



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

June 11, 2024

REGION MEMORANDUM
PPRD-2024-046

**POLICY GUIDELINES OF SIGAY PARANGAL 2024 AWARDS AND
RECOGNITION MECHANISM FOR THE OPERATIONALIZATION
OF PPRD'S QUAMETASEA FRAMEWORK**

To: Schools Division Superintendents

1. This has reference to Region Memorandum PPRD-2024-034 re **PPRD 2024 Innovation Programs and Projects** issued on June 7, 2024, which is in support to the implementation of DepEd Memorandum DM-OUHROD-2024-0586 re Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards from the office of OIC-USec for Human Resource and Organizational Development dated March 27, 2024.

2. Hence, in the recalibrated Office Performance Commitment Review Form (OPCRF) FY 2024 of Policy, Planning and Research Division (PPRD) under Part I-B: Innovating and Intervening Accomplishment, it has come up with appropriate objective vis-à-vis the Key Result Area (KRA) on Office Administration & Performance Monitoring, to wit: **"Institutionalized SIGAY PARANGAL 2024: Awards and Recognition Mechanism for the Operationalization of PPRD's QuaMETASEA Framework."**

3. To inform its partners and stakeholders who are the Chiefs of the Regional Functional Division Offices and School Division Offices in the operationalization of this PPRD 2024 Innovation Program particularly the **"SIGAY PARANGAL 2024: Awards and Recognition Mechanism for the Operationalization of PPRD's QuaMETASEA Framework,"** this policy guideline is hereby disseminated.

4. The following are the objectives being undertaken by this innovation program vis-à-vis its five components:

| Component No. | Name of Award | Objectives |
|---------------|----------------------|---|
| 1 | Sigasig Award | To accelerate efficiency of FY 2024 BERF implementation among BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs). |
| 2 | Ilaw Award | To intensify continuous support among Division Planning Officers to be compliant in the timely submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2. |



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| | | |
|---|---------------------|--|
| 3 | Gabay Award | To gain full support from Division SEPS for Planning and Research in the full realization of PPRD's Policy Research Review Agenda in terms of providing technical assistance to target research respondents and participants towards timely gathering of necessary data. |
| 4 | Agap Award | To motivate punctuality among PPRD personnel in reporting to the office which is geared towards fostering productivity and personal excellence. |
| 5 | Yabong Award | To stimulate sense of responsibility and accountability among RFDs to be compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of Performance Management Information System (PMIS). |

5. Attached is Enclosure 1: Policy Guideline of SIGAY Parangal 2024: Awards & Recognition Mechanism for the Operationalization of PPRD's QuAMETASEA Framework.

6. For further inquiries, contact Dr. Glenn A. Bisnar – PPRD Chief through his email addresses at glenn.bisnar@deped.gov.ph or through Osop A. Pangilamun through his email addresses at osop.pangilamun@deped.gov.ph.

7. For information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: Region Memorandum PPRD-2024-034; DepEd Memorandum DM-OUHROD-2024-0586

Allotment: None

To be included in the Perpetual Index under the following Subjects:

POLICY GUIDELINES PROGRAM

GAB/PPRD/RM – PPRD 2024 POLICY GUIDELINES OF SIGAY PARANGAL 2024: AWARDS AND RECOGNITION MECHANISM FOR THE OPERATIONALIZATION OF PPRD'S QUAMETASEA FRAMEWORK /038/June 11, 2024



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Enclosure 1 to Region Memorandum PPRD-2024-046

**POLICY GUIDELINES OF SIGAY PARANGAL 2024: AWARDS AND
RECOGNITION MECHANISM FOR THE OPERATIONALIZATION
OF PPRD'S QUAMETASEA FRAMEWORK**

I. Innovation Contacts

| Name | Position | Roles/ Responsibilities in the Innovation | Email |
|------------------------|----------------------------------|--|--|
| Osop A. Pangilamun | Statistician I | Proponent | sop.pangilamun@deped.gov.ph |
| Dr. Glenn A. Bisnar | Chief Education Supervisor | Consultant | glenn.bisnara@deped.gov.ph |

II. Innovation Summary

Award and Recognition System plays a vital role in any organization. Basically, employees who are more likely to feel fulfilled and at home in their professions when they receive regular acknowledgment boosts their motivation and output at work. Additionally, acknowledgment can improve resilience and general mental health, which benefits a happier and healthier staff.

