



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

28 November 2023

DIVISION MEMORANDUM
BGO-2023-197

**CALL FOR NOMINATION OF LINGKOD AWARD FOR THE
MONTH OF NOVEMBER 2023**

TO : OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
All Others Concerned

1. **LINGKOD Award** is based on **DepEd Order No. 9 s. 2002** “*Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education*” as approved by the Civil Service Commission in line with the Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, SDO Lucena City announces the call for nomination of LINGKOD Award for the month of **November 2023**.

2. This search aims to:

- 2.1 recognize employees who have served the Schools Division Office of Lucena City in an exceptional manner by exemplifying outstanding service through his / her work and exhibiting a positive and supportive attitude.
- 2.2 inspire employees to continue creating impulses for an excellent-work culture.

3. Furthermore, this office reiterates the provision on the application of **Equal Employment Opportunity Principle (EEOP) for Rewards and Recognition (R&R) Programs and Activities** among DepEd personnel and staff in the SDO Lucena City, to wit:

- 3.1 *There shall be no discrimination in the selection of employees for rewards and recognition (R&R) programs and activities on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.*

4. The qualified nominees for this month are the **Non-Teaching Personnel Level 2** (SG 11-21) such as Librarian, Administrative Officers II & IV, Project Development Officers I & II, Education Program Specialist II, Nurse II, Dentist II, Planning Officer III, Administrative Officer V, Accountant III, Engineer III, Senior Education Program Specialist, ITO I, Attorney III, and Medical Officer III.



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Handwritten initials/signature

5. **Enhanced Guidelines and Criteria for the Selection of LINGKOD Award, Evaluation Sheet** as well as the **Nomination Form** to be filled out by the nominees / nominators can be downloaded from <https://bit.ly/LINGKOD-Award-Templates>.

6. The accomplished **Nomination Form** together with the **Monthly Accomplishment Report** based on the **Monthly Target** shall be submitted to the **Division PRAISE Secretariat** on the date specified in the timeline.

7. All concerned personnel are enjoined to strictly follow the schedule below to ensure systematic processes / screening of documents.

ACTIVITIES & PERSONS INVOLVED	TIMELINE
<ul style="list-style-type: none"> • Simultaneous screening of documents of the nominees per division / unit c/o Divisions Chiefs and Unit Heads 	December 1, 4, & 5, 2023
<ul style="list-style-type: none"> • Submission of the accomplished Nomination Form together with the Monthly Accomplishment Report based on the Monthly Target in HARD copy to the Division PRAISE Secretariat c/o Divisions Chiefs and Unit Heads 	December 6, 2023
<ul style="list-style-type: none"> • Distribution of the Evaluation Form to the members of Division PRAISE Committee c/o Division PRAISE Secretariat 	December 7, 2023
<ul style="list-style-type: none"> • Online voting via Google Form c/o ITO-I (Preparation of Online voting link) 	December 11, 2023
<ul style="list-style-type: none"> • Interview of the Nominees by the members of the Division PRAISE Committee c/o Members of Division PRAISE Committee 	December 12, 2023
<ul style="list-style-type: none"> • Submission of the accomplished Evaluation Form together with the Monthly Accomplishment Report based on the Monthly Target to the Division PRAISE Secretariat c/o Members of Division PRAISE Committee 	December 13, 2023
<ul style="list-style-type: none"> • Consolidation of the scores obtained by each nominee c/o Division PRAISE Secretariat 	December 14, 2023
<ul style="list-style-type: none"> • Submission of the Consolidated Results to the Chairperson for Rewards and Recognition Program c/o Division PRAISE Secretariat 	December 18, 2023
<ul style="list-style-type: none"> • Deliberation of the Consolidated Results by the members of Division PRAISE Committee c/o Members of Division PRAISE Committee 	December 19, 2023
<ul style="list-style-type: none"> • Submission of the Deliberated Results for LINGKOD Award (Employee of the Month) to the SDS for the approval c/o Division PRAISE Secretariat 	December 20, 2023
<ul style="list-style-type: none"> • Awarding Ceremony of LINGKOD Award (Employee of the Month) 	January 2, 2024

8. For more information and further queries on this matter, all concerned may contact **Ms. Rolan B. Catapang** or **Ms. Barbara Jane E. Barron**, Human Resource Development Specialists at telephone numbers (042) 421-4161, 421-4162 or 421-5137 loc. 234.

9. Immediate dissemination of this Memorandum is desired.


for: **SUSAN DL. ORIBIANA, CESO V**
Schools Division Superintendent