



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

November 18, 2022

REGION MEMORANDUM
HRDD No. 127 , s. 2022

**CONDUCT OF THE FOURTH QUARTER HRDD-HRDS PROGRAM
IMPLEMENTATION REVIEW (PIR) cum SOX HRD AWARDS**

To: Schools Division Superintendents
Assistant School Division Superintendents
SGOD Chiefs
HRDS Personnel

1. The Human Resource Development Division (HRDD) shall conduct the Fourth Quarter HRDD-HRDS Program Implementation Review (PIR) cum SOX HRD Awards on January 12-13, 2023 at a venue to be announced later. This activity shall be hosted by the Schools Division Offices (SDOs) of Sarangani and General Santos City.

2. The objectives of the activity are the following:

2.1 Terminal Objective:

The activity aims to assess the implementation of HRDD-HRDS Programs, Projects and Activities (PPAs) aligned with the objectives of NEAP, BHROD, TEC and other coordinating offices for management and development of the department's human resources and gather most significant changes as opportunities for improvement and provision of technical assistance. Moreover, it shall establish a reward and recognition system on the efforts and innovations of the Human Resource Development Section (HRDS) of SDOs in providing HRD services to the teaching and non-teaching employees through the conduct of the SOX HRD Awards.

2.2 Enabling Objectives:

1. Review the HRDD-HRDSs initial progress of performance relative to the programs, projects and activities implemented;
2. Present the status of HRDD-HRDSs programs, projects and activities on physical and financial plans versus accomplishment by quarter;
3. Discuss issues, gaps, bottlenecks, risks and opportunities for improvement affecting the implementation of programs, projects, activities and innovations related to human resource management and development and agree on corrections and corrective actions for improvement;
4. Discuss current policies, programs and initiatives affecting human resource development for top management decision;



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5. recognize outstanding performance of SDOs on the provision of professional development programs, employee welfare activities, and other related activities to teaching and teaching personnel; and
 6. highlight innovations created by SDO HRDSs to facilitate better services to their clientele.
3. SDO presentations shall be submitted through <https://bit.ly/4THQHRDDHRDSPIR> on or before January 6, 2023.
4. All participants are required to adhere to the minimum public health standards while in the activity.
5. Prior to the conduct of the 4th Quarter HRDD-HRDS PIR, the HRDD-NEAP shall conduct an **internal PIR on November 29, 2022, 8:00 a.m. to 5:00 p.m.** This is to monitor the implementation of programs, projects, and activities (PPAs) of program holders including the status of fund utilization and design catch up plans if necessary.
6. See the following enclosures for reference:
- Enclosure 1: Fourth Quarter HRDD-HRDS PIR Toolkit
 - Enclosure 2: Program of Activities
 - Enclosure 3: Terms of Reference
 - Enclosure 4: List of Participants
 - Enclosure 5: SOX HRD Awards Guidelines
7. Meals, accommodation, supplies and materials and other expenses relative to the conduct of the activity shall be charged against the host Schools Division Offices' (SDOs) MOOE or HRD Fund 2022 subject to usual accounting and auditing rules and regulations.
8. Transportation of DepEd RO XII – HRDD Program Management Team for the conduct of the activity and prizes for SOX HRD Awards shall be charged against the HRDD GASS Fund 2022 subject to usual accounting and auditing rules and regulations.
9. For queries and clarifications, contact Dave C. Prodigio, EPS - HRDD, through dave.prodigio@deped.gov.ph or Maricel B. Dignadice, EPS II – HRDD-NEAP, through maricel.bacaling@deped.gov.ph.
10. For guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated
Reference: None
Allotment: HRDD GASS 2022
To be indicated in the Perpetual Index under the following Subjects:

REVIEW AWARDS

DCP/HRDD/RM/CONDUCT OF THE 4TH QUARTER HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW (PIR) cum
SOX HRD AWARDS/067/November 18, 2022



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Enclosure 1 to Region Memorandum HRDD No. 127, s. 2022

4TH QUARTER HRDD-HRDS PIR TOOLKIT

The **4th Quarter Program Implementation Review (PIR)** highlights the accomplishments and performances of SDOs in the following programs:

1. Year-end Accomplishment Report per Program/Process
 - a. Learning and Development Programs including Scholarships (Teaching and Non-Teaching)
 - b. Rewards and Recognition/PRAISE
 - c. Employee Welfare and Development
 - d. Personnel Performance Management
 - e. Utilization of Program Support Fund (PSF), HRD Fund, OPDNTF, INSET, etc.
2. Review and Prioritization
 - I. Program Implementation Progress
 1. Present the S-Curve of the 4th Quarter overall physical targets versus the accomplishment of identified programs. Financial utilization targets and accomplishments shall also be presented for the identified programs that have budget allocation for the Calendar Year.
 2. Present an updated overall financial utilization of the HRD fund vis-a-vis the Work and Financial Plan for the Calendar Year.
 3. Highlight programs or outputs that were delayed and explain causes of delay. Integrate actions for these delays in the action plan located in the last portion of the toolkit.
 4. Highlight Most Significant Change Stories regarding the contribution of programs to the roles and responsibilities of teaching and non-teaching personnel in the Division.
 - II. Overall Division Performance
 1. Present and discuss DEDP Enabling Mechanism No. 4.
 2. Provide a comparative analysis of the data by gender, by municipality for provincial division, and by district for city division for the **whole year**.
 3. Explain the increase or decrease trend
 - a. Significant Increase
 - i. If program recipients are increasing, what areas registered highest increase?
 - ii. What external factors contributed to such increase?
 - b. No significant Increase





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- i. Why is there no significant increase in the number of program recipients? What are the hindering external and internal factors?
 - c. Decrease
 - i. What are the programs with decreasing number of recipients?
 - ii. What are the external factors that contributed to the decrease in number of program recipients?
 - iii. What are the internal factors that contributed to the decrease in number of program recipients?
- III. Proposed Actions
1. What areas need focus and immediate solution based on the data presented?
 2. What actions or measures must be undertaken to mitigate the challenges and to sustain the programs?
 3. Present an action plan focusing on these areas following the template below.

Risk (Based on the gaps identified in the different programs)	Objective/s	Action to be Taken	Timeline	Responsible Person/s	Resources Needed

- IV. Review and Prioritization
1. Present the overall status of program implementation versus the SDO Learning Plan.
 2. Highlight significant milestones of the SDOs program implementation for the whole year and the plan to maintain/enhance them.
 3. Highlight prominent challenges that the SDOs experienced and the plan to overcome them or prevent them from happening in the future.
 4. What program/s need/s improvement in terms of guidelines and implementation? Cite specific aspect/s of the program that need to be improved.
 5. Are there program/s that need/s to be implemented earlier or later in the year? If there is/are, present a proposed timeline of the programs and provide a brief justification.





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Enclosure 2 to Region Memorandum HRDD No. 127, s. 2022

PROGRAM OF ACTIVITIES
 January 12-13, 2023

TIME	ACTIVITY	PERSON RESPONSIBLE
DAY 1 – HRDD and HRDS Program Implementation Review		
8:00 a.m. – 9:00 a.m.	Arrival and Registration	Participants and Program Management Team (PMT)
9:01 a.m. – 9:40 a.m.	Opening Program <ul style="list-style-type: none"> • Preliminaries • Acknowledgement of Participants • Welcome Address 	PMT Ma. Isabel R. Cunanan EPS – HRDD Rommel G. Flores SDS – SDO General Santos City Gildo G. Mosqueda SDS – SDO Sarangani Rebonfamil R. Baguio Director III Carlito D. Rocafort Director IV Dave C. Prodigio EPS – HRDD
9:41 a.m. – 10:10 a.m.	Status of Agreements in the 3 rd Quarter PIR	Maria Isabel R. Cunanan EPS – HRDD
10:11 a.m. – 10:25 a.m. (Presentation)	Sarangani Presenter: Ma. Shirley M. Cardinal CES, SGOD	Discussant: Dave C. Prodigio EPS - HRDD Synthesizer: Jzyll G. Cantos ADAS III – HRDD-NEAP
10:26 a.m. – 10:40 a.m. (Interpellation & Synthesis)		
10:41 a.m. – 10:55 a.m.	General Santos City	Discussant: Maria Isabel R. Cunanan