Hence, in its quest to fully establish the culture of Awards and Recognition System at PPRD, it has instituted the “**SIGAY PARANGAL 2024: Awards and Recognition Mechanism for the Operationalization of PPRD’s QuAMETASEA Framework.**” The concept “SIGAY” is a Maguindanaon term which means “light that shines from torch”; hence, this award would like to recognize person/organization who serves as light to others in the process of performing assigned duties and responsibilities which significantly contribute to PPRD’s major deliverables.

Moreover, **SIGAY** itself is an acronym which spells out as well the five components of the **SIGAY PARANGAL 2024**, to wit:

- **Component 1: Sigasig Award.** This award is conferred in line with the efficient implementation of Basic Education Research Fund (BERF); hence, awardees are the BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs) that performed well based on the set standards and criteria.
- **Component 2: Ilaw Award.** This award is given to Division Planning Officers, who are fully compliant in the timely submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2.



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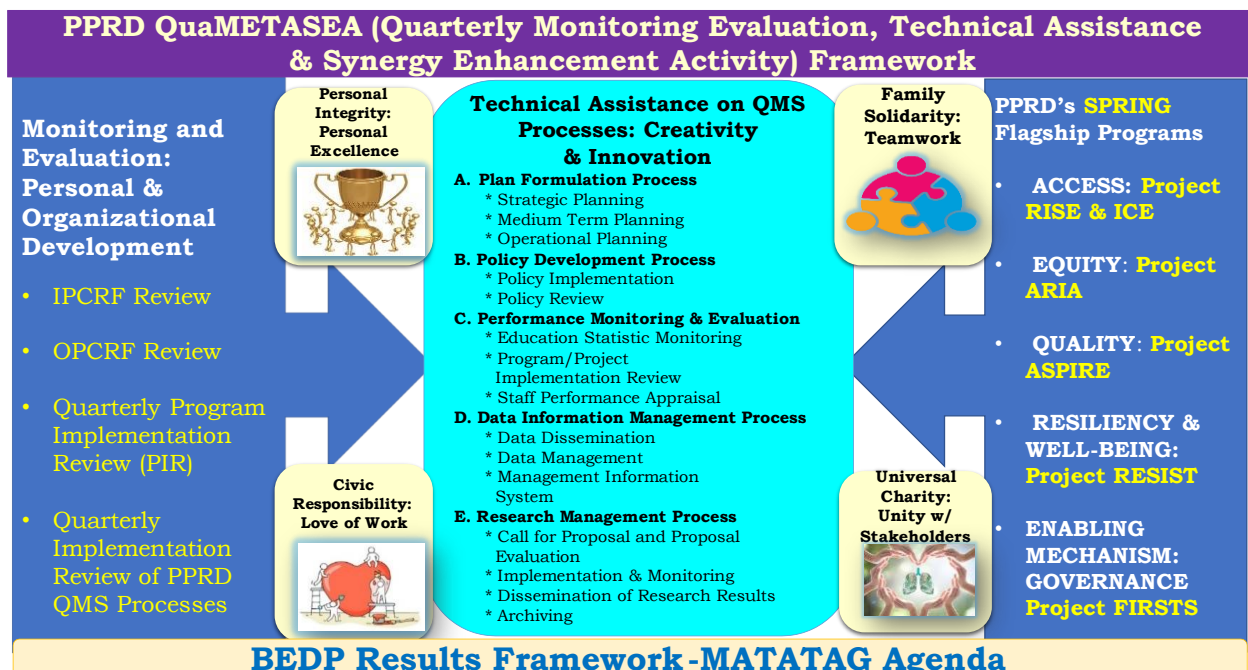
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- **Component 3: Gabay Award.** This award is given to Division SEPS for Planning and Research, who manifested full support in the realization of PPRD's Policy Research Review Agenda in terms of providing technical assistance to target research respondents and participants resulting to timely gathering of necessary data.
- **Component 4: Agap Award.** This is a monthly award presented to PPRD personnel who manifests punctuality in reporting to the office, having committed at least three (3) tardiness in only a month.
- **Component 5: Yabong Award.** This award is given to Regional Functional Division (RFD) that is compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) for the full operationalization of Performance Management Information System (PMIS).

