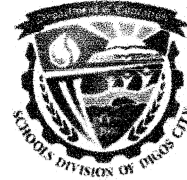


Republic of the Philippines
DEPARTMENT of EDUCATION
REGION XI
Schools Division of Digos City
City of Digos



December 13, 2016

DIVISION MEMORANDUM


NO. 784, s.2016

**HRDD QuAME FORM NUMBER 5- REWARDS AND RECOGNITION
PROGRAMS- MONITORING EVALUATION**

To: Schools Division Office-Heads of Sections
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
Digos City-SHS
DiCNHS- Annexes/ Extension Classes

1. Attached is a copy of Regional Memorandum Number 337 series 2016 dated November 23, 2016, the HRDD XI requires all SDOs to submit the Regional HRDD QuAME Forms through the Division HRD Focal Person.
2. The sample of the template and the indicators of the HRDD QuAME Form Number 5- Rewards and Recognition Programs- Monitoring and Evaluation are in the enclosure.
3. Kindly submit the said form on or before December 27, 2016 through the Division HRD Focal Person.
4. For information and guidance.

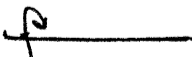
For and in the absence of the SDS:


BEVERLY S. DAUGDAUG, Ed.D.
Chief Education Supervisor
Curriculum Implementation Division
Officer-In-Charge

DepEd Schools Division of Digo

RELEASED
11460

Date: DEC 14 2016 Time: 11:03

By: 

RBD-HRD

Tel. No. (082) 553-8375; 553-8376; 553-8396; 553-9170 Fax No. (082) 553-8376

"Sustainable development is the pathway to the future we want for all. It offers a framework to generate economic growth, achieve social justice, exercise environmental stewardship and strengthen governance." - Ban Ki-moon



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) www.region11.deped.gov.ph
Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

November 23, 2016

REGIONAL MEMORANDUM
NO. 337 S. 2016

SUBMISSION OF HRDD QuAME FORMS 1-5 EVERY SECOND WEEK OF EVERY
QUARTER

TO: Schools Division Superintendents
Region XI

Attention: Human Resource Focal Persons

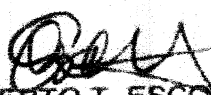
Pursuant to Regional Memorandum No. 120 dated June 3, 2016, the HRDD XI requires all SDOs through the Human Resource Focal Persons of Schools Division Offices to submit the Regional HRDD QuAME Forms 1-5 every second week of every quarter, namely,

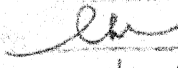
1. HRDD QuAME Template Form No. 1 – Strategic Policies Plan Monitoring /Accomplishment Report on PPAs
2. HRDD QuAME Template Form No. 2 – Strengths, Weakness Opportunities and Threats (SWOT) on PPAs
3. HRDD QuAME Form No. 3 – Analysis for Training Intervention for Newly Hired Non-Teaching Employees- First Ninety Days (use IPCRF)
4. HRDD QuAME Form No. 4 – Analysis for Training Intervention for Newly Hired Teaching employees –First Ninety Days (use IPCRF)
5. HRDD QuAME Form No. 5 – Rewards and Recognition Programs –M and E (floated in September 2016 during a seminar at NEAP where all SDOs were represented at the Opal Room, RELC-NEAP XI)

Some SDOs have not submitted the reports as of this time.

Widest dissemination of this memorandum is desired.

For your guidance and compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Department of Education
Region XI
RECORDS SECTION
RELEASED

11/29/16

REWARDS AND RECOGNITION PROGRAMS M & E

KRA/ PPAS	TITLE OF AWARD/ RECOGNITION	AWARDEE	IMPACT OF THE REWARDS AND RECOGNITION PROGRAM TO:			
			the RECIPIENT/AWARDEE	the CLIENTELE	the OFFICE or in the SCHOOL where he is/she is assigned	
PERFORMANCE MANAGEMENT	BEST IN CRISIS PERFORMANCE MANAGEMENT	JUAN DELA CRUZ	3	3		3
EMPLOYEES WELFARE	EMPLOYEE OF THE MONTH	JUAN DELA CRUZ	3	3		3