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(Presentation) 10:56 a.m. – 11:10 a.m. (Interpellation & Synthesis)	Presenter: Victorino A. Fuentes, Jr. CES, SGOD	EPS - HRDD Synthesizer: Apple John A. Satorre EPS II - HRDD
11:11 – 11:25 A.M. (Presentation) 11:26 – 11:40 A.M. (Interpellation & Synthesis)	Sultan Kudarat Presenter: Mohaliden M. Suaeb CES, SGOD	Discussant: Designated OIC-CES of HRDD Synthesizer: Jodan F. Manua EPS II - HRDD
11:41 a.m. – 11:55 p.m. (Presentation) 11:56 a.m. – 12:10 p.m. (Interpellation & Synthesis)	Tacurong City Presenter: Mayflor D. Romualdo CES, SGOD	Discussant: Maricel B. Dignadice SEPS - HRDD-NEAP Synthesizer: Apple John A. Satorre EPS II, HRDD
12:11 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m. (Presentation) 1:16 p.m. – 1:30 p.m. (Interpellation & Synthesis)	Koronadal City Presenter: Danilo C. Abanil CES, SGOD	Discussant: Dave C. Prodigio EPS - HRDD Synthesizer: Jodan F. Manua EPS II - HRDD
1:31 p.m. – 1:45 p.m. (Presentation) 1:46 p.m. – 2:00 p.m. (Interpellation & Synthesis)	Kidapawan City Presenter: Marissa T. Bernaldez CES, SGOD	Discussant: Maria Isabel R. Cunanan EPS - HRDD Synthesizer: Jyzyl G. Cantos ADAS III – HRDD-NEAP
2:01 p.m. – 2:15 p.m. (Presentation) 2:16 p.m. – 2:30 p.m.	South Cotabato Presenter: Christopher Frusa CES, SGOD	Discussant: Designated OIC-CES of HRDD Synthesizer: Jodan F. Manua EPS II - HRDD





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(Interpellation & Synthesis)		
2:31 p.m. – 2:15 p.m. (Presentation)	Cotabato Province Presenter: Julie B. Lumogdang CES, SGOD	Discussant: Maricel B. Dignadice EPS II - HRDD-NEAP Synthesizer: Apple John A. Satorre EPS II – HRDD
2:16 p.m. – 2:30 p.m. (Interpellation & Synthesis)		
2:31 p.m. – 4:30 p.m.	Program Status Reporting	HRDD-NEAP Program Holders
4:01 p.m. – 5:00 p.m.	Closing Program <ul style="list-style-type: none"> • Next Steps/Ways Forward • Mechanics of 2nd Day Activity – Monitoring of IPBT Implementation • Closing Remarks 	Jodan F. Manua EPS II – HRDD Dave C. Prodigio EPS – HRDD Designated OIC-CES of HRDD
Moderator: Jyzyll G. Cantos ADAS III – HRDD-NEAP	Secretariat: GV Lo Buensalida ADAS I, HRDD	Christopher Estanislao Dormitory Manager, NEAP
QATAME: Quality Assurance Division EPS		
DAY 2 – HRDD Program Management Review		
7:30 – 8:00 A.M.	Attendance Management of Learning	Jyzyll G. Cantos ADAS III – HRDD-NEAP
8:01 – 10:00 A.M.	<ul style="list-style-type: none"> • Monitoring of LAC Implementation in Schools • Post-monitoring Meeting and Consolidation of Findings (per group) 	HRDD-NEAP Personnel SDO SGOD and HRDS Personnel
10:01 a.m. – 10:30 a.m.	<ul style="list-style-type: none"> • Return to venue and homebound activity of SDO participants 	HRDD-NEAP Personnel SDO SGOD and HRDS Personnel





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Enclosure 3 to Region Memorandum HRDD No. 127, s. 2022