Apparently, the **SIGAY PARANGAL 2024** is a support mechanism in the full operationalization of PPRD's **QuaMETASEA (Quarterly Monitoring Evaluation, Technical Assistance) & Synergy Enhancement Activity) Framework** as shown below:



Finally, **SIGAY PARANGAL 2024: Awards & Recognition Mechanism for the Operationalization of PPRD's QuaMETASEA Framework** is geared towards fostering the following guiding principles:

- **Effective** Awards & Recognition as overarching mechanism contributory to the achievement of PPRD's targets and strategic objectives;



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- **Efficient** Awards & Recognition to motivate personnel and partners as well as division counterparts in terms of timely processing of deliverables and cost efficient in terms of utilization of resources and efforts; and
- **Sustainable** Awards & Recognition in terms of complying with the changing needs, standards of the QMS as well as compliance with statutory and regulatory requirements.

A. Purpose of the Innovation

Generally, the “**SIGAY PARANGAL 2024**” is a major innovative initiative of PPRD to bolster efficiency in maximizing available resources towards timely submission of reports, effectiveness in accomplishing deliverables vis-à-vis set standards and sustainability of efforts through continuous improvement mechanisms. The following table elucidates the major purpose of every component per award:

| Component No. | Name of Award | Purpose/Objective |
|---------------|----------------------|--|
| 1 | Sigasig Award | To accelerate efficiency of FY 2024 BERF implementation among BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs). |
| 2 | Ilaw Award | To intensify continuous support among Division Planning Officers to be compliant in the timely submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2. |
| 3 | Gabay Award | To gain full support from Division SEPS for Planning and Research in the full realization of PPRD’s Policy Research Review Agenda in terms of providing technical assistance to target research respondents and participants towards timely gathering of necessary data. |
| 4 | Agap Award | To motivate punctuality among PPRD personnel in reporting to the office which is geared towards fostering productivity and personal excellence. |
| 5 | Yabong Award | To stimulate sense of responsibility and accountability among RFDs to be compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of Performance Management Information System (PMIS). |



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B. Innovation Major Outputs

This innovation undertaking “**SIGAY PARANGAL 2024: Awards and Recognition Mechanism for the Operationalization of PPRD’s QuaMETASEA Framework**” shall focus on the following aspect per award & recognition component:

| Award & Recognition Components | Action to be Taken |
|--------------------------------------|--|
| Component 1: Sigasig Award | Annual Recognition of BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs) based on RM PPRD-2024-020: Guidelines on FY 2024 BERF Implementers Excellence (BIEx) award |
| Component 2: Ilaw Award | Annual Recognition of Division Planning Officers’ performance in the submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 |
| Component 3: Gabay Award | Semestral Recognition of Division SEPS for Planning and Research performance in support to PPRD’s Policy Research Review Agenda |
| Component 4: Agap Award | Monthly Recognition of punctuality of PPRD personnel in reporting to the office |
| Component 5: Yabong Award | Semestral Recognition of RFDs compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of PMIS |

C. Innovation Process

This innovation shall undergo three phases, as shown in the table below:

| Phases | Activity |
|--------------------------|--|
| Pre-Implementation Phase | <ul style="list-style-type: none">Brainstorm policy guidelines of the SIGAY PARANGAL 2024Firm-up policy guidelines of the SIGAY PARANGAL 2024Disseminate policy guidelines of the SIGAY PARANGAL 2024 |
| Execution Phase | Implement SIGAY PARANGAL 2024 vis-à-vis the following components: <ul style="list-style-type: none">Component 1: Sigasig Award - Annual Recognition of BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs)Component 4: Ilaw Award - Annual Recognition of Division Planning Officers’ performance in the submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 |



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|---------------------------|--|
| | <ul style="list-style-type: none"> • Component 3: Gabay Award Award – Semestral Recognition of Division SEPS for Planning and Research performance in support to PPRD’s Policy Research Review Agenda • Component 4: Agap Award - Monthly Recognition of punctuality of PPRD personnel in reporting to the office • Component 5: Yabong Award - Semestral Recognition of RFDs compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of PMIS |
| Post-Implementation Phase | <ul style="list-style-type: none"> • Review policy guidelines of the SIGAY PARANGAL 2024 • Issue Enhanced Policy Guidelines of the SIGAY PARANGAL 2024 |

