



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

Office of the Schools Division Superintendent

DIVISION ORDER
020722-119

POLICY GUIDELINES FOR THE IMPLEMENTATION OF PROJECT "STAR"
(Staff Appreciation & Recognition)

TO: ALL Elementary and Secondary School Principals, Head Teachers, Officers In-charge
All Schools Division Office Personnel
All others concerned

1. The Schools Division of Laoag City (SDOLC) issues the enclosed **Policy Guidelines for the Implementation of Project "STAR" (Staff Appreciation & Recognition)**.
2. The policy establishes the guidelines that will enable the Division to recognize employees who serve the Schools Division of Laoag City in exceptional manner and exemplifying outstanding service.
3. This order shall take effect immediately upon approval
4. Immediate dissemination of and strict compliance with this Order are directed.

VILMA D. EDA, CESO V

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Schools Division Superintendent

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Republic of the Philippines
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REGION I
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Enclosure of Division Order No. ____, s. 22

**POLICY GUIDELINES FOR THE IMPLEMENTATION OF PROJECT "STAR"
(Staff Appreciation & Recognition)**

I. RATIONALE

CSC MC No. 1 s. 2001 (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.

Moreover, Employee recognition has long been a cornerstone of effective management. Employee recognition is the acknowledgment of a company's staff for exemplary performance. Essentially, the goal of employee recognition in the workplace is to reinforce particular behaviors, practices, or activities that result in better performance and positive business results.

While most would relate rewards and recognition to monetary bonuses or extravagant awarding events, employee appreciation doesn't have to be that expensive or glamorous. Employee rewards can be as candid as a pat-on-the-back and a genuine compliment. It can also be as simple as a 'thank you' email or a friendly greeting at work

Happy employees are more productive. Being recognized gives the staff the feeling of job mastery and that they are a great fit for their role and for the company. Acknowledgment can also **improve productivity**, enhance loyalty, and promote collaboration. To add, the workplace should be an environment where positive reinforcement is promoted and constructive feedback is embrace.

With these, the Schools Division of Laoag City is set to create a systematized program that will fairly evaluate the employees services and dedication for work which will serve as a reinforcement and emphasize of how the department value their contribution in achieving the departments goal and vision.



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II. SCOPE

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

III. POLICY OBJECTIVES

The STAR program aims to:

- 1) Motivate employees to always work at their best and establish a sense of belongingness in the division;
- 2) Evaluate employees services to determine areas for improvement;
- 3) Recognize the efforts exerted by employees in the performance of their job especially in this time of pandemic.

IV. POLICY IMPLEMENTATION

A. CRITERIA

The nominee may be anyone working in the schools division office (permanent, contractual, provisional, etc.), and must be approved by his or her immediate supervisor (which will be verified) prior to being named as the recipient of the award

ATTITUDE AND COMMITMENT

(MAXIMUM OF 5 POINTS EACH INDICATOR)

- Dedicated to fulfilling job responsibilities
- Demonstrates good customer service skills
- Serves with a smile
- Goes above and beyond the requirements of the job



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INTERPERSONAL SKILLS

- Displays a helpful, cooperative and positive attitude towards superiors and co-workers, and clients;
- Consistently friendly and available to others ;
- Uses effective listening skills;
- Has a team player attitude;
- Voluntarily assists co-workers in order to complete important department projects;

WORK PERFORMANCE

- Knowledgeable of SCUSD policy and procedure
- High overall quality of performance
- Accurately completes work assignments on time
- Controls high stress situations tactfully and calmly
- Takes initiative
- Requires minimal or supervision
- Willingness to learn and take on new responsibilities
- Ability to train others and gladly willing to do so

PERSONAL TRAITS

- Maintains an appropriate and neat personal appearance and dress
- Professional demeanor
- Conscientious, honest, hard-working
- Integrity, on and off the job

B. GUIDELINES:

- A. Nominees will be judged on a point system. Each criteria standard has a point value (as denoted above). Any employee can nominate a co-worker simply by filling out and submitting the google form through the QR Code provided in each office. Customers may also fill out and submit a star form through a QR Code provided in each office.
- B. Every Thursday of the 3rd week of the Month, the Administrative Officer, Senior Education Program Specialist for SMME, Budget Officer, will meet to review all of the nomination submissions. Each nomination will be graded



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according to the previously stated criteria and the points tallied to determine the nominee's overall score. The summary of this report shall be presented to the OIC- Schools Division Superintendent for his review and to the Schools Division Superintendent for approval.