TERMS OF REFERENCE

ROLE	FUNCTIONS/TASKS
Presenter	<ul style="list-style-type: none">- Provides a 15-minute presentation of the SDO's accomplishments, issues, and concerns in the implementation of human resource-related programs. Presentation shall contain 15 slides only.- Answers questions and clarifications of the lead discussant and other discussants.- Takes note of the agreements made in the current PIR and reports its progress on the next conduct.
Lead Discussant	<ul style="list-style-type: none">- Takes note of the salient points in the presentations of the SDOs.- Facilitates further elucidation and discussion of identified issues, concerns, and challenges during the interpellation.- Provides technical assistance to some issues and concerns of the SDOs in the implementation of PPAs.- Gives way to other discussant to ask for clarifications if there is still time left for interpellation.- Respectfully cuts the presenter when the allotted time for presentation is up.
Discussant	<ul style="list-style-type: none">- Takes note of the salient points in the presentations of the SDOs.- Provides technical assistance to some issues and concerns of the SDOs in the implementation of PPAs.
Synthesizers and Quality Assurance Team	<ul style="list-style-type: none">- Ensure submission of PowerPoint presentations of the SDOs assigned to them.- Make thorough follow up on SDOs that have not submitted presentation on the set deadline.- Check and quality assure the completeness and quality of the content of the presentations vis-à-vis the PIR Toolkit for the quarter.- Accomplish the tracker of submission and QA of slide decks.



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	<ul style="list-style-type: none"> - Synthesize the proceedings of the presentation and interpellation of the SDOs assigned to him/her. - Reads synthesis at the end of the interpellation. - Submits to the secretariat the accomplished synthesis form for compilation.
Status Documenter and Reporter	<ul style="list-style-type: none"> - Makes a follow up and keeps track of the status of accomplishment of the agreements per every end of the month prior to the next PIR. - Reports the status of accomplishment of the agreements in the next PIR.
Secretariat	<ul style="list-style-type: none"> - Documents the entire proceedings of the HRDD-HRDS PIR and submits the transcript 3 days after the activity. - Ensures submission and compilation of all the documents of the conduct of the quarterly HRDD-HRDS PIR in the Google Drive of HRDD 5 days after the conduct of the activity. - Ensures that all forms and documents conform with DIT standards. - Processes all documentary requirements for liquidation of expenditures in the activity.
Timekeeper	<ul style="list-style-type: none"> - Ensures that all presentations and interpellations do not exceed 15 minutes each. - Provides a reminder in the Google Meet chat box when 5 minutes is left for each part through the prompt “5 minutes left” twice. - Prompts the presenter, lead discussant, or the discussant when time is up by typing “Time is up!” three times in the Google Meet chat box.
Moderator	<ul style="list-style-type: none"> - Facilitates the smooth flow of the activity. - Respectfully cuts the lead discussant/discussant when time for interpellation is up.
HRDD and NEAP PMT and Communications Team	<ul style="list-style-type: none"> - Requests QATAME for the conduct of the PIR - Provides the Minutes of the Meeting to the HRDD Chief 10 days after the PIR - Take note of the implementation status of the program/s assigned to them and report them





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	<p>during the Program Management Review on the second day of the PIR.</p> <ul style="list-style-type: none">- Provide TA to SDOs regarding their respective programs, projects, and activities (PPAs).- Submits Program Completion Report (PCR)
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Enclosure 4 to Region Memorandum HRDD No. 127, s. 2022