D. Responsible Persons

The following table indicate the persons involved in this undertaking:

| Working Committees | In-charge | Terms of Reference |
|-------------------------|--|--|
| Executive Committee | Glenn A. Bisnar, PPRD Chief Raffy G. Herrera, EPS Osop A. Pangilamun, Stat I | <ul style="list-style-type: none"> • Set directions in the conceptualization of this Award & Recognition initiative • Plan out specific activities in line with this initiative • Draft policy guideline of the “SIGAY PARANGAL 2024: Awards & Recognition Mechanism for the Operationalization of PPRD’s QuAMETASEA Framework” |
| Quality Assurance | Raffy G. Herrera, EPS | <ul style="list-style-type: none"> • Ensure the contents of the Recognition Certificates are free from error. • Check accuracy and completeness of the content. |
| Lay-out & Design | Ulysses S. Laruya, ADAS I Reynaldo S. Gallardo, PO III | <ul style="list-style-type: none"> • Lay-out Recognition Certificates for the awards |
| Monitoring & Evaluation | Lovely Z. Ramos, AO II | <ul style="list-style-type: none"> • Facilitate the conduct of Client Satisfaction Measurement (CSM) during the Awarding Activities |



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E. Project Innovation Location

The following table indicates the specific location/venue in the implementation of the various phases and activities:

| Phases | Activity | Location/Venue |
|---------------------------|--|---|
| Pre-Implementation Phase | <ul style="list-style-type: none">Brainstorm policy guidelines of the SIGAY PARANGAL 2024Firm-up policy guidelines of the SIGAY PARANGAL 2024Disseminate policy guidelines of the SIGAY PARANGAL 2024 | During PPRD LAC Session/ Brainstorming Meeting at PPRD |
| Execution Phase | Component 1: Sigasig Award - Annual Recognition of BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs) | Online via MS Teams/ During Regional Research Congress |
| | Component 2: Ilaw Award - Annual Recognition of Division Planning Officers' performance in the submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 | During Workshop on Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 |
| | Component 3: Gabay Award - Semestral Recognition of Division SEPS for Planning and Research performance in support to PPRD's Policy Research Review Agenda | Online via MS Teams |
| | Component 4: Agap Award - Monthly Recognition of punctuality of PPRD personnel in reporting to the office | PPRD Office |
| | Component 5: Yabong Award - Semestral Recognition of RFDs compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of PMIS | During ProgCom / Flag Ceremony |
| Post-Implementation Phase | <ul style="list-style-type: none">Review policy guidelines of the SIGAY PARANGAL 2024Issue Enhanced Policy Guidelines of the SIGAY PARANGAL 2024 | During LAC Session |



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F. Duration

The following will be the timeline of this undertaking vis-à-vis varied phases:

| Phases | Activity | Duration |
|---------------------------|--|------------|
| Pre-Implementation Phase | <ul style="list-style-type: none"> Brainstorm policy guidelines of the SIGAY PARANGAL 2024 Firm-up policy guidelines of the SIGAY PARANGAL 2024 Disseminate policy guidelines of the SIGAY PARANGAL 2024 | 1 Week |
| Execution Phase | Component 1: Sigasig Award - Annual Recognition of BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs) | 30 minutes |
| | Component 2: Ilaw Award - Annual Recognition of Division Planning Officers' performance in the submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 | 30 Minutes |
| | Component 3: Gabay Award - Semestral Recognition of Division SEPS for Planning and Research performance in support to PPRD's Policy Research Review Agenda | 30 Minutes |
| | Component 4: Agap Award - Monthly Recognition of punctuality of PPRD personnel in reporting to the office | 20 minutes |
| | Component 5: Yabong Award - Semestral Recognition of RFDs compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of PMIS | 15 minutes |
| Post-Implementation Phase | <ul style="list-style-type: none"> Review policy guidelines of the SIGAY PARANGAL 2024 Issue Enhanced Policy Guidelines of the SIGAY PARANGAL 2024 | 1 day |

G. Sustainability Mechanism

The following are the proposed Sustainability Mechanisms using the PDCA (Plan-Do-Check-Act) Cycle:

- Plan:** To strategize a plan of action to realize the conduct of the reproduction of **“SIGAY PARANGAL 2024: Awards & Recognition Mechanism for the Operationalization of PPRD’s QuaMETASEA Framework”**.