- C. The nominee with the highest numerical rating from the clients, as verified by the evaluation team, will be considered **for the monthly award**.
- D. Once the selection has been finalized, the Committee will present the winner for the month not later than the second flag ceremony of the following month. Every winner shall receive a certificate of appreciation from the office of the Schools Division Superintendent.
- E. Those employees nominated, but were not chosen will receive notification from the Committee that they were nominated and the nomination copy attached.
- F. The names of each month's recipient will then have a certificate of recognition, and their pictures and designation will be displayed on the entrance, and on the wall across the division office.
- G. In December of every year, the employee with the most number of nomination points shall be identified by the committee and will be named as the **STAR of the year**.

V. PROCESS OF NOMINATION

All clients (*external or internal*) availing of the services in the SDO may submit their nomination to an employee who provided them with an exceptional service. They may submit any nomination by:

1. ONLINE

- Scanning the QR Code posted on walls inside the offices or across the division.

2. HARD COPY



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- Submitting an accomplished nomination form through the drop box located at the entrance of every office. The nomination forms are available in all the offices of the SDO.

Nominees must provide their contact details for verification purposes. Nomination forms with no identified person as sponsor of the nomination shall not be considered by the committee.

VI. FUNDING

The fund shall be sourced from the Schools Division Office MOOE, and other stakeholders in the City or Province.

VII. MONITORING AND EVALUATION

A program evaluation will be conducted by the Senior Education Program Specialist in-charge of SMME.

VIII. EFFECTIVITY

This Order will take effect immediately upon publication in the DepEd Page and 3 conspicuous places in the Schools Division Office.

PROJECT

Star

NOMINATION FORM



Name of Nominator: _____
Position/Designation: _____
Office: _____

Name of Nominee: _____
Position/Designation: _____
Office: _____

DIRECTION

The following items/indicators describe statement about the nominee or employee. Indicate your score in each statement by SHADING the STARS in the corresponding scale score which is **5 is the highest and 1 is the lowest.**

ATTITUDE AND COMMITMENT

- Dedicated to fulfilling job responsibilities
- Demonstrates good customer service skills
- Serves with a smile
- Goes and beyond the requirements of the job

WORK PERFORMANCE

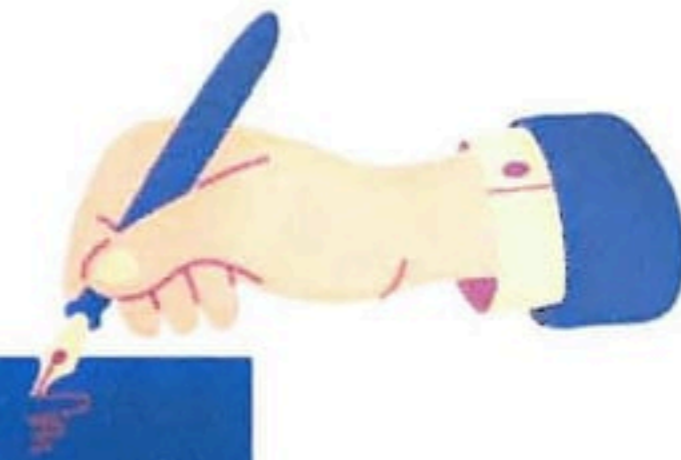
- Knowledgeable of SCUSD policy and procedure
- High overall quality of performance
- Accurately completes work assignments on time
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PERSONAL TRAITS

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REMARKS:



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PROJECT: STAR



BIT.LY/STAREVALUATIONFORM