Prepared by:

INDICATORS

THE AWARDEE	THE CLIENTELE	THE OFFICE OR THE SCHOOL WHERE HE/SHE IS ASSIGNED
<p>1- NEEDS IMPROVEMENT</p> <p>NOTHING NEW AFTER SHE/HE RECEIVED HER/HIS AWARD; SETTLED ON HIS/HER LAURELS; REPETITION OF HIS CRAFT WAS EVIDENT</p> <p>2-GOOD</p>	<p>1- NEEDS IMPROVEMENT</p> <p>THE CLIENTELE SEES HIM/HER AS HE/SHE IS BEFORE THE GRANTING OF AWARD</p> <p>2-GOOD</p>	<p>1- NEEDS IMPROVEMENT</p> <p>NO MORE EXCELLENT PERFORMANCE GARNERED BY THE OFFICE OR SCHOOL</p> <p>2-GOOD</p>
<p>REACHED THE POINT OF PLATEAU IN HIS/HER PERFORMANCE; ONLY ONE NEW PERFORMANCE AFTER SHE/HE RECEIVED HER/HIS AWARD; SLIGHTLY SETTLED ON HIS LAURELS; REPETITION OF HIS/HER CRAFT WAS EVIDENT</p> <p>3- BEST</p>	<p>THE CLIENTELE FELT A SLIGHT POSITIVE CHANGE IN THE PERFORMANCE OF HIS/HER DUTIES</p> <p>3- BEST</p>	<p>THE OFFICE OR SCHOOL EXPERIENCED THE SAME LEVEL OF PERFORMANCE AFTER HE/SHE RECEIVED THE AWARD</p> <p>3- BEST</p>
<p>EXUDES ENTHUSIASM IN PERFECTING HIS/HER CRAFT BY BEING HARDWORKING IN HIS/HER JOB THAT LEADS TO EXCELLENCE CASCADED TO HIS/HER CLIENTELE WHEREIN THE CLIENTELE BECOMES LIKE HIS/HER PERFORMING MENTOR</p> <p>4- EXCELLENT</p>	<p>THE CLIENTELE SEES HIS/HER ENTHUSIASM IN PERFECTING HIS/HER CRAFT BY BEING HARDWORKING IN HIS/HER JOB THAT LEADS TO BEING THE BEST WHICH WAS CASCADED TO HIS/HER CLIENTELE WHEREIN THE CLIENTELE BECOME LIKE HIS/HER PERFORMING MENTOR</p> <p>4- EXCELLENT</p>	<p>THE OFFICE OR SCHOOL SEES TWO BEST PERFORMANCES HE/SHE WORKED AS A RESULT OF BEING AN AWARDEE WHICH WAS CASCADED TO HIS/HER CLIENTELE WHEREIN THE CLIENTELE BECOME LIKE HIS/HER PERFORMING MENTOR</p> <p>4- EXCELLENT</p>
<p>EXUDES ENTHUSIASM IN PERFECTING HIS/HER CRAFT BY BECOMING ALL THE MORE HARDWORKING IN HIS/HER JOB THAT LEADS TO EXCELLENCE CASCADED TO HIS/HER CLIENTELE WHEREIN THE CLIENTELE BECOMES LIKE HIS/HER PERFORMING MENTOR</p>	<p>THE CLIENTELE SAW AND EXPERIENCED HIS/HER ENTHUSIASM IN PERFECTING HIS/HER CRAFT BY BECOMING ALL THE MORE HARDWORKING IN HIS/HER JOB THAT LEADS TO EXCELLENCE CASCADED TO HIS/HER CLIENTELE WHEREIN THE CLIENTELE BECOME LIKE HIS/HER PERFORMING MENTOR</p>	<p>THE OFFICE OR SCHOOL SAW AND EXPERIENCED HIS/HER ENTHUSIASM IN PERFECTING HIS/HER CRAFT BY BECOMING ALL THE MORE HARDWORKING IN HIS/HER JOB THAT LEADS TO EXCELLENCE CASCADED TO HIS/HER CLIENTELE WHEREIN THE CLIENTELE BECOME LIKE HIS/HER PERFORMING MENTOR</p>