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- **Do:** To implement the Plan based on the timeline.
- **Check:** To conduct quarterly progress monitoring & evaluation during PPRD LAC Session to check the progress of the activity as the basis for coming up with appropriate interventions.

III. Innovation Background

Basically, this innovation undertaking dubbed as “**SIGAY PARANGAL 2024: Awards & Recognition Mechanism for the Operationalization of PPRD’s QuaMETASEA Framework**” has been instituted to address the following major problems confronted by PPRD as regards implementation of its QMS process on Plan Formulation, Policy Development (Policy Implementation & Review, Performance Monitoring & Evaluation, Data Information Management, and Research Management:

| Award & Recognition Components | Issues & Concerns being Addressed |
|--------------------------------------|---|
| Component 1: Sigasig Award | Delay in the completion of research studies by some BERF recipients within the six-month period |
| Component 2: Ilaw Award | Delay in the submission of reports on Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 by some DPOs |
| Component 3: Gabay Award | Delay in the completion of PPRD’s Policy Research Review Agenda |
| Component 4: Agap Award | Two (2) PPRD personnel issued with Show Cause Orders due to tardiness |
| Component 5: Yabong Award | Delay in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) by some RFDs |

IV. Innovation Objectives:

The following are the objectives being undertaken by this innovation:

| Award & Recognition Components | Innovation Objectives |
|---------------------------------------|---|
| Component No. 1: Sigasig Award | To accelerate efficiency of FY 2024 BERF implementation among BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs). |
| Component No. 2: Ilaw Award | To intensify continuous support among Division Planning Officers to be compliant in the timely submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2. |



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| Component No. 3: Gabay Award | To gain full support from Division SEPS for Planning and Research in the full realization of PPRD's Policy Research Review Agenda in terms of providing technical assistance to target research respondents and participants towards timely gathering of necessary data. |
| Component No. 4: Agap Award | To motivate punctuality among PPRD personnel in reporting to the office which is geared towards fostering productivity and personal excellence. |
| Component No. 5: Yabong Award | To stimulate sense of responsibility and accountability among RFDs to be compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of Performance Management Information System (PMIS). |

V. Methodology

A. Work Breakdown and Task Time Estimates

| Phases | Activity | Timeline |
|--------------------------|--|--------------------------|
| Pre-Implementation Phase | <ul style="list-style-type: none"> Brainstorm policy guidelines of the SIGAY PARANGAL 2024 Firm-up policy guidelines of the SIGAY PARANGAL 2024 Disseminate policy guidelines of the SIGAY PARANGAL 2024 | January to February 2024 |
| Execution Phase | Component 1: Sigasig Award - Annual Recognition of BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs) | April to December 2024 |
| | Component 2: Ilaw Award - Annual Recognition of Division Planning Officers' performance in the submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 | October to December 2024 |
| | Component 3: Gabay Award - Semestral Recognition of Division SEPS for Planning and Research performance in support to PPRD's Policy Research Review Agenda | January to December 2024 |
| | Component 4: Agap Award - Monthly Recognition of punctuality of PPRD personnel in reporting to the office | January to December 2024 |
| | Component 5: Yabong Award - Semestral Recognition of RFDs compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of PMIS | January to December 2024 |



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|---------------------------|--|---------------|
| Post-Implementation Phase | <ul style="list-style-type: none"> Review policy guidelines of the SIGAY PARANGAL 2024 Issue Enhanced Policy Guidelines of the SIGAY PARANGAL 2024 | December 2024 |
|---------------------------|--|---------------|

B. Deliverables

Based on the following activities vis-à-vis three major phases, the expected major deliverables are hereby presented:

| Phases | Activity | Major Deliverables |
|---------------------------|--|--|
| Pre-Implementation Phase | <ul style="list-style-type: none"> Brainstorm policy guidelines of the SIGAY PARANGAL 2024 Firm-up policy guidelines of the SIGAY PARANGAL 2024 Disseminate policy guidelines of the SIGAY PARANGAL 2024 | Dissemination of Policy Guidelines of the SIGAY PARANGAL 2024 |
| Execution Phase | Component 1: Sigasig Award - Annual Recognition of BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs) | Conduct of Sigasig Award |
| | Component 2: Ilaw Award - Annual Recognition of Division Planning Officers' performance in the submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 | Conduct of Ilaw Award |
| | Component 3: Gabay Award - Quarterly Recognition of Division SEPS for Planning and Research performance in support to PPRD's Policy Research Review Agenda | Conduct of Gabay Award |
| | Component 4: Agap Award - Monthly Recognition of punctuality of PPRD personnel in reporting to the office | Conduct of Agap Award |
| | Component 5: Yabong Award - Semestral Recognition of RFDs compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of PMIS | Conduct of Yabong Award |
| Post-Implementation Phase | <ul style="list-style-type: none"> Review policy guidelines of the SIGAY PARANGAL 2024 Issue Enhanced Policy Guidelines of the SIGAY PARANGAL 2024 | Issuance of Enhanced Policy Guidelines of the |



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**SIGAY PARANGAL
2024**

C. Rubrics of the SIGAY Parangal 2024

Component 1: Sigasig Award: To accelerate efficiency of FY 2024 BERF implementation among *BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs).*

C.1 Individual Category (FY 2024 BERF Recipients)

| Award Categories | Indicators |
|---------------------------|---|
| Platinum Award | The BERF research project has been completed and hard bound copy has been submitted to PPRD on or before August 20, 2024. |
| Golden Award | The BERF research project has been completed and hard bound copy has been submitted to PPRD on the 7th month or after a month of the <i>required period</i> of completion, which is on or before September 20, 2024. |
| Silver Award | The BERF research project has been completed and hard bound copy has been submitted to PPRD on the 8th month or after 2 months of the <i>required period</i> for completion, which is on or before October 20, 2024. |
| Bronze Award | The BERF research project has been completed and hard bound copy has been submitted to PPRD on the 9th month or after 3 months of the <i>required period</i> of completion, which is on or before November 20, 2024. |
| Certificate of Completion | The BERF research project has been completed and hard bound copy has been submitted to PPRD after November 20, 2024 or within the 6 month extension period that ends on February 20, 2025. |

C.2 Division Level Category (SGOD Chief and SEPS for Planning & Research)

Only the SDO with 100% submission of hard bound copies of completed FY 2024 BERF research projects shall be qualified. In determining the Division Level Category, the following guidelines shall be enforced:

- Determine the individual points gained by each of the BERF recipient based on the Individual Category Award using the following point system:
 - Platinum Award: 5 points
 - Golden Award: 4 points
 - Silver Award: 3 points
 - Bronze Award: 2 points
 - Certificate of Completion: 1 point



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- Determine the point average, by finding out the sum of the total points earned by the SDO based on the accumulated points of all BERF recipients divided by the number of total recipients.
- Based on the calculated point average, determine the Division Level Category Award using the range indicated below:

| Award Categories | Range |
|---------------------------|-------------|
| Platinum Award | 4.50 – 5.00 |
| Golden Award | 4.0 – 4.49 |
| Silver Award | 3.50 – 3.99 |
| Bronze Award | 2.0 – 3.49 |
| Certificate of Completion | 1.0 – 1.99 |

- Based on the results, both the SEPs for Planning and Research as well as the SGOD Chief shall receive the award.

Component 2: Ilaw Award: To intensify continuous support among Division Planning Officers to be compliant in the timely submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2.

| Award Categories | Indicators |
|------------------|--|
| Platinum Award | The Division Planning Officer has submitted the following reports on Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 based on the following criteria: <ul style="list-style-type: none">Timeliness: On or before the deadlineAccuracy: 100% Accuracy Rate |
| Golden Award | The Division Planning Officer has submitted the following reports on Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 based on the following criteria: <ul style="list-style-type: none">Timeliness: On or before the deadlineAccuracy: 96-99% Accuracy Rate |
| Silver Award | The Division Planning Officer has submitted the following reports on Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 based on the following criteria: <ul style="list-style-type: none">Timeliness: Late for 1 to 5 working daysAccuracy: 90-95% Accuracy Rate |
| Bronze Award | The Division Planning Officer has submitted the following reports on Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 based on the following criteria: <ul style="list-style-type: none">Timeliness: Late for 6 to 10 working days |



