION GAWAD AGAD  
NOMINATION FORM**

In compliance to **CSC Memorandum Circular No. 3 s, 2012 Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HR)** dated February 1, 2012. The SDO Dagupan City particularly Rewards and Recognition adopts guidelines for the better implementation of the said program. In view of these guidelines we institutionalize the utilization of the Gawad Agad Nomination Form intended for Schools Division Office Dagupan City.

For any clarifications/questions please contact Dr. Edwin R. Ferrer, Rewards and Recognition Focal Person and Chairperson, PRAISE Committee with C.P. no. 0927 527 4972.

Immediate compliance and dissemination of this memorandum is desired.

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



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Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)

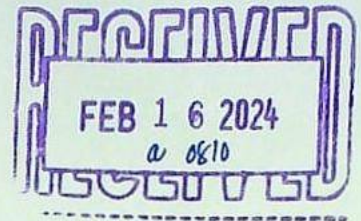


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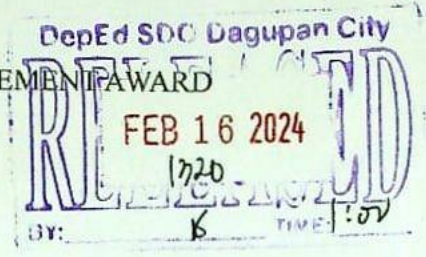



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION I  
DAGUPAN CITY DIVISION

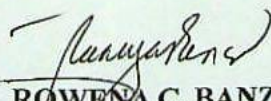


**GAWAD AGAD  
COMPONENTS OF AWARDS**

1. COMMUNITY SERVICE / COMMUNITY ENGAGEMENT AWARD  
(Program/Project)
2. LEADERSHIP/ MANAGEMENT AWARD  
(Community/School/ Office)
3. VOLUNTEER SERVICE AWARD  
(DepEd / Other Agencies /NGO)
4. SUSTAINABILITY AWARD  
(Educational Advancement/ Specialized Training 40 hrs. or more /  
Programs /Projects)
5. OFFICE LAUREL AWARD  
(Best Office/Unit)
6. HELPING HAND AWARD  
(Partnership/ Teamwork)
7. MALIKHAIN AWARD  
(Best Initiative)
8. TIME MANAGEMENT ADVOCATE AWARD  
(Most Punctual)
9. QUALITY MANAGEMENT ADVOCATE AWARD  
(Most Organized Employee/Office /Unit / School /Classroom /CLC)
10. VALUES FORMATOR AWARD  
(Exemplary Ethical Behavior)
11. KING and QUEEN AWARD  
(Best Dressed Employee)
12. WORK COMMITMENT AWARD  
Shared 3Ts (Time, Talents, Treasures)
13. FINANCIAL LITERACY ADVOCATE AWARD  
(Practice Basic Needs Vs Wants)
14. PUBLIC SERVICE ADVOCATE AWARD  
(Most Client Responsive Employee)
15. CAREER PROGRESSION ADVOCATE AWARD  
(Newly Promoted)
16. HIGHLY MOTIVATED EMPLOYEE AWARD  
(Non-Teaching Level I-II, Related Teaching Personnel)



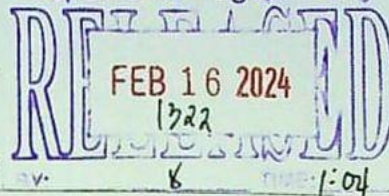
  
**DR. EDWIN R. FERRER**  
Division Focal Person Rewards and Recognition  
Chairperson, PRAISE Committee

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 REGION I  
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

DepEd SDO Dagupan City



**GAWAD AGAD AWARD NOMINATION FORM**

*(This award is given outright to employee commended by clients for their courtesy, promptness, efficiency and dedication to duty.)*

NAME OF NOMINEE: \_\_\_\_\_ GENDER: \_\_\_\_\_  
 POSITION: \_\_\_\_\_ SG: \_\_\_\_\_  
 PLACE OF ASSIGNMENT: \_\_\_\_\_  
 NO. OF YEARS IN SERVICE: \_\_\_\_\_ LEVEL OF POSITION: (Please check)

- Third Level
- Second Level
- First Level

CONTACT NUMBER: \_\_\_\_\_ EMAIL-ADDRESS: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

NAME OF NOMINATOR: \_\_\_\_\_ GENDER: \_\_\_\_\_  
 POSITION: \_\_\_\_\_ SG: \_\_\_\_\_  
 OFFICE/BUSINESS NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ LEVEL OF POSITION: (Please check)

- Third Level
- Second Level
- First Level

CONTACT NUMBER: \_\_\_\_\_ EMAIL-ADDRESS: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

REASONS FOR COMMENDING THE NOMINEE FOR GAWAD AGAD AWARD:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>GAWAD AGAD COMPONENTS OF AWARDS</b> <i>(Please check the recommended award)</i>	
<input type="checkbox"/>	1. COMMUNITY SERVICE / COMMUNITY ENGAGEMENT AWARD (Program/Project)
<input type="checkbox"/>	2. LEADERSHIP/ MANAGEMENT AWARD (Community/School/ Office)
<input type="checkbox"/>	3. VOLUNTEER SERVICE AWARD (DepEd / Other Agencies /NGO)
<input type="checkbox"/>	4. SUSTAINABILITY AWARD (Educational Advancement/ Specialized Training 40 hrs. or more / Programs /Projects)
<input type="checkbox"/>	5. OFFICE LAUREL AWARD (Best Office/Unit)
<input type="checkbox"/>	6. HELPING HAND AWARD (Partnership/ Teamwork)
<input type="checkbox"/>	7. MALIKHAIN AWARD (Best Initiative)
<input type="checkbox"/>	8. TIME MANAGEMENT ADVOCATE AWARD (Most Punctual)
<input type="checkbox"/>	9. QUALITY MANAGEMENT ADVOCATE AWARD (Most Organized Employee/Office /Unit / School /Classroom /CLC)
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<input type="checkbox"/>	16. HIGHLY MOTIVATED EMPLOYEE AWARD (Non-Teaching Level I-II, Related Teaching Personnel)

**SDO PRAISE COMMITTEE**

Reviewed/Endorsed by:

**DR. EDWIN R. FERRER**

Rewards and Recognition Focal Person  
 Chairperson, PRAISE Committee

Approved by:

**DR. ROWENA C. BANZON, CESO V**

Schools Division Superintendent  
 Approving Authority



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