LIST OF PARTICIPANTS

No.	Name	Designation/Position	Station
1	CARLITO D. ROCAFORT	REGIONAL DIRECTOR	REGIONAL OFFICE
2	REBONFAMIL R. BAGUIO	ASST. REGIONAL DIRECTOR	REGIONAL OFFICE
3	<i>To be designated</i>	OIC-CES	HRDD
4	DAVE C. PRODIGO	EPS	HRDD
5	MA. ISABEL R. CUNANAN	EPS	HRDD
6	APPLE JOHN A. SATORRE	EPS II	HRDD
7	MARICEL B. DIGNADICE	EPS II	HRDD-NEAP
8	JODAN F. MANUA	EPS II	HRDD
9	CHRISTOPHER F. ESTANISLAO	DORMITORY MANAGER	HRDD-NEAP
10	JYZYLL G. CANTOS	ADAS III	HRDD-NEAP
11	GV LO B. YORO	ADAS I	HRDD
12	<i>To be identified</i>	EPS/QAME IN-CHARGE	QAD
13	JULIE B. LUMOGDANG	SGOD CHIEF	COTABATO
14	MARGIE M. MACASAET	SGOD EPS	COTABATO
15	ABDULRAHMAN D. ANDIE	HRDS SEPS	COTABATO
16	VICTORINO A. FUENTES, JR	SGOD CHIEF	GENERAL SANTOS CITY
17	RONALD S. RADIN	SGOD EPS	GENERAL SANTOS CITY
18	JOHN MICHAEL P. CASTINO	HRDS SEPS	GENERAL SANTOS CITY
19	JENNALYN S. SISON	HRDS EPS II	GENERAL SANTOS CITY
20	MARISSA T. BERNALDEZ	SGOD CHIEF	KIDAPAWAN CITY
21	ROXANNE OCON-ANJAO	PDO II	KIDAPAWAN CITY
22	FE C. BALBAS	HRDS SEPS	KIDAPAWAN CITY
23	DANILO C. ABANIL	SGOD CHIEF	KORONADAL CITY
24	JOHN GREGORY G. JABIDO	SGOD EPS	KORONADAL CITY
25	MARICRIS T. BABAR	HRDS SEPS	KORONADAL CITY
26	MERCY R. AGUILLON	HRDS EPS II	KORONADAL CITY
27	MA. SHIRLEY M. CARDINAL	SGOD CHIEF	SARANGANI
28	MELODIE M. DEMABILDO	SGOD EPS	SARANGANI
29	MARITES D. LARA	HRDS SEPS	SARANGANI
30	MADINA P. LOGUIOMAN	HRDS EPS II	SARANGANI
31	CHRISTOPHER T. FRUSA	SGOD CHIEF	SOUTH COTABATO
32	GLENN SOLDEVILLA	SGOD EPS	SOUTH COTABATO
33	BERT D. LABUAYA	HRDS SEPS	SOUTH COTABATO
34	ARNEL BIEN	HRDS EPS II	SOUTH COTABATO
35	MOHALIDEN M. SUAEB	SGOD CHIEF	SULTAN KUDARAT
36	SADAT T. SINOLINDING	SGOD EPS	SULTAN KUDARAT
37	LAZARO P. ORIEL	HRDS SEPS	SULTAN KUDARAT



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38	MARK CARLO D. BUYAO	HRDS EPS II	SULTAN KUDARAT
39	MAYFLOR D. ROMUALDO	SGOD Chief	TACURONG CITY
40	ERNIE P. PAMA	HRDS SEPS	TACURONG CITY
41	JANICE P. SUBOC	HRDS EPS II	TACURONG CITY
42	JUNRE CORO	DRIVER	REGIONAL OFFICE
43	RONEL GARFERIO	DRIVER	REGIONAL OFFICE
44	<i>To be identified.</i>	DRIVER	REGIONAL OFFICE



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Enclosure 5 to Region Memorandum HRDD No. 127, s. 2022

**SOCCSKSARGEN HUMAN RESOURCE DEVELOPMENT AWARDS
(SOX HRD AWARDS)**

I. Rationale

The Department of Education Regional Office XII through the Human Resource Development Division (HRDD) puts all its efforts together to strengthen Department's goal of providing quality activities relative to teachers' upskilling and reskilling which in turn will yield outstanding learning outcomes from the learners.

One with the Region's vision for human resource development, the Schools Division Offices (SDOs) through the Human Resource Development Sections (HRDSs) make sure that programs, projects, and activities (PPAs) from the Central Office (CO), the Regional Office (RO) and locally designed programs are well-implemented to suffice the competency, performance, career progression, welfare needs of the teaching and non-teaching personnel. Along with this, several innovations were designed by the SDOs in order to smoothly facilitate the implementation of the PPAs. Such are manifestations of the HRDSs creatively and proactivity in order to achieve the goals of the Department.

