



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 701, s. 2021

December 8, 2021

**REWARDS AND RECOGNITION PROGRAM: TOGETHER AND STRONGER
AS AN ORGANIZATION**

To: Assistant Schools Division Superintendent
Division Chiefs
Division Section Heads
All SDO Personnel

1. Reward & recognition as, “a system” where people are acknowledged for their engagement in intrinsic or extrinsic ways. Recognition & Reward is present in a work environment where there are appropriate acknowledgment and appreciation of employees’ efforts in a fair and timely manner. This includes appropriate and regular financial compensation, as well as employee or team celebrations, recognition of years served, and/or milestones reached (GuardingMind @ Work (GM@W)).
2. In a nutshell, rewards and recognition (R&R) is the acknowledgment and appreciation of the staff’s exemplary performance. In this ultra-competitive business world, the winners are the ones that have staff that is skilled, professional, and well-trained. However, without employee motivation or appreciation of their hard work, even the best of best employees may falter. R&R in this sense, helps organizations reinforce positive behaviors, practices, or activities that will lead to better performance and fruitful outcomes (<https://blog.empuls.io/employee-rewards-recognition/>).
3. This Office will conduct **Rewards and Recognition Program: Together and Stronger as an Organization on December 23, 2021 (Thursday)** at a venue to be announced in a subsequent communication.
4. Attached are the Awards to be given, Indicative Program of Activities, members of the TWG for ready references.
5. To those SDO Personnel who already filed for leave on the mentioned date, are recalled.
6. Meals and snacks, and other incidental expenses of the participants shall be charged against Division MOOE/INSET Funds and other local funds subject to the usual accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum is highly enjoined.

CRISTY C. EPE
Schools Division Superintendent

Arden Repollo
12/08/2021

