



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

September 11, 2020

DIVISION MEMORANDUM  
No. 407 s. 2020

**SEARCH FOR DEPED RO VII CY 2020 PASIDUNGOG AWARDESS**

TO: ASDSs  
OIC-Chief CID  
Chief SGOD  
Education Program Supervisors  
Public Schools District Supervisors (PSDSs)/ACTING PSDSs  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
ALL OTHERS CONCERNED

1. Pursuant to **Regional Memorandum No. 273, s. 2020 dated May 29, 2020 entitled Policy of the Department of Education Regional Office VII Pasidungog (DEPED RO VII Pasidungog)**, this office hereby calls for the submission of the application for the search for outstanding teaching, teaching-related and non-teaching personnel and third level officials and preparation for the application of the division for the search for outstanding division category.
2. Schools shall conduct review of documents of their applicants to ensure completeness and accuracy. District Committee shall ensure that the Pasidungog criteria shall be followed in scoring each indicator and shall endorse the applicant with the highest point to the Division Committee.
3. The School Governance and Operations Division shall coordinate with the respective offices in the preparation of the division documents for our application to the Pasidungog Outstanding Division category.
4. Below is the schedule of activities related to the said search:
  - A. Selection/ Submission of Entries/ Forms to the District Office- September 22, 2020 (deadline)

- B. Review of Submitted Documents by the District PRAISE Committee-  
September 22 to 25, 2020
  - C. Endorsement of Entries/ Forms to the Division PRAISE Committee via the  
Records Section- September 28, 2020. (deadline)
  - D. Review of Endorsed Documents by the Division PRAISE Committee -  
September 29, 2020 to October 10, 2020
  - E. Final Deliberation of Results by the PRAISE Committee - October 15, 2020
  - F. Submission of Entries/ Forms to the Regional Office -November 2, 2020  
(deadline)
5. For the information, reference, guidance and compliance of all concerned,  
enclosed is the **RM 273, s. 2020.**
6. For, guidance and compliance of all concerned.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAY 29 2020

REGIONAL MEMORANDUM

No. **0273**, s. 2020

**POLICY OF THE DEPARTMENT OF EDUCATION REGIONAL OFFICE VII PASIDUNGOG  
(DEPED RO VII PASIDUNGOG)**

To: Regional Office Chiefs/Unit Heads  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2002 entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, DepEd Regional Office VII issues the guidelines for the regional search for outstanding teaching, teaching - related and non - teaching personnel, 3<sup>rd</sup> level officials, schools division offices and schools in the region, dubbed as "**DepEd RO VII PASIDUNGOG**".
2. This policy shall cover all the personnel of the regional office, schools division offices (SDOs), and schools. Searches in all categories shall be open to all personnel regardless of age, gender or sexual orientation, religious affiliation, ability or disability, and ethnicity or cultural background.
3. DepEd RO VII PASIDUNGOG aims to encourage, recognize, and reward personnel for their innovative contributions, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.
4. The Regional/Division PRAISE committee shall conduct the screening and evaluation process following the set criteria per category. The committee shall proclaim all **Rank 1** per category per level as Regional/Division winners/awardees.
5. Specified below are the schedule of activities and venues relative to the said search.

Activities	Schedule	Venue
Selection/Submission of entries, forms, documents to the Division Office	October 1-10	Schools Division Office



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph

Selection/Submission of entries, forms, documents to the Regional Office, address to the Regional Director <b>SALUSTIANO T. JIMENEZ, LLB., CESO V</b> & attention <b>HRDD Chief VICTOR V. YNTIG</b>	November 02- 10	Regional Office (Records Section)
<b>Regional Screening Process</b>		
A. Evaluation of Documents	November 11-15	Regional Office (Conference Room/HRDD Office)
B. On - site validation	November 15-30	Schools/SDOs/Community
C. Consolidation of Results	December 1-5	Regional Office (Conference Room/HRDD Office)
Awarding	To be announced in a separate memo.	

6. For the reference and guidance of all concerned, enclosed are the following documents:
  - a. Enclosure No. 1 - Enhanced Rewards & Recognition Policy for the DepEd RO VII PASIDUNGGOG
7. For inquiries and clarifications, you may contact the office of the Assistant Regional Director at telephone number (032) 255 4542 or HRDD office at (032) 414 7324.
8. All expenses relative to the implementation of the said policy shall be charged against School/Division/Regional Funds, subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this policy is desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
 Director III  
 OIC-Regional Director





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**ENHANCED REWARDS & RECOGNITION POLICY  
FOR THE DEPED RO VII PASIDUNGOG**

**Rationale**

In adherence to the provisions under Memorandum Circular No. 01, s. 2001 issued by the Civil Service Commission (CSC) PRAISE Program and pursuant to Department of Education (DepEd) Order No. 9, s. 2002 titled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education*, the DepEd Regional Office VII commits itself to recognize the laudable efforts and outstanding accomplishments of teaching, teaching-related, non-teaching personnel and 3rd level officials. It recognizes also the exemplary performance of the Schools and Schools Division Offices. For this reason, DepEd RO VII has conceptualized an awarding mechanism dubbed as "DepEd RO VII PASIDUNGOG".

DepEd RO VII PASIDUNGOG is an annual rewards and incentive program to deserving individuals and groups who displayed sustained testimony in setting aside personal interests and gains for the benefit of the learners, imbued with tireless pursuit for excellence in their endeavor/s and dedicate their lives in public service which eventually contribute to the meaningful achievement of the mission, vision and goals of DepEd. It translates the Department's ultimate goal of encouraging, recognizing, and rewarding employees, individually or in groups, for their innovative contributions, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

Anent to its desire of taking the full responsibility in implementing the welfare and benefit programs in the regional and division offices to include the granting of awards and incentives to teachers/employees who have rendered meritorious services or excellent performance, as provided for in the CSC PRAISE program, the Regional Office VII has responded to the call of organizing a committee to formulate and establish internal rules, policies and procedures to govern the conduct of activities which shall incorporate the guidelines in evaluating the nominees and the mechanism in recognizing the awardees.

To have a unified direction in the implementation of CSC PRAISE programs across levels, the DepEd RO VII PASIDUNGOG shall be adopted by the nineteen (19) schools divisions under DepEd Region VII.

**I. Objectives**

- a. To recognize and reward teaching, teaching-related employees and 3rd level officials for their outstanding contributions and accomplishment in the government service.
- b. To acknowledge significant contributions of non-teaching personnel and project or program implementers in the promotion of dedication.

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commitment to the service and unwavering support as effective support staff in achieving excellence;

- c. To foster creativity, innovation, efficiency, integrity, professionalism and service for excellence among employees;
- d. To encourage and inspire employees to work for the enhancement of reputation and image of the Department;
- e. To establish pool of nominees for higher level search/recognition.

## II. Award Categories

### A. Individual Category

#### 1. Most Outstanding Teachers

- 1. T1-MT3 (K-6 teachers)
- 2. T1-MT3 (G7-G12 teachers)
- 3. SPED K-12
- 4. ALS

#### 2. Most Outstanding School Head

- 2.1 Elementary
- 2.2 Secondary

#### 3. Most Outstanding Teaching-Related Personnel

##### 3.1 District

3.1.1 Public Schools District Supervisor (PSDS)

##### 3.2 Division

3.2.1 Education Program Specialist II (EPS-II)/ Senior Education Program Specialist (SEPS)

3.2.2 Education Program Supervisor (EPS)

3.2.3 Chief Education Supervisor (CES)

##### 3.3 Region

3.3.1 Education Program Specialist II (EPS-II)

3.3.2 Education Program Supervisor (EPS)

3.4.3 Most Outstanding Functional Division Chief  
(Chief Education Supervisor (CES)/Chief Administrative Officer (CAO)

#### 4. Most Outstanding Non-teaching Personnel

4.1 Level 1 (School, Division & Region)

4.2 Level 2 (School, Division & Region)

#### 5. Most Outstanding 3<sup>rd</sup> Level Official

5.1 Most Outstanding Superintendent

5.2 Most Outstanding Assistant Superintendent

### B. School Category

#### 1. Most Outstanding Elementary School

1.1 Small

1.2 Medium

1.3 Large

1.4 Very Large

#### 2. Most Outstanding Secondary School

2.1 Small

- 2.2 Medium
- 2.3 Large
- 2.4 Very Large

**C. Schools Division Office Category**

**1. Most Outstanding Schools Division Office**

- 1.1 Small
- 1.2 Medium
- 1.3 Large

**D. Outstanding Program Implementers**

**1. School Category**

- 1.1 5S
- 1.2 Adopt a School Program
- 1.3 Brigada Eskwela
- 1.4 Brigada Opisina
- 1.5 Child Friendly School System (CFSS)
- 1.6 Continuous Improvement Program (CIP)
- 1.7 Disaster Risk Reduction and Management (DRRM)
- 1.8 Dropout Reduction Program (DORP)
- 1.9 ECO Friendly
- 1.10 Gulayan sa Paaralan
- 1.11 Learning Action Cell (LAC)
- 1.12 LIS/EBEIS
- 1.13 National Drug Education Program
- 1.14 School Governing Council (SGC)
- 1.15 School Monitoring, Evaluation and Adjustment (SMEA)
- 1.16 School-Based Management (SBM)
- 1.17 School-based Feeding Program
- 1.18 Special Program School Implementer
- 1.19 Waste Management

**2. District Category**

- 2.1 Learning Action Cell (LAC)
- 2.2 District Monitoring Evaluation Adjustment (DSMEA)

**3. Division Category**

- 3.1 5s
- 3.2 Best DCP for Small, Medium and Large Division
- 3.3 Brigada Eskwela
- 3.4 Brigada Eskwela Jingle
- 3.5 Brigada Opisina
- 3.6 Child Protection Policy
- 3.7 Continuous Improvement Program (CIP)
- 3.8 Culture and Arts Program
- 3.9 Disaster Risk Reduction and Management (DRRM)
- 3.10 Division Monitoring Evaluation Adjustment (DMEA)
- 3.11 Functional Library Hub
- 3.12 Learning & Development/Training & Development (L&D/T&D)

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- 3.13 Learning Resource (LR)
- 3.14 OK sa DepEd
- 3.15 PMIS
- 3.16 Teacher Induction Program (TIP)
- 3.17 Waste Management
- 3.18 Water and Sanitation (WinS)

**III. Scope**

The system shall apply to officials and employees in the career and non-career service of this department including public school teachers and the administrative support personnel in the region, division offices, public schools and learning centers.

**IV. Qualifications/Eligibility Requirements**

Nominees for all categories must strictly observe the following qualifications:

1. With permanent appointment to the position applied and has been in public service for at least five (5) consecutive years.
2. Must NOT have been suspended or sanctioned for violation of administrative policies, rules and regulations and no pending administrative/civil/criminal case;
3. Has been rated at least "Very Satisfactory" or its equivalent for the last three (3) performance rating periods prior to the nomination.
4. A person of integrity both in public and private life and has exhibited excellent relationship with co-workers, partners, stakeholders, and community people.
5. Does not have any record of unliquidated cash advances as of the date of nomination.

A. **Teaching Personnel** (Public Elementary (K-6) & Secondary School (grades 7-12) Teachers Only) include: Teachers 1 - 3, Master Teachers, Mobile Teachers (ALS), Multi-grade Level Teachers, SPED Teachers, and Madrasah Teachers.

B. **School Head** covers: Teacher In-charge (TIC), Officer In-charge duly designated by Schools Division Superintendent, Head Teachers, and Principals.

C. **Teaching Related Personnel:** Education Program Specialist II (EPS-II), Senior Education Program Specialist (SEPS), Public Schools District Supervisor (PSDS), Education Program Supervisor (EPS), Chief Education Supervisor (CES).

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- D. **Non-teaching Personnel:** Level 1 with salary grades one (1) to nine (9) (School, Division & Region) and Level 2 salary grade ten (10) to salary grade twenty two (22) (School, Division & Region).
- E. **Functional Division Chiefs:** Officer In-charge Chief Education Supervisor (OIC-CES) Chief Education Supervisor (CES), Officer In-charge Chief Administrative Officer (OIC-CAO)/ Chief Administrative Officer (CAO).
- F. **3rd Level Official such as:** Officer In-charge Assistant Superintendent (OIC-ASDS)/Assistant Superintendent (ASDS), Officer In-charge Schools Division Superintendent (OIC-SDS)/ Schools Division Superintendent (SDS)

V. **Grounds for Disqualification of Nominations**

1. Lone nominee for a specific category
2. Non-compliance with the foregoing guidelines or any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CSC laws and rules.
3. Non-compliance with the submission of complete documentary requirements SHALL render the nominee ineligible for the Search. (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of words for the accomplishment write-up, clearances and other required documents).

VI. **Required Nomination Documents**

**Each nomination requires the submission of one (1) original nomination folder and two (2) additional copies of the original nomination folder containing the following:**

1. Fully accomplished Rewards and Recognition Forms
  1. Nomination Form (Form 1 Annex A)
  2. Nominee's Write-ups on the Highlight of Accomplishments (Form 2 Annex B)
  3. Omnibus Certification (Form 3 Annex C)
2. Updated PDS with passport size (1 ½"x 2) photo with name tag taken within the last six (6) months prior to the nomination.
3. Indorsement letter from the Schools Division Superintendent/Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
4. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31, 2019. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
5. Certificate of no pending administrative/civil/criminal case;

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- 6. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
- 7. Performance Rating for the last three (3) performance rating periods prior to the nomination.
- 8. **PRIVACY NOTICE**

The DepEd Region VII recognizes its responsibilities under the Data Privacy Act of 2012 (R.A. 10173).

8.1 As a nominee in the PASIDUNGOG, the Department of Education (DepEd) Region VII will collect and use your personal information such as name, address, occupation, family background, contact details, etc. for administrative and documentation purposes in the course of your participation in the PASIDUNGOG.

8.2 All nomination folders and documents submitted shall be considered records of the Department, thus, shall no longer be returned to the nominees.

8.3 All personal information/documents collected will be stored in a secure location; retained in accordance with the office retention policies; and only authorized employees will have access to them.

**VII. Write-up of Accomplishments**

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three (3) years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- > Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated"
- > State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form
- > Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated
- > The nomination write-up of heads of offices, agency should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency.

B. Limitation on Nomination

- > Minimum of 250 words and Maximum of 500 words (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.

**The Portfolio**

- Part A. Qualifications/Eligibility Requirements
- Part B. Nomination Requirements
- Part C. Other Suggested Documents
  - 1. Client/customer satisfaction report
  - 2. Testimonies of clients, peers, stakeholders and superior
  - 3. Magazine/journal clippings of accomplishments
  - 4. Project impact assessment report
  - 5. Project brief

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## VIII. Criteria for Evaluation

### A. As an Exemplary Public Servant

Exhibits extra ordinary transparency, honesty, accountability and personal integrity and professionalism. Shows consistent and uncompromising adherence to strong moral and ethical principles and values.

### B. Consistency of Performance

The degree of consistency manifested by Very Satisfactory and/or Outstanding performance based on historical data/work record.

1. Performance rating for the last three (3) rating periods.
2. If the three (3) ratings are not in percentage, these will be converted to percentage, after which, the average will be computed.
3. If less than three (3) ratings are submitted, the sum of the available ratings will be divided by three (3).
4. If an applicant has been sent to a scholarship program (with proof) for one or more rating periods, the three (3) latest available ratings will be accepted.
5. Has sustained increase of performance in the last three (3) rating periods.

### C. Team Support and Influence

The extent the nominee manifests motivation and support with each other within the group/organization or the degree to which group members positively influence each other. Should have verifiable/actual contribution in the attainment of the organization/office accomplishment.

### D. Financial Management

Shows maximum utilization of all financial resources as reflected in the status report of the budget utilization (obligation and disbursement rate) of the Schools Division office covering the search period and incumbency of the nominee.

### E. Innovation

Tangible outputs/product/s processes/systems/services which significantly raised performance, efficiency, and effectiveness of the office/organization.

1. Only one applicable innovation output/product will be considered.



2. An innovation is valid for five (5) years from its implementation and accepted only if it is supported by:
  - a. innovation output/product; and
  - b. a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation;
3. The applicant must show proof or certification duly signed by the Head of Office/Proper Authority that the innovation has not been credited in previous "Pasidungog".
4. In case of group innovation, the applicant shall receive the fraction thereof of the score of the output divided by the total number of proponents of the innovation.
5. Posed strong potential that the milestone of accomplishment can be replicated outside the target beneficiary group.
6. Showed evidence that the milestone of accomplishment was /can be replicated outside the target beneficiary.
7. Showed significant impact to the beneficiaries/systems/structures and/or organization.

**F. Integrity**

Demonstrates transparency, honesty, accountability, personal integrity and professionalism. Shows consistency in words and actions and models high standards of ethics.

**G. Internal Linkages/Group Dynamics**

The extent the nominee manifests motivation and support with each other within the group/organization or the degree to which group members positively influence each other. Should have verifiable/actual contribution in the attainment of the organization/office accomplishment.

**H. Note Worthiness in the Organization & Community Development/Services**

The degree of uniqueness and originality of outstanding contribution/s; implemented breakthroughs in the structure, system and procedures in the delivery of services resulting to improved efficiency, effectiveness and customer satisfaction.

Contributions of the nominee to the bigger academic community outside of his/her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the

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educational system. Maintains wholesome relations with community stakeholders and local partners and initiates, facilitates and builds inter-community relations.

**I. External Partnership and Linkages**

Manifests community wide sustained strong support by the stakeholders thru the successful programs/projects implemented in the school/schools division office.

1. The programs/projects shall be credited only when supported by the following:
  - 1.1. Memorandum of Agreement/Memorandum of Understanding;
  - 1.2. Program Implementation Plan; and
  - 1.3. Program Implementation Accomplishment Details (which includes attendance sheet, roster of beneficiaries, impact assessment results, etc.).

**J. Performance Indicators**

**School**

Shows gains/achievement of the target indicators in the SIP/AIP specifically on dropouts and cohort survival rates of the school. For the purpose of evaluation on this criterion, the indicators shall be school- specific, within the search period and must be the actual accomplishment of the nominee during his/her incumbency.

**Schools Division Office**

Shows gains/achievement of the target indicators in the DEDP/AIP specifically on the cohort survival rate, dropout rate, achievement rate, enrollment rate (GER and NER) and cohort survival rate of the schools division office. For the purpose of evaluation on this criterion, the indicators shall be division-specific, within the search period and must be the actual accomplishment of the nominee during his/her incumbency.

**INDIVIDUAL CATEGORY**

**A. Most Outstanding Teacher**

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
A. Integrity		
> Transparency	7%	
> Honesty	7%	25%

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➤ Accountability	7 %	
➤ Professionalism	4 %	
<b>B. Innovation</b>		15%
➤ Adaptability	5 %	
➤ Sustainability	5%	
➤ Impact	5 %	
<b>C. Consistency of Performance</b>		30%
➤ Performance Rating	20 %	
➤ Consistent Progress of Performance	10 %	
<b>D. Noteworthiness in the Organization &amp; Community Development/Services</b>		15%
➤ Unique and original contribution/s in the structure, systems and procedures in the delivery of services	8%	
➤ Contribution to the bigger academic community outside of his/her own school/work assignment	7%	
<b>E. Team Support and Influence</b>		15%
➤ Teamwork	5 %	
➤ Cooperation	5 %	
➤ Camaraderie and Cohesiveness	5 %	
<b>TOTAL</b>		<b>100%</b>

**B. Most Outstanding School Heads**

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
<b>A. As an Exemplary Public Servant</b>		25%
➤ Transparency	7%	
➤ Honesty	5 %	
➤ Accountability	8%	

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➤ Professionalism	5%	25%
B. Innovation		
➤ Adaptability	5%	
➤ Sustainability	10%	
➤ Impact	10%	20%
C. Consistency of Performance		
➤ Performance Rating	15 %	
➤ Consistent Progress of Performance	5%	15%
D. Noteworthiness in the Organization & Community Development/Services		
➤ Unique and original contribution/s in the structure, systems and procedures in the delivery of services	8%	
➤ Contribution to the bigger academic community outside of his/her own school/work assignment	7%	15%
E. Team Support and Influence		
➤ Teamwork	5%	
➤ Cooperation,	5%	15%
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

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**C. Most Outstanding Teaching-Related Personnel**

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
A. Integrity		25%
➤ Transparency	7%	
➤ Honesty	7%	
➤ Accountability	7 %	
➤ Professionalism	4 %	

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B. Innovation		15%
➤ Adaptability	5 %	
➤ Sustainability	5%	
➤ Impact	5 %	
C. Consistency of Performance		30%
➤ Performance Rating	20 %	
➤ Consistent Progress of Performance	10 %	
D. Noteworthiness in the Organization & Community Development/Services		15%
➤ Unique and original contribution/s in the structure, systems and procedures in the delivery of services	8%	
➤ Contribution to the bigger academic community outside of his/her own school/work assignment	7%	
E. Team Support and Influence		
➤ Teamwork	5 %	
➤ Cooperation	5 %	
➤ Camaraderie and Cohesiveness	5 %	
<b>TOTAL</b>		<b>100%</b>

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**D. Most Outstanding Non-Teaching Personnel**

**Level 1**

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
A. Professionalism		25%
➤ Trustworthiness	5%	
➤ Integrity	5%	
➤ Honesty	7%	

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➤ Accountability	8%	
B. Innovation		25%
➤ Adaptability	5 %	
➤ Sustainability	10 %	
➤ Impact	10%	
C. Consistency of Performance		25%
➤ Performance Rating	20%	
➤ Consistent Progress of Performance	5%	
D. Team Support and Influence		25%
➤ Teamwork	10 %	
➤ Cooperation	10 %	
➤ Camaraderie and Cohesiveness	5 %	
<b>TOTAL</b>		<b>100%</b>

**Level 2**

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
B. Professionalism		25%
➤ Trustworthiness	5%	
➤ Integrity	5%	
➤ Honesty	7%	
➤ Accountability	8%	
C. Innovation		25%
➤ Adaptability	5 %	
➤ Sustainability	10 %	
➤ Impact	10%	
D. Consistency of Performance		35%
➤ Performance Rating	25%	

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➤ Consistent Progress of Performance	10%	
E. Team Support and Influence		15%
➤ Teamwork	5 %	
➤ Cooperation	5 %	
➤ Camaraderie and Cohesiveness	5 %	
<b>TOTAL</b>		<b>100%</b>

**E. Most Outstanding 3<sup>rd</sup> Level Official**

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
A. As an Exemplary Public Servant		25%
➤ Transparency	7%	
➤ Honesty	5%	
➤ Accountability	8%	
➤ Professionalism	5%	
B. Innovation		25%
➤ Adaptability	5%	
➤ Sustainability	10%	
➤ Impact	10%	
C. Consistency of Performance		25%
➤ Performance Rating	20%	
➤ Consistent Progress of Performance	5%	
D. Noteworthiness in the Organization & Community Development/Services		10%
➤ Unique and original contribution/s in the structure, systems and procedures in the delivery of services	5%	

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➤ Contribution to the bigger academic community outside of his/her own school/work assignment	5%	
<b>E. Team Support and Influence</b>		15%
➤ Teamwork	5 %	
➤ Cooperation	5 %	
➤ Camaraderie and Cohesiveness	5 %	
<b>TOTAL</b>		<b>100%</b>

**GROUP CATEGORY**

**F. Most Outstanding School (Elementary & Secondary)**

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
<b>A. Performance Indicator</b>		
➤ Dropout Rate	20%	35%
➤ Cohort Survival Rate	15%	
<b>B. Innovation</b>		
➤ Adaptability	5 %	35%
➤ Sustainability	15 %	
➤ Impact	15%	
<b>C. Partnership and External Linkages</b>	15%	15%
<b>D. Internal Linkages/Group Dynamics</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5 %	
➤ Camaraderie and Cohesiveness	5 %	
<b>TOTAL</b>		<b>100%</b>

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**G. Most Outstanding Schools Division Office**

CRITERIA	Specific Number of Points Assigned Each Criterion	SCORING
A. Performance Indicator		30%
> Cohort Survival Rate	6 %	
> Dropout Rate	6 %	
> Achievement Rate	6%	
> Enrollment Rate (GER and NER)	6 %	
> Completion Rate	6 %	
B. Financial Management		20%
> Obligation Rate	10 %	
> Disbursement Rate	10 %	
C. Innovation		20%
> Adaptability	5 %	
> Sustainability	7 %	
> Impact	8 %	
D. Partnership and External Linkages	10	10%
E. Filling Up of Vacancy/New Positions	10	10%
F. Internal Linkages/Group Dynamics		10%
> Teamwork	4%	
> Cooperation	3%	
> Camaraderie and Cohesiveness	3%	
<b>TOTAL</b>		<b>100%</b>

**IX. Mechanics**

**For Teaching, Teaching-related and Non-teaching Personnel**

1. School Heads/Public Schools District Supervisors/Education Program Supervisors/ PTA Officers/LGU Officials/Civic Organizations and Division Chiefs/Unit Heads are authorized to nominate teachers and non-teaching personnel, respectively, to the Search through the Division PRAISE Committee.

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2. Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category and The Division PRAISE Committee shall declare all Rank 1 per category per level as Division winners/awardees. They will vie for the Regional Awards.
3. Schools Division Superintendent shall endorse all the Division Awardees/Winners to the Regional PRAISE Committee.

**For School and Schools Division Office**

**Division Search**

1. SDSs/ASDSs/Chiefs, Department/Unit Heads, School Heads/Public Schools District Supervisors/Education Program Supervisors)/ PTA Officers/LGU Officials/Civic Organizations/Teachers) are authorized to nominate Schools and Schools Division Office to the Search through the Division PRAISE Committee.
2. The Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category. The said Committee shall declare all Rank 1 per category per level as Division winners/awardees. They will vie for the Regional Awards.
3. The Schools Division Superintendent shall endorse all the Division Awardees/Winners to the Regional PRAISE Committee.

**Regional Search**

**A. Division Winners**

1. Upon receipt of the endorsement from the Schools Division Superintendent within the specified time frame, the Regional PRAISE Committee shall conduct the validation process adhering to the set criteria.
2. All the Division winners per category per level shall vie for the Regional Awards.
3. The Regional PRAISE Committee shall shortlist the Top 5 winners per category per level. All other nominees who will not be included in the shortlisted Regional Winners shall be declared Regional Finalists for the Search.

**B. Regional Office Personnel**

1. Immediate superiors (Regional Director, Chiefs, Department/Unit Heads, and Education Program Supervisors)/Civic Organizations/Co-Workers are authorized to nominate special awards to the Search through the Regional PRAISE Committee.
2. The Regional PRAISE Committee shall conduct the screening process adhering to the set criteria per category per level. The said Committee shall declare all Rank 1 per category per level as Regional winners/awardees. They will be awarded during the DepEd RO VII Pasidungog Awarding Ceremonies.
3. The Regional PRAISE Committee through its Chairman shall endorse all the Regional Awardees to the Regional Director for approval.

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### Selection Procedure

1. The Regional PRAISE Committee shall:
  - a. Conduct the preliminary round of the search process which includes paper screening and validation.
  - b. Shortlist Top five (5) nominees per category per level from the Division winners, who showed superior qualities over the other nominees from the 19 schools divisions. For the Regional Office Winners, the Regional PRAISE Committee shall shortlist Top 5 per category per level. They shall then be endorsed for the next level of the search process which shall be done by the external board of judges (if necessary).
2. The external board of judges shall comprise of representatives from the Civil Service Commission, Higher Education Institutions, and Civil Society Organizations/Non-Government Organizations. They shall conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category while simulation exercise for the non-teaching category.

### X. Types of Incentives

The agency shall continue to search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service.

#### 1. Loyalty Cash Incentive

A cash incentive granted to an employee who has completed at least ten (10) years of continuous and satisfactory service to the Agency. The grant of this incentive is in accordance with CSC MC No. 42, s. 1992 and CSC MC No. 17, s. 1999.

#### 2. Length of Service Incentive

Given to all employees who have rendered three (3) years of continuous satisfactory service in the same position. The cash incentive shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

#### 3. Performance-Based Incentive (per CSC-DBM Joint Circular No. 1 s.2012)

- 2 step increments due to meritorious performance granted to employee/s who have 2 "Outstanding" ratings within the year.
- 1 step increment due to meritorious performance granted to employee/s who have 1 "Outstanding" rating and
- 1 "Very Satisfactory" rating within the year. step increment due to meritorious performance granted to employee/s who have 2 "Very Satisfactory" rating within the year

#### 4. Performance-Based Incentive System

- (Productivity Enhancement Incentive (PEI) and
- Performance-Based Bonus (PBB)



In accordance with the guidelines issued by the Department of Budget and Management (DBM) and Executive Order and/or promulgation of implementing rules and regulations by appropriate authorities.

**5. Other incentives which the PRAISE Committee may recommend.**

**XI. Forms of Awards and Incentives**

Both national and agency level awards and incentives shall come in the form of monetary, non-monetary or both. The forms of non-monetary awards and incentives are the following:

**1. Compensatory Time-Off**

Granted to an employee who has worked beyond his regular office hours on a project without overtime pay.

**2. Flexiplace**

Work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

**3. "Salu-salo"**

Meal hosted by superiors or supervisors for the awardees or employees who have made significant contributions which may be in the form of a testimonial party or dinner.

**4. Personal Growth Incentives**

Incentives which may be in the form of attendance in conferences and scholarship program on official business, membership in professional organizations, and other learning opportunities.

**5. Other Incentives**

Incentives in kind which may be in the form of trophies, plaques, certificates, medal/pin, token, travel package, reserved parking space, recognition posted at the GASA Magazine/Publication and Newspaper/Print Media, Social Media website, and others.

**XII. PRAISE Committee and Functions**

**Division level:**

Chairman:	Assistant Schools Division Superintendent
Members:	Head of the Budget and Finance Unit; Administrative Officer V Any of the chiefs of the CID and SGOD A representative of the teachers' and non-teaching association
Secretariat:	As may be identified by the committee



The tenure of membership in the committee of representatives of the chiefs of the technical divisions and the employees'/ teachers' associations shall be two years.

**Functions:**

1. Establish a system of incentives and awards to recognize and motivate officials/employees for their performance and conduct.
2. Formulate and adopt internal rules, policies and procedures to govern the conduct of the implementation of the DepEd PRAISE.
3. Conduct the preliminary round of the search process which includes paper screening or documents review and background validation.
4. Prepare a shortlist of Top (3) nominees per category per level, who showed superior qualities over the other nominees. They shall then be endorsed for the next level of the search process.
5. Conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category.

**Regional Level**

Chairman:	Assistant Regional Director
Members:	Finance Division Chief Human Resource Development Division Chief Curriculum & Learning Management Division Chief Quality Assurance Division Chief Administrative Service Division Chief Policy Planning Research Division Chief Education Support Services Division Chief Field Technical Assistance Division Chief Legal Officer, Legal Unit A representative of the teachers' and non-teaching association
Secretariat:	Rewards & Recognition Focal Person/s Supervising Administrative Officer Human Resource Management Officer HRDD Education Program Supervisors

**FUNCTIONS:**

1. Establish a system of incentives and awards to recognize and motivate officials/employees for their performance and conduct.
2. Formulate and adopt internal rules, policies and procedures to govern the conduct of the implementation of the DepEd PRAISE.
3. Conduct the preliminary process which includes review and validation of documents.
4. Prepare a shortlist of Top 5 nominees per category per level from the Division winners, who showed superior qualities over the other nominees from the 19 schools divisions and the Regional Office Winner.

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5. Regional PRAISE Committee shall shortlist Top 5 per category per level.
6. Conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category. They shall then be endorsed to the Regional Director for approval.

### **XIII. References**

6. Memorandum Circular No. 01, s. 2001 Civil Service Commission (CSC) Program on Awards and Incentives for Service Excellence (PRAISE).
7. Department of Education Order No. 9, s. 2002. Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education.
8. Manila Teachers' Savings and Loan Association Inc. (MTSLAI) Search for Ulirang Guro at Pambansang Ulirang Guro guidelines.
9. DepEd Memorandum No. 375, s. 2008.PPSTA Search for outstanding teachers, personnel school heads, education/District Supervisors and Division Chapters.
10. Metrobank Foundation Outstanding Filipinos (OF) general guidelines.

### **XIV. Official Emblem & Jingle (ANNEX D & ANNEX E)**

**BASE** (Platinum)- Represents the Department of Education as a strong foundation for societal change - Central Office down to Regional Office VII.

**HOOP** (Blue & Red)- symbolizes unity, common aspirations and goals of DepEd RO7. It binds the nineteen (19) SDOs as frontliners for quality education.

**HUMAN FIGURE** (Green) -symbolizes the dynamic human resource of the united four (4) islands of Siquijor, Negros, Bohol, and Cebu comprising the nineteen (19) SDOs of the entire region.

**STAR** (Red) - represents the gems, the best of DepEd RO7. It also shows the greatness of Central Visayas.

### **XV. Funding**

All expenses relative to the implementation of the PRAISE programs shall be charged against the HRD Funds/Division/Regional Funds, subject to the usual accounting and auditing rules and regulations and its Annual Work and Financial Plan and Budget.

### **XVI. Effectivity**

The DepEd RO VII Rewards and Recognition Policy shall be effective immediately, unless sooner repealed, amended or rescinded. All provisions in existing Memorandum which are inconsistent with this are hereby rescinded.

*Alfonso*

*Alfonso*



**XVII. Certification and Commitment**

We hereby certify and commit by the provisions of the above Rewards and Recognition Policy.

APPROVED this 26<sup>th</sup> day of May 2020 in a meeting convened by the members of the PRAISE Committee.

  
**VICTOR V. YNTIG**

Chief HRDD, PRAISE Member

  
**DR. EMILIANO B. ELNAR, JR.**

Chief QAD, PRAISE Member

  
**TOMAS T. PASTOR**

Chief ESSD, PRAISE Member

  
**DR. BENJAMIN D. TIONGZON**

Chief ASD, PRAISE Member

  
**MISAEAL G. BORGONIA**

Chief PPRD/FTAD, PRAISE Member

  
**SYLVIO H. SABINO**

Chief FD, PRAISE Member

  
**DR. MARIA JESUSA C. DESPOJO**

Chief CLMD, PRAISE Member

  
**ATTY. LESLIE JOIE E. BABATUAN**

Attorney IV, PRAISE Member

**Recommending Approval:**

  
**CRISTITO A. ECO, CESO V**

Director III, Assistant Regional Director  
Chair PRAISE Committee

**Approved by:**

  
**SALUSTIANO T. JIMENEZ JD EdD CESO V**

Director III  
OIC - Office of the Regional Director  
Agency Head



**ANNEX A**

**R&R Form 1 (Nomination Form)**

<b>RO 7 PASIDUNGOG SEARCH</b>		<b>Passport size Photo</b>
<b>Individual Category:</b> _____		
<b>Nominee</b> (First Name, Middle Initial, Last Name):		<b>Signature:</b>
<b>Position</b> (per Service Record):	<b>Gender:</b>	<b>Age:</b>
<b>Status of Appointment</b> (per Service Record):		<b>Date of Birth:</b>
<b>Telephone/Cellphone Nos</b> (Active Contact Details):		<b>Place of Birth:</b>
<b>Residence Address:</b>		
<b>Level of Position:</b>		<b>Group Category:</b> _____
<input type="checkbox"/> 1 <sup>st</sup> Level <input type="checkbox"/> 2 <sup>nd</sup> Level. <input type="checkbox"/> 3 <sup>rd</sup> Level (SDS/ASDS)		
<input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-teaching <input type="checkbox"/> Teaching		<b>Nominee</b> (Name of School / Name of SDO):
<b>Email address:</b>		<b>Size</b> (smal, medium, large...):
<b>SCHOOL HEAD</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office/Office Address:</b>		
<b>Telephone/Cellphone Nos.</b> (Active Contact Details):		<b>Email Address:</b>
<b>DIVISION/AGENCY HEAD</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office/Office Address:</b>		
<b>Telephone/Cellphone Nos.</b> (Active Contact Details):		<b>Email Address:</b>
<b>NOMINATOR</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office:</b>		<b>Telephone/Cellphone Nos.:</b>
<b>Office Address:</b>		<b>Email Address:</b>

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**Additional Information about the Nominee:**

Were you a previous PASIDUNGOG Nominee?  Yes  No What year: \_\_\_\_\_  
What Award Category: \_\_\_\_\_

Were you a previous PASIDUNGOG Semi-finalist?  Yes  No What year: \_\_\_\_\_  
What Award Category: \_\_\_\_\_

Were you a previous PASIDUNGOG Awardee?  Yes  No What year: \_\_\_\_\_  
What Award Category: \_\_\_\_\_

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*Elaborated*

*Elaborated*

**ANNEX B**

**R & R Form 2 (Nomination Write-up for all Categories)**

Nomination Write-up:

(Minimum of 250 words and Maximum of 500 words, A4 size bond paper, Arial #12 font, including executive summary)

<b>Name of Nominee</b> (Individual Category):	(Group Category):
<b>Position:</b>	<b>Name of School/SDO:</b>
<b>Length of Service in the Position:</b> <b>in Government:</b>	<b>Head of Office:</b>

**I. Executive Summary**

**II. Exemplary Behavior/Conduct Displayed within the last 3 years**

**III. Impact of Accomplishments** (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)

**Other Information** (Major Awards/Citations Received/Membership in the Organization)

**CERTIFICATION**

We/I attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules and DepEd RO VII Rewards & Recognition Policy.

**Printed Name and Signature:**

Nominee

Nominator

PRAISE  
Committee/Highest  
HRMO

Division Office  
Head

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**ANNEX C**

**R & R Form 3 (Omnibus Certification for Individual & Group Categories)**

**OMNIBUS CERTIFICATION OF AUTHENTICITY  
AND VERACITY OF DOCUMENTS**

I, \_\_\_\_\_, Filipino, of legal age, with permanent address at \_\_\_\_\_, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for \_\_\_\_\_ at \_\_\_\_\_  
Name of Category                      Name of School / Division  
Address of School / Division

2. I have submitted the following documents:
1. Fully accomplished Rewards and Recognition Forms
    - 1.1. Nomination Form (Form 1)
    - 1.2. Nominee's Write-ups on the Highlight of Accomplishments (Form 2)
  2. Updated PDS with passport size (1 1/2" x 2) photo with name tag taken within the last six (6) months prior to the nomination.
  3. Endorsement letter from the Schools Division Superintendent/Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
  4. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31, 2019. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
  5. Certificate of no pending administrative/civil/criminal case.
  6. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
  7. Performance Rating for the last three (3) performance rating periods prior to the nomination.

3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.

4. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Division of \_\_\_\_\_, to verify the authenticity of the above mentioned documents.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN to before me in City/Municipality \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Naturo Public

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**ANNEX D:**

Official Rewards & Recognition Emblem



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STJ/CAE/HRDD/VVY/MLM

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**ANNEX E**

Official Rewards & Recognition Jingle

**PASIDUNGOG**

**Rancy Jun B. Micabani**  
*Lyricist/Writer-Composer*

**Emily Loquias Acabo**  
*Singer*

TODAY IS THE TIME FOR YOU TO SHINE  
FOR THE EFFORTS YOU HAVE DONE

THIS TIME IS THE MOMENT FOR YOU TO BE LIFT  
FOR THE THINGS YOU EXCEEDINGLY DID

YOU HAVE GONE SO FAR  
BEYOND THE NORMS  
YET YOU DID IT, DEDICATED WITH LOVE.

PASIDUNGOG IS A PRAISE ACCREDITED TO YOU FOR ALL THE THINGS  
YOU'VE DONE  
PASIDUNGOG IS A PRAISE ATTRIBUTED TO YOU FOR THE EXTRA MILES  
YOU'VE GONE

WHERE INTEGRITY, INNOVATION, CONSISTENCY OF PERFORMANCE,  
NOTEWORTHINESS *IN THE* ORGANIZATION,  
COMMUNITY SERVICES,  
TEAMWORK, CAMARADERIE,  
COHESIVENESS.

WHERE ALL OF THESE ARE EVIDENT WITHOUT COUNTING ANY COSTS  
YOU HAVE DONE ALL OF THESE  
IN THE NAME OF SERVICE

PASIDUNGOG!

ST.J/CAE/HEDH/VVY/MLM

*Alfonso*

*Msgr*

*Alfonso*