



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

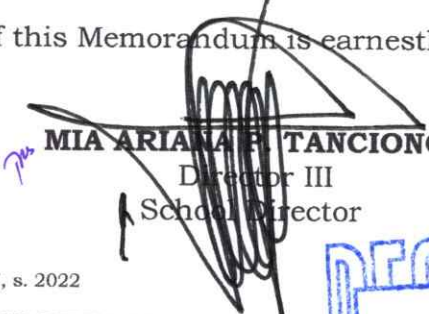
No. 144, s. 2026

JUL 16 2026

IMPLEMENTATION GUIDELINES ON THE AWARDS AND RECOGNITION FOR TEACHING AND NON-TEACHING PERSONNEL OF BATAAN HIGH SCHOOL FOR THE ARTS (BHSA) **RELEASED**
16 JUL 2026

To: Deputy Directors
Functional Division Chiefs
All Others Concerned

1. In accordance with the Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2001 titled Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Order No. 9, s. 2002 titled Establishing The Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, this Office hereby issues the IMPLEMENTATION GUIDELINES ON THE AWARDS AND RECOGNITION FOR TEACHING AND NON-TEACHING PERSONNEL OF BATAAN HIGH SCHOOL FOR THE ARTS (BHSA).
2. The Awards and Recognition Program of BHSA is also known as PAK-KILALA, it is aligned with the PAK initiatives of the school. The term "PAK-KILALA", from the Filipino word *pagkilala* which means recognition or acknowledgment of someone's achievement or contribution.
3. The primary objective of the Implementation Guidelines is to promote a culture of excellence, professionalism, and sustained high performance among all employees—both teaching and non-teaching personnel.
4. The specific objectives of this Implementation Guidelines are as follows:
 - a. acknowledge outstanding performance;
 - b. promote equity and transparency in recognition;
 - c. reinforce professional growth and motivation; and
 - d. enhance institutional morale and culture.
5. Enclosed is the Implementation Guidelines on the Awards and Recognition for Teaching and Non-Teaching Personnel of Bataan High School for the Arts (BHSA).
6. Immediate and wide dissemination of this Memorandum is earnestly desired.


MIA ARIANA R. TANCIONGCO, PhD
Director III
School Director

Encl.: As stated

References:

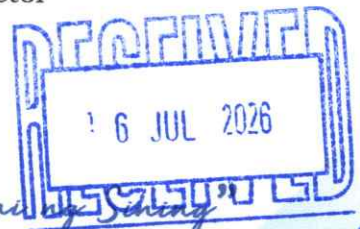
CSC MC No. 01, s. 2001, DepEd Order No. 009, s. 2002, RM No. 217, s. 2022

To be indicated in the Perpetua Index under the following subjects

AWARDS & RECOGNITION

IMPLEMENTATION GUIDELINES

OSD01/AD01 June 17, 2026





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PAK-KILALA

JUL 16 2026

Implementation Guidelines on the Awards and Recognition for Teaching and
Non-Teaching Personnel of Bataan High School for the Arts (BHSA)

I. Rationale

The Department of Education recognizes that human resources are the most valuable asset of any educational institution. The promotion of excellence, professionalism, and commitment among personnel is essential in achieving quality, inclusive, and equitable education. As such, recognizing the outstanding contributions of employees serves not only as an incentive for exemplary performance but also as a means of fostering a positive organizational culture that values diversity, inclusivity, and equal opportunities for all.

In line with the Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2001, which institutionalizes the Program on Awards and Incentives for Service Excellence (PRAISE), government agencies are mandated to establish rewards and recognition mechanisms that acknowledge significant contributions and exemplary public service. Further strengthening this mandate, DepEd Order No. 09, s. 2002 encourages the recognition of both teaching and non-teaching personnel who contribute meaningfully to the attainment of educational goals and organizational effectiveness.

The Bataan High School for the Arts (BHSA) acknowledges that excellence can be demonstrated by all employees regardless of gender, age, disability, ethnicity, civil status, or other individual characteristics. Consistent with the principles of Gender and Development (GAD), the institution is committed to ensuring that recognition and rewards systems are fair, inclusive, and free from gender bias and discrimination. Through an equitable awards and recognition program, BHSA seeks to create an enabling environment where all personnel are provided equal opportunities to be acknowledged for their accomplishments, innovations, leadership, and contributions to the school community.

To uphold these principles, BHSA establishes **PAK-KILALA**, its official Awards and Recognition Program designed to inspire, sustain, and celebrate the dedication, passion, and exceptional performance of both teaching and non-teaching personnel. Derived from the Filipino word *pagkilala*, which means recognition or acknowledgment, PAK-KILALA symbolizes the institution's commitment to honoring individuals and teams whose work exemplifies integrity, excellence, service, and artistic distinction. More than a ceremonial activity, it serves as a strategic human resource intervention that promotes meritocracy, motivates employees, and reinforces positive workplace behaviors.

The program further supports BHSA's commitment to gender-responsive governance by ensuring that criteria, nomination processes, evaluation mechanisms, and



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recognition opportunities are transparent, objective, and accessible to all qualified personnel. It recognizes the diverse roles and contributions of employees and values both visible achievements and often overlooked efforts that contribute to institutional success and the delivery of quality public service.

Moreover, research on human resource management and organizational development highlights that recognition programs contribute significantly to employee engagement, job satisfaction, motivation, and organizational commitment. When implemented through a gender-responsive lens, such programs help address barriers to participation and recognition, promote equal representation, and encourage a culture of respect and appreciation where every employee feels valued and empowered.

By institutionalizing PAK-KILALA, BHSA aims to strengthen a culture of excellence that is inclusive, equitable, and responsive to the needs of its workforce. The program seeks to recognize and celebrate individual and collective achievements while advancing the school's core values of **Bravery, Honor, Service, and Artistic Excellence**. Ultimately, PAK-KILALA serves as a platform that not only rewards outstanding performance but also promotes gender equality, employee well-being, and sustained organizational effectiveness in the pursuit of educational excellence.

II. Scope

The implementation guidelines provide mechanisms, standards, and procedures that shall guide Bataan High School for the Arts on the awards and recognition of teaching and non-teaching personnel.

III. Definition of Terms

For the purpose of this implementation guidelines, the following terms shall be defined as follows:

1. **Award** refers to a formal token of recognition (monetary or non-monetary) given based on specified criteria.
2. **Awardee** refers to a person, unit, or division in BHSA that receives an award.
3. **Nomination** refers to the process by which an employee is proposed for an award by peers or immediate supervisor.
4. **PAK-KILALA** refers to the awards and recognition program/system for Teaching and Non-Teaching Personnel of the Bataan High School for the Arts (BHSA).



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5. **PRAISE Committee** refers to group of individuals responsible for reviewing nominations and selecting awardees.
6. **Recognition** refers to acknowledging an employee's contribution, behavior, or achievement.

IV. Implementation Arrangements

PURPOSE AND OBJECTIVES

The implementation of Awards and Recognition Guidelines at Bataan High School for the Arts (BHSA) is essential to uphold a performance-oriented organizational culture that values service excellence among both teaching and non-teaching personnel. A well-designed recognition framework not only acknowledges outstanding contributions but also functions as a strategic mechanism to enhance motivation, job satisfaction, professional development, and institutional effectiveness.

PAK-KILALA

P – Pagkilala sa

A – Ambag,

K – Kahusayan,

K – Katapatan at

I – Integridad ng

L – Lingkod-Publiko at

A – Alagad ng Sining

Operational meaning:

“Pagkilala sa **Ambag**, **Kahusayan**, **Katapatan** at **Integridad** ng **Lingkod-Publiko** at **Alagad** ng sining.”

At BHSA, the Awards and Recognition Program aim to:

1. **Acknowledge and incentivize outstanding performance**—identifying teaching and non-teaching personnel whose work exemplifies the school's core values, enhances instructional delivery, and advances operational efficiency.
2. **Promote equity and transparency in recognition**—establishing objective criteria and systematic procedures for nomination, evaluation, and selection to ensure that all eligible personnel have fair opportunities for acknowledgment.
3. **Reinforce professional growth and motivation**—recognition serves as a positive reinforcement mechanism that motivates employees to sustain high standards of service, innovation, collaboration, and commitment to learners and to the school as a whole.



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4. **Enhance institutional morale and culture**—by publicly celebrating achievements, BHSA fosters a supportive and performance-oriented work environment that values personal dedication, teamwork, and shared success.
5. **Align with national and departmental standards**—the awards framework will reflect applicable DepEd policies and best practices in rewards and incentives, ensuring that local practices are consistent with broader educational goals and professional standards.

PROGRAM DESIGN

PAK-KILALA provides a systematic and objective method of recognizing employees' outstanding performance on a specific time (monthly and annually).

The Program is managed by the BHSA PRAISE Committee in collaboration with the Human Resource Unit (HRU) of the Administrative Division.

THE BHSA PRAISE COMMITTEE

The School Director creates the BHSA PRAISE Committee composed of a competent team for the implementation of the PAK-KILALA. The committee shall be comprised of the following:

Chair	:	School Director
Co-Chair	:	Deputy Director for Administration
Members	:	Deputy Director for Academic and Student Affairs Chief Administrative Officer- Administrative Division Chief Education Supervisor- Academic Affairs Division Chief Administrative Officer- Finance Division Chief Administrative Officer- Student Affairs Division
Secretariat	:	HRU

Roles of the BHSA PRAISE Committee

The BHSA PRAISE Committee shall have the following specific responsibilities. It shall be responsible for the development, administration, monitoring and evaluation of the PAK-KILALA. As such, the Committee shall meet periodically to perform the following tasks:

1. Ensure that productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover employees at all levels;



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2. Be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the agency.
3. Establish its own internal procedures and strategies. Membership in the committee shall be considered part of the members' regular duties;
4. Formulate, adopt, and amend internal rules, policies, and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
5. Determine the forms and incentives to be granted;
6. Monitor the implementation of approved suggestions and ideas through feedback and reports;
7. Prepare plans, identify resources, and propose for the program on annual basis;
8. Develop, produce, distribute a copy of the program and orient the employees on the same;
9. Document best practices, innovative ideas, and success stories which will serve as promotional materials to sustain interest and enthusiasm; and
10. Address issues relative to awards and incentives within 15 days from the date of submission.

To implement this program effectively, the BHSA PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.

The School Director or authorized representative shall be responsible in overseeing the PAK-KILALA's implementation and the HRU shall serve as the program secretariat. The school, however, may employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the program;

Other duties of the committee:

Any member of the committee may also be nominated by others. However, the nominated member cannot participate in the evaluation of his/her papers.

PRAISE Committee Meeting Schedule

Regular meetings shall be held on a monthly basis. This shall be every last Friday of the month or during the Executive Committee Meeting (EXECOM).

Special Committee meetings may be held when the need arises. The secretariat shall inform the members on such cases.



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FORMS OF AWARDS AND INITIATIVES

1. Compensatory Time-Off – granted to an employee who has worked beyond his/ her regular office hours on a project without overtime pay.
2. Flexiplace – work arrangement allowed for qualified employees who has demonstrated responsibility, initiative, and capacity to produce output/ result and accomplishment outside of the workplace subject to established guidelines.
3. Personal Growth Opportunities – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages, and other learning opportunities.
4. Trophies, Plaques, and/or Certificates
5. Monetary Award
6. Other Incentives – incentives in kind which may be in the form of merchandise, gadgets, recognition posted at the wall of fame, feature in the official social media pages, and others.

NOMINATION AND SELECTION GUIDELINES

Submission of nominations should follow specific timeline. The nominations should be received by the committee. The nominations will be reviewed for the Annual PAK-KILALA Awards Ceremony, which is held every second week after the school year in line with the year-end assessment or as agreed by the PRAISE committee.

Nomination Process

Nominations can be submitted thru Application Forms.

In the absence of an electronic system, the nomination process for **PAK-KILALA** is by filling out of a nomination form to be provided by the HRU and shall be submitted to the BHSA PRAISE Committee Secretariat.

Late submission of Nomination is a ground for disqualification.

Selection Process

The BHSA PRAISE Committee ensures that the process of evaluating nominations and selecting winners conforms to the established criteria and standard. The committee must strictly observe the following key points.



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1. All discussions and decisions of the Committee must be strictly confidential.
2. The nominator may be contacted for additional/ clarificatory information.
3. There should be no changes to be made in the Nomination Forms, without the approval of the BHSA PRAISE Committee
4. A nominee to be declared a winner/awardee should meet the cut-off score.
5. In case of a tie, the committee may declare multiple winners or may opt to break the tie thru deliberation.

FUNDING

The school shall allocate at least 5% of the HRD for the PRAISE and incorporate the same in its annual Work and Financial Plan and Budget.

PROGRAM EVALUATION AND MODIFICATION

The PAK-KILALA shall be evaluated annually by the BHSA PRAISE Committee. The Administrative Division through the HRU shall take the lead in instituting policies and recommendations for continuous improvement of the program.

DESCRIPTION OF AWARDS, ELIGIBILITY AND SELECTION CRITERIA/ RUBRICS

A. Director's PAK-KILALA Award (Division Category)

The Director's PAK-KILALA Award recognizes a division's performance vis-à-vis the approved plan within the calendar rating period. It symbolizes a body of work at each stage of the division's activities as established by the foundational building blocks of both attitude and results. The division's outcomes have contributed to growth, innovation, and opportunity in and the workplace.

The division with outstanding efforts and results as rated by the Office of the School Director during the quarterly presentation of accomplishments (PIR) shall be awarded.

B. PAK-KILALA Award (Individual Category – Regular Permanent and COS/PSB Personnel)

The PAK-KILALA Award (Individual Category) is a monthly recognition given to any employee in the teaching and non-teaching personnel. The PAK-KILALA awardee of the month selection criterion depends on two main aspects. **attitude and performance standards**. It shall be awarded during the flag ceremony of every first Monday of the month.



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Selection Criteria:

Note: the chiefs of the division shall keep a record of the indicators:

1. Attendance during the Flag Raising Ceremony (10%)
Rubric:
 - a. No record of absence in any instance = 10 points
 - b. Had incurred 1 absences = 8 points
 - c. Had incurred 2 absences = 6 points
2. Punctuality in office work and in other activities (15%)
Rubric:
 - a. No record of tardiness = 15 points
 - b. Had 1-2 instance of tardiness = 13 points
 - c. Had 3-5 instance of tardiness = 10 points
3. Monthly accomplishments as certified by the head of the division/unit (60%)
Rubric:
 - a. Accomplished 96%-100% of the target = 60 points
 - b. Accomplished 91%-95% of the target = 55 points
 - c. Accomplished 86%-90% of the target = 50 points
4. Wearing of Proper Uniform and ID (5%)
Rubric:
 - a. Zero instance of not wearing proper uniform and ID = 5 points
 - b. Had 1-2 instance of not wearing proper uniform and ID = 4 points
 - c. Had 3-5 instance of not wearing proper uniform and ID = 3 points
(put exclusions here, like during seminars, special occasions etc.)
5. Attitude and rapport with co-workers and clients (10%)
Rubric:
 - a. Zero instance of/ or no report on discourtesy, conflict, quarrel, misunderstanding, with co-workers/ clients = 10

Note: The nominee with an incident report or any discourteous/ undesirable act shall be automatically disqualified from the **PAK-KILALA Award**. The total rating of the awardee should not be lower than 85 points which is the cut-off score. All nominees with a total rating of 85 points and above shall be ranked from the highest to the lowest. The nominee who gets the highest rating shall be given the award.

One from the monthly awardees shall be chosen as the **PAK-KILALA Awardee of the Year**.



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PAK-KILALA Awardee of the Year.

Selection Criteria:

- 1. Quality & Consistency of Performance-** Average of the performance ratings for the last two years manifested exemplary noteworthiness that contributed to the achievements of the organization/ institution **(20 points)**
 - 4.900- 5.000 = 20 points
 - 4.800 – 4.899 = 18 points
 - 4.700- 4.799 = 16 points
 - 4.600- 4.699= 14 points
 - 4.500- 4.599= 12 points
- 2. Responsiveness to the Public/Clientele-** Extension /Provision of prompt, courteous, and adequate service to the public/clients **(20 points)**
 - Always extends/provides prompt, courteous, and adequate service to the public/clients (20 pts.)
 - Most often extends/provides prompt, courteous, and adequate service to the public/clients (18 pts)
 - Often extends/provides prompt, courteous, and adequate service to the public/clients (16 pts.)
 - Rarely extends/provides prompt, courteous, and adequate service to the public/clients (14 pts.)
 - Never extends/provides prompt, courteous, and adequate service to the public/clients (12 pts.)
- 3. Dedication, and Diligence** - The degree of love for work, sincerity, and industriousness in performing his/her tasks, duties, and responsibilities **(20 points)**
 - Demonstrates very high level of dedication, and diligence in his/her work **(20 pts)**
 - Demonstrates high level of dedication, and diligence in his/her work **(18 pts.)**
 - Demonstrates average level of dedication, and diligence in his/her work **(16 pts.)**
 - Demonstrates low level of dedication, and diligence in his/her work **(14 pts.)**



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- Demonstrates very low level of dedication, and diligence in his/her work **(12 pts.)**
- 4. **Honesty. Trustworthiness, and Sincerity** - The depth of truthfulness, dependability, and transparency as manifested in his/her ideas, words, and acts as an employee **(20 points)**
 - Shows very highly commendable depth of honesty, truthfulness, and sincerity **(20 pts.)**
 - Shows highly commendable depth of honesty, truthfulness, and sincerity **(18 pts.)**
 - Shows commendable depth of honesty, truthfulness, and sincerity **(16 pts.)**
 - Shows less commendable depth of honesty, truthfulness, and sincerity **(14 pts.)**
 - Shows least commendable depth of honesty, truthfulness, and sincerity **(12 pts.)**
- 5. **Difficulty and Risk Inherent in the Work** - The degree of sacrifice, danger, hazard substantially present in the work **(20 points)**
 - Experiences extremely high difficulty and risk in his/her work **(20 pts.)**
 - Experiences high difficulty and risks in his/her work **(18 pts.)**
 - Experiences average difficulty and risks in his/her work **(16 pts.)**
 - Experiences low difficulty and risks in his/her work **(14 pts.)**
 - Experiences very low difficulty and risks in his/her work **(12 pts.)**

V. Monitoring and Evaluation

The administrative division shall undertake monitoring to ensure continuous compliance with this Implementation Guidelines for effective and efficient implementation of the Awards and Recognition system for Teaching and Non-Teaching Personnel of BHSA.

The Human Resource Unit of the Administrative Division shall ensure the completeness and veracity of documentary requirements submitted by the nominee on the application for awards and recognition.



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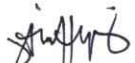
References

CSC MC No. 1, s. 2001- Program on Awards and Incentives for Service Excellence (PRAISE)

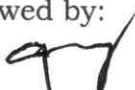
DO No. 09, s. 2002- Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education

RM No. 217, s. 2022- Implementation Guidelines on the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education Region III

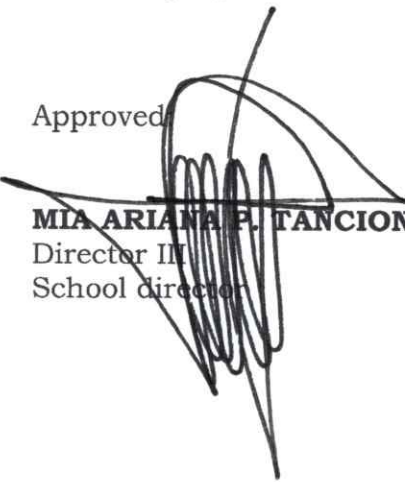
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NOMINATION FORM
(PAK-KILALA Award)

Month: _____

Category:

- ☐ Teaching
☐ Non-Teaching (Regular Permanent)
☐ Non-Teaching (Non-permanent)

PART I. NOMINEE INFORMATION

Name of Nominee: _____
Position/Designation: _____
Unit/ Division/ Office: _____

PART II. NOMINATOR INFORMATION

Name of Nominator: _____
Position/Designation: _____
Unit/ Division/ Office: _____
Relationship to Nominee:
☐ Supervisor
☐ Co-Worker
☐ Subordinate
☐ Other: _____

PART III. JUSTIFICATION FOR NOMINATION

Summary of Outstanding Accomplishments

Provide a brief summary of the nominee's significant contributions, achievements, innovations, leadership initiatives, or exemplary service during the evaluation period with supporting documents.

Signature over printed name (Nominator)