To provide a recognition system for the implementation of PPAs and reward the exemplary efforts of the SDOs relative to human resource development, the SOX HRD Awards shall be conducted during the 4th Quarter HRDD-HRDS Program Implementation Review (PIR). This activity generally endeavors to increase the breadth and scope of impact of the activities implemented which respond to HRDD's flagship programs LEARN, ASCEND and GROW.

II. Objectives

Terminal objective:

SOX HRD Awards aims to establish a reward and recognition system on the efforts and innovations of the Human Resource Development Section (HRDS) of SDOs in providing HRD services to the teaching and non-teaching employees.

Enabling objectives:

Specifically, the program will be able to:

- a) recognize outstanding performance of SDOs on the provision of professional development programs, employee welfare activities, and other related activities to teaching and teaching personnel; and
- b) highlight innovations created by SDO HRDSs to facilitate better services to their clientele.





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III. Program Design and Guidelines

SOX HRDS Awards will serve as the rewards and recognition system of the Human Resource Development Division (HRDD) to recognize the outstanding performance of SDO HRDSs relative to the provision of professional development, employee welfare and development, etc.

SOX HRD Awards shall recognize special and major awards of SDOs HRDSs in different categories. These awards shall be given during the 4th Quarter HRDD-HRDS Program Implementation Review (PIR).

SOX HRD Awards (Special Awards)

1. The Special Awards shall be given to SDOs with exemplary performances in areas which contribute to the attainment of the Region's overall performance in the national level.
2. The HRDD-NEAP Program management shall determine the awardees based on existing data from the CO and RO subject to verification in the SDO level.
3. The awards in this category may change in each calendar year depending on existing mandates, policies, guidelines, and priorities.
4. For CY 2022, the following are the Special Awards:

Table 1: SOX HRD Awards (Special Awards)

Award	Description
Exemplary Performance in NEAP Sim Registration	This award is given to SDOs with NEAP Sim Registration of 90% and above as of December 16, 2022.
Exemplary Performance in PDIS Updating	This award is given to SDOs with NEAP PDIS Updating of 85% and above as of December 16, 2022.
Most Number of Trained Teachers and School Leaders in NEAP-subsidized Programs/Courses	This award is given to the top 3 SDOs in terms of the percentage of trained teachers and school leaders in NEAP-subsidized programs/courses as of December 16, 2022.
Exemplary Performance in NEAP Recognition of Professional Development Programs/Courses	This award is given to the top 3 SDOs with the greatest number of NEAP-Recognized programs/courses in the present calendar year.
Exemplary Performance in CPD Accreditation Programs/ Courses	This award is given to the top 3 SDOs with the greatest number of CPD-Accredited programs/courses in the present calendar year.
Efficiency in Fund Utilization – HRTD Fund	This award is given to SDOs with 100% utilization of HRTD Fund 2022. A certificate of percentage of utilization shall be required from the SDOs Accountant III.





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Efficiency in Fund Utilization - OPDNTF Fund	This award is given to SDOs with 100% utilization of OPDNTF Fund 2022. A certificate of percentage of utilization shall be required from the SDOs Accountant III.
Efficiency in Fund Utilization - OPDNTF Fund	This award is given to SDOs with 100% utilization of INSET Fund 2022. A certificate of percentage of utilization shall be required from the SDOs Accountant III.

SOX HRD Awards (Major Awards)

1. The SOX HRD Major Awards are given annually to SDOs with exemplary performance which contribute to the success of the three flagship programs of the Human Resource Development Division (HRDD): LEARN, ASCEND, and GROW.
2. Each SDO may apply to the three awards per year.
3. All entries shall only exhibit the accomplishments of the SDO in the current year. No duplication of entries in each award shall be strictly observed.
4. Each entry shall be accompanied by an endorsement signed by the Schools Division Superintendent (SDS) who shall vouch the veracity and authenticity of all documents in each entry.
5. **Deadline of submission of entries shall be on December 23, 2022, 5:00 p.m. Late entries shall not be accepted.**
6. PDF file of the entries shall be uploaded in the Google Drive through <https://bit.ly/SOXHRDAwards2022>. **Strictly ONE PDF file containing all the documents per entry shall be accepted.**
7. Any instance of falsification of documents shall result to disqualification.
8. The major awards shall be awarded to entries that can garner a total score of 80%. This means that in each major award, there can be more than one awardee.
9. On-site validation shall be conducted to further assess the veracity of the documents and the impact of the PPAs, if deemed necessary.
10. The decision of the judges is final and unappealable.

Table 2. SOX HRD Awards (Major Awards)

Award	Description	Criteria	Percentage
Gawad Kagalingan	This award is bestowed to SDOs that exhibit exemplary performance in the implementation of the professional development programs for teaching and non-teaching personnel which contributes to the	Adherence to the L&D system and NEAP Recognition Process	30%
		Innovations/Research	30%
		Impact of PPAs	30%
		Linkages and Networking	10%





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	attainment of HRDD's flagship program LEARN.		
Gawad Bagwis	This award is bestowed to SDOs that exhibit exemplary performance in the implementation of PPAs relative to personnel performance management, rewards and recognition, talent development and succession planning which contributes to the attainment of HRDD's flagship program ASCEND.	Established system/process (RPMS, PRAISE, etc.)	30%
		Innovations/Research	30%
		Impact of PPAs	30%
		Linkages and Networking	10%
Gawad Unlad	This award is bestowed to SDOs that exhibit exemplary performance in the implementation of PPAs relative to Employee Welfare and Development, Gender and Development, and employee satisfaction which contributes to the attainment of HRDD's flagship program LEARN.	Established system/process (GEDSI, EWD, etc.)	30%
		Innovations/Research	30%
		Impact of PPAs	30%
		Linkages and Networking	10%

Schedule of Activities

The following schedule of activities shall be followed to ensure the successful conduct of SOX HRD Awards:

Table 1. Schedule of Activities

Date	Activity	Person/s Responsible
December 23, 2022	Submission of entries through Google Drive	SDO HRDSs, HRDD-NEAP PMT
December 26-29, 2022	Evaluation of entries	HRDD-NEAP PMT, Evaluators/Judges
January 2-6, 2022	Onsite Validation (if needed)	SDO HRDSs, HRDD-NEAP PMT, Evaluators/Judges
January 12, 2022	SOX HRD Awarding Ceremonies	SDO HRDSs, HRDD-NEAP PMT





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A. Terms of Reference

The Regional Office through the Human Resource Development Division (HRDD) and the National Educators Academy of the Philippines R-XII (NEAP R-XII) shall handle and oversee the implementation of the awards. Table 3 presents the Terms of Reference.

Table 3. Terms of Reference for SOX HRD Awards

Role	Task/Functions
<i>SDO Human Resource and Development Section (HRDS)</i>	<ul style="list-style-type: none">• Submits entries for the SOX HRD Major Awards.
<i>HRDD-NEAP</i>	<ul style="list-style-type: none">• Serves as the Program Management Team (PMT) of the SOX HRD Awards.• Determines the awardees for the special awards.• Screens the completeness of documents/entries submitted by SDOs for the Major Awards.• Forwards documents to the respective judges for evaluation.• Consolidates results of evaluation and prepares the final results.• Prepares procurement documents for awards i.e. plaques and certificates.
<i>Judges/Evaluators</i>	<ul style="list-style-type: none">• Evaluate the entries submitted by the SDOs in the Major Awards.• Deliberate the results of evaluation and come up with the final results.

IV. Monitoring and Evaluation

In order to provide continuous evaluation of the guidelines of SOX HRD Awards, a review of the implementation of the awards shall be included the 1st Quarter HRDD-HRDS PIR.

V. Funding Source

Expenses relative to the implementation of SOX HRD Awards shall be sourced out from the HRDD GASS Fund and other available funds subject to the usual auditing and accounting rules and procedures.

VI. Expected Outcomes

The conduct of the SOX HRD Awards is expected to bolster the performance of SDOs in providing learning and development opportunities and other related activities to their teaching and non-teaching personnel. Through this reward and recognition activity, more innovations and exemplary efforts exerted by the HRDS Personnel in the SDOs shall be recognized and rewarded.

