



13 NOV 2017

DIVISION MEMORANDUM

No. 764, s. 2017

SEARCH FOR OUTSTANDING NON-TEACHING EMPLOYEES

To: PSDS/District OICs
Elementary/Secondary School Administrators

1. The Office announces the Search for Outstanding Non-teaching Employees for SY 2017-2018.
2. The search is purposely aimed at recognizing the outstanding performance and to afford due appreciation to deserving non-teaching employees of this Office in their exemplary conduct and dedication towards their professional duties and responsibilities.
3. The General Requirements are:
 - permanent appointment
 - at least 3 years of continuous service in the department
 - Very Satisfactory rating for the last 3 consecutive ratings
 - with no pending administrative/civil/criminal case
 - no unliquidated cash advance/s
4. The following documents shall be accomplished by the candidates and to be submitted to the respective selection and screening committee, to wit:
 - Nomination Form
 - Latest Personal Data Sheet (Form 212)
 - Labeled and evidence-based portfolio/s containing accomplishments with no alterations, insertions and addendum
 - Certification of No unliquidated Cash Advance/s (to be issued by the Accounting Section)
 - Other documents as may be required by the selection and screening committee
5. The criteria for the search will be:

I. Occupational Competence and Accomplishment of work (50%)

A. Manual/Operation Tasks

These refer to the duties of an employee using specific manipulative/mechanical skill or any work activity requiring the use of an instrument, tool or equipment such as typewriter, computer, calculator, fax machine, camera, reproduction machine, vehicles, binding tools and instruments and other related gadgets to accomplish one's tasks.

Rubrics:

- a. Handles/operates/uses instruments/tools/equipment vehicle with care
- b. Performs tasks with speed and accuracy
- c. Demonstrates innovativeness/creativity/ability to improvise materials/gadgets when needed
- d. Uses tools/equipment/vehicle skillfully strictly following instructions
- e. Observes economical use of materials/supplies in the operation of equipment/tool/vehicle to minimize/avoid wastes

All indicators met and done ahead of time	10
Any 4 indicators met and done ahead of time	8
Any 3 indicators met and done on schedule	6
Any 2 indicators met and done behind schedule	4
Any 1 indicator met and done behind schedule	2

B. Preparation Task

This covers job-related activities of an employee before the execution of minor/major task like packing materials prior to training, checking condition of vehicle before driving, checking availability of other needed resources like, ink before typing and making documents and the like.

Rubrics:

- a. Prepares requisition of supplies and materials according to prescribed standards, accurately and on time
- b. Cleans/checks condition of tools/equipment/vehicle and work area at the start of the work
- c. Does preparatory activities systematically before performing major/minor tasks(s)
- d. Does predictive maintenance activity before the performance of major/minor activity
- e. Labels materials properly according to standard procedures

All indicators met and done ahead of time	10
Any 4 indicators met and done ahead of time	8
Any 3 indicators met and done on schedule	6
Any 2 indicators met and done behind schedule	4
Any 1 indicator met and done behind schedule	2

C. Organization Task

This refers to activities involving gathering and putting together documents, reports and other related materials, cataloguing and labelling of documents and other activities to the orderly manner of keeping materials.

Rubrics:

- a. Organizes work area (i.e. files, tools, equipment, tables are strategically and systematically arranged) for easy access.

- b. Work area is free from unnecessary files, unserviceable tools and equipment
- c. Documents/equipment/tools properly labelled
- d. Documents filed neatly and orderly
- e. Execution of tasks is based on prioritization to urgency of tasks, observing practical economy in the use of usable materials

All indicators met without supervision	10
Any 4 indicators met with minimum supervision	8
Any 3 indicators met with close supervision	6
Any 2 indicators met with supervision	4
Any 1 indicator met with closest supervision	2

D. Records Management

These are activities concerning a system of recording, delivery to concerned officials/persons and filing of documents and materials to facilitate retrieval and proper identification, indexing and storing.

- a. Receives and/or records communications/documents/packages accurately and on time
- b. Classifies documents/communications according to destination and have them properly acknowledged after recipients receive them
- c. Maintains cross reference/CDs and back-up files for easy access (for computer-based files)
- d. Keeps a well-organized data base and make a regular updates of files/records/contents of CPUs
- e. Makes a well-organized filing system for easy access and safe keeping

All indicators met without supervision	10
Any 4 indicators met with very minimum supervision	8