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| | <ul style="list-style-type: none"> • Accuracy: 90-95% Accuracy Rate |
| Certificate of Completion | <p>The Division Planning Officer has submitted the following reports on Crucial Resources, Annual Investment Plan (AIP), and Budget Execution Document (BED) 2 based on the following criteria:</p> <ul style="list-style-type: none"> • Timeliness: More than 10 working days • Accuracy: 89% & below Accuracy Rate |

Component No. 3: Gabay Award: To gain full support from Division SEPS for Planning and Research in the full realization of PPRD's Policy Research Review Agenda in terms of providing technical assistance to target research respondents and participants towards timely gathering of necessary data.

| Award Categories | Indicators |
|---------------------------|--|
| Platinum Award | <p>The Division SEPS for Planning and Research has facilitated the conduct of certain policy research agendum with the following performance level:</p> <ul style="list-style-type: none"> • Timeliness: Compliance within the set duration • Responsiveness: 100% of the respondents have complied |
| Golden Award | <p>The Division SEPS for Planning and Research has facilitated the conduct of certain policy research agendum with the following performance level:</p> <ul style="list-style-type: none"> • Timeliness: Compliance within the set duration • Responsiveness: 90-99% of the respondents have complied |
| Silver Award | <p>The Division SEPS for Planning and Research has facilitated the conduct of certain policy research agendum with the following performance level:</p> <ul style="list-style-type: none"> • Timeliness: Late compliance, has exceeded 1 to 5 working days after the deadline • Responsiveness: 90-99% of the respondents have complied |
| Bronze Award | <p>The Division SEPS for Planning and Research has facilitated the conduct of certain policy research agendum with the following performance level:</p> <ul style="list-style-type: none"> • Timeliness: Late compliance, has exceeded 6 to 10 working days after the deadline • Responsiveness: 80-89% of the respondents have complied |
| Certificate of Completion | <p>The Division SEPS for Planning and Research has facilitated the conduct of certain policy research agendum with the following performance level:</p> <ul style="list-style-type: none"> • Timeliness: Late compliance, has exceeded more than 10 working days after the deadline |



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| | <ul style="list-style-type: none"> • Responsiveness: Below 80% of the respondents have complied |
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Component 4: Agap Award: To motivate punctuality among PPRD personnel in reporting to the office which is geared towards fostering productivity and personal excellence.

| Months | Indicator |
|-----------|---|
| January | At least 3 tardiness committed in a month |
| February | At least 3 tardiness committed in a month |
| March | At least 3 tardiness committed in a month |
| April | At least 3 tardiness committed in a month |
| May | At least 3 tardiness committed in a month |
| June | At least 3 tardiness committed in a month |
| July | At least 3 tardiness committed in a month |
| August | At least 3 tardiness committed in a month |
| September | At least 3 tardiness committed in a month |
| October | At least 3 tardiness committed in a month |
| November | At least 3 tardiness committed in a month |
| December | At least 3 tardiness committed in a month |

Component No. 5: Yabong Award: To stimulate sense of responsibility and accountability among RFDs to be compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of Performance Management Information System (PMIS).

| Award Categories | Indicators |
|------------------|--|
| Platinum Award | <p>The RFD has complied all the deliverables with the following performance level:</p> <ul style="list-style-type: none"> • Program Holders: WFP has been completed 3 weeks after CO Policy Guideline has been received. • RFD: WFP has been completed 3 weeks after the RO Budget Officer has allocated the amount. • Catch-up Plan has been complied within 1 week after every quarter, when scheduled activities were not conducted. |
| Golden Award | <p>The RFD has complied all the deliverables with the following performance level:</p> <ul style="list-style-type: none"> • Program Holders: WFP has been completed 4 weeks after CO Policy Guideline has been received. • RFD: WFP has been completed 4 weeks after the RO Budget Officer has allocated the amount. • Catch-up Plan has been complied within 2 weeks after every quarter, when scheduled activities were not conducted. |



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| Silver Award | <p>The RFD has complied all the deliverables with the following performance level:</p> <ul style="list-style-type: none"> • Program Holders: WFP has been completed 5 weeks after CO Policy Guideline has been received. • RFD: WFP has been completed 5 weeks after the RO Budget Officer has allocated the amount. • Catch-up Plan has been complied within 3 weeks after every quarter, when scheduled activities were not conducted. |
| Bronze Award | <p>The RFD has complied all the deliverables with the following performance level:</p> <ul style="list-style-type: none"> • Program Holders: WFP has been completed 6 weeks after CO Policy Guideline has been received. • RFD: WFP has been completed 6 weeks after the RO Budget Officer has allocated the amount. • Catch-up Plan has been complied within 4 weeks after every quarter, when scheduled activities were not conducted. |
| Certificate of Completion | <p>The RFD has complied all the deliverables with the following performance level:</p> <ul style="list-style-type: none"> • Program Holder: WFP has been completed more than 6 weeks after CO Policy Guideline has been received. • RFD: WFP has been completed more than 6 weeks after the RO Budget Officer has allocated the amount. • Catch-up Plan has been complied within 5 weeks or more after every quarter, when scheduled activities were not conducted. |

Note: For RFD with multiple WFPs, the average performance rating shall be determined as basis in finding out the overall performance of the RFD.

VI. Innovation Cost

The innovation costs of this project are as follows:

| Phases | Activity | Cost Estimates |
|--------------------------|--|---|
| Pre-Implementation Phase | <ul style="list-style-type: none"> • Brainstorm policy guidelines of the SIGAY PARANGAL 2024 • Firm-up policy guidelines of the SIGAY PARANGAL 2024 • Disseminate policy guidelines of the SIGAY PARANGAL 2024 | Php 28,000.00 (LAC Session) |
| Execution Phase | Component 1: Sigasig Award | Php 8,500.00 |
| | Component 2: Ilaw Award | Php 228,000.00 (Integrated during Planning Workshop) |



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| | Component 3: Gabay Award | Php 1,655.00 (During Online Research Colloquium) |
| | Component 4: Agap Award - | Php 28,000.00 (LAC Session) |
| | Component 5: Yabong Award | Php 850.00 (Certificate) |
| Post-Implementation Phase | <ul style="list-style-type: none"> Review policy guidelines of the SIGAY PARANGAL 2024 Issue Enhanced Policy Guidelines of the SIGAY PARANGAL 2024 | Php 28,000.00 (LAC Session) |
| Total | | Php 323,005.00 |

VII. Monitoring and Evaluation (M&E)

The following template shall be used in the M&E of this innovation undertaking:

A. Evaluation of SIGAY Parangal 2024

| Phases | Activity | Major Deliverables | Remarks |
|--------------------------|--|--|--|
| Pre-Implementation Phase | <ul style="list-style-type: none"> Brainstorm policy guidelines of the SIGAY PARANGAL 2024 Firm-up policy guidelines of the SIGAY PARANGAL 2024 Disseminate policy guidelines of the SIGAY PARANGAL 2024 | Dissemination of Policy Guidelines of the SIGAY PARANGAL 2024 | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Needs Improvement |
| Execution Phase | Component 1: Sigasig Award - Annual Recognition of BERF recipients, division research managers (SEPS for Planning and Research), and School Division Offices (SGOD Chiefs) | Conduct of Sigasig Award Report | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Needs Improvement |
| | Component 2: Ilaw Award - Annual Recognition of Division Planning Officers' performance in the submission of major reports required by PPRD such as Crucial Resources, Annual Investment Plan (AIP), and | Conduct of Ilaw Award | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Needs Improvement |



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| | Budget Execution Document (BED) 2 | | |
| | Component 3: Gabay Award - Quarterly Recognition of Division SEPS for Planning and Research performance in support to PPRD's Policy Research Review Agenda | Conduct of Gabay Award | () Compliant () Non-Compliant () Needs Improvement |
| | Component 4: Agap Award - Monthly Recognition of punctuality of PPRD personnel in reporting to the office | Conduct of Agap Award | () Compliant () Non-Compliant () Needs Improvement |
| | Component 5: Yabong Award - Semestral Recognition of RFDs compliant in submitting Work Financial Plan (WFP) and Quarterly Catch-up Plan (only if necessary) geared towards full operationalization of PMIS | Conduct of Yabong Award | () Compliant () Non-Compliant () Needs Improvement |
| Post-Implementation Phase | <ul style="list-style-type: none"> Review policy guidelines of the SIGAY PARANGAL 2024 Issue Enhanced Policy Guidelines of the SIGAY PARANGAL 2024 | Issuance of Enhanced Policy Guidelines of the SIGAY PARANGAL 2024 | () Compliant () Compliant () Non-Compliant () Needs Improvement |

B: Other Comments/Recommendations:
