



D. Human Resource and Development Division

1. Rewards and Recognition

Granting of Rewards and Recognition to Qualified Teaching and Non-Teaching Personnel of DepEd.

Office or Division:	Human Resource and Development Division			
Classification:	Complex			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Guidelines and Criteria		PRAISE Committee		
2. Nomination Form		PRAISE/HRDD		
3. Profile of the Applicant		Applicant		
4. Indorsement of the Regional Director / SDS/School Principal		Principal/SDS/RD		
5. Other Required Documents		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Conduct meeting	None	4 hours	PRAISE Committee
	Prepare and Issue memo for the activity	None	1 hour	PRAISE Secretariat
1. Submit application	1.1 Accept and check the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat	None	2 hours	Records
	1.2 Validate and evaluate applications	None	1 day	PRAISE Committee
2. Receive notice and undergo the interview	2.1 Conduct field validation	None	2 days	PRAISE Committee
	2.2 Convene and deliberate the results	None	1 day	PRAISE Committee
3. Receive memo on the results of the Search and notice for the awarding ceremony	3.1 Prepare and issue memorandum for the awarding	None	1 hour	HRDD
	3.2 Prepare logistics for the awarding	None	2 days	HRDD
4. Receive the award	4.1 Conduct the awarding	None	4 hours	HRDD
TOTAL:		None	7 days	