



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

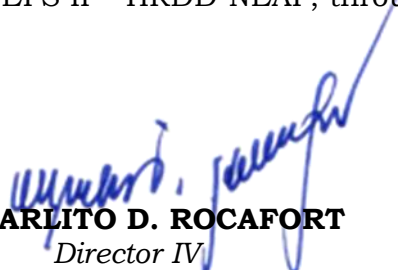
January 03, 2023

REGION MEMORANDUM  
HRDD-2023-001

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

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

1. To recognize the exemplary performance and efforts of the schools division offices (SDOs) relative to the development of the employees, the Regional Office, thru the Human Resource Development Division (HRDD) shall conduct the SOX Human Resource Development Awards (SOX HRD Awards) on January 26, 2023, at a venue to be announced later.
2. All attendees are requested to wear smart casual attire during the activity.
3. Refer to SOX HRD Awards Guidelines in Enclosure 1 for further details.
4. 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.
5. For queries and clarifications, contact Dave C. Prodigio, EPS - HRDD, through [dave.prodigio@deped.gov.ph](mailto:dave.prodigio@deped.gov.ph) or Maricel B. Dignadice, EPS II – HRDD-NEAP, through [maricel.bacaling@deped.gov.ph](mailto:maricel.bacaling@deped.gov.ph).
6. For guidance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

Encl.: As stated  
Reference: HRDD KRA/OM  
Allotment: HRDD GASS Fund 2022  
To be indicated in the Perpetual Index under the following Subjects:

AWARDS                      RECOGNITION

DCP/HRDD/RM/SOX HUMAN RESOURCE DEVELOPMENT AWARDS (SOX HRD AWARDS)/086/December 29, 2022



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*Enclosure to Region Memorandum HRDD No. 001, 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 the 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' creativity and proactivity 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 4<sup>th</sup> 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 for the efforts and innovations of the Human Resource Development Section (HRDS) of SDOs in providing HRD services to 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



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- b) highlight innovations created by SDO HRDSs to facilitate better services to their clients.

**III. Program Design and Guidelines**

SOX HRD 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 that contribute to the attainment of the Region’s overall performance at 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 at 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
<b>Exemplary Performance in NEAP Sim Registration</b>	This award is given to SDOs with NEAP Sim Registration of 90% and above as of December 29, 2022.
<b>Exemplary Performance in PDIS Updating</b>	This award is given to SDOs with NEAP PDIS Updating of 85% and above as of December 29, 2022.
<b>Most Number of Trained Teachers and School Leaders in NEAP-subsidized Programs/Courses</b>	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 29, 2022.
<b>Exemplary Performance in NEAP Recognition of Professional Development Programs/Courses</b>	This award is given to the top 3 SDOs with the greatest number of NEAP-Recognized programs/courses in the present calendar year.
<b>Exemplary Performance in CPD Accreditation Programs/ Courses</b>	This award is given to the top 3 SDOs with the greatest number of CPD-Accredited programs/courses in the present calendar year.





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<b>Efficiency in Fund Utilization – HRTD Fund</b>	This award is given to SDOs with 100% utilization of HRTD Fund 2022. A certificate of the percentage of utilization shall be required from the SDOs Accountant III.
<b>Efficiency in Fund Utilization – OPDNTF Fund</b>	This award is given to SDOs with 100% utilization of OPDNTF Fund 2022. A certificate of the percentage of utilization shall be required from the SDOs Accountant III.
<b>Efficiency in Fund Utilization – INSET Fund</b>	This award is given to SDOs with 100% utilization of INSET Fund 2022. A certificate of the 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 the 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 for the veracity and authenticity of all documents in each entry.
5. **Deadline for submission of entries for the Major Awards shall be on December 23, 2022, at 5:00 p.m. Late entries shall not be accepted.**
6. PDF file of the entries shall be uploaded to 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 in 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)**

<b>Award</b>	<b>Description</b>	<b>Criteria</b>	<b>Percentage</b>
<b>Gawad Kagalingan</b>	This award is bestowed to SDOs that exhibit exemplary performance in the implementation of the professional development	Adherence to the L&D system and NEAP Recognition Process	30%
		Innovations/Research	30%
		Impact of PPAs	30%





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	programs for teaching and non-teaching personnel which contributes to the attainment of HRDD's flagship program LEARN.	Linkages and Networking	10%
<b>Gawad Bagwis</b>	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%
<b>Gawad Unlad</b>	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 the SOX HRD Awards:

**Table 1. Schedule of Activities**

<b>Date</b>	<b>Activity</b>	<b>Person/s Responsible</b>
December 23, 2022	Submission of entries for the Major Awards through Google Drive	SDO HRDSs, HRDD-NEAP PMT
December 26-29, 2022	Evaluation of entries for the Major Awards	HRDD-NEAP PMT, Evaluators/Judges
December 29, 2022	Deadline of Updating of Data for the Special Awards	SDO HRDSs and HRDD-NEAP PMT
January 2-6, 2022	Onsite Validation (if needed)	SDO HRDSs, HRDD-NEAP PMT, Evaluators/Judges







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January 26, 2022	SOX HRD Awarding Ceremonies	SDO HRDSs, HRDD-NEAP PMT
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### A. Terms of Reference

This Region 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**

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

### 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 1<sup>st</sup> 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.





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**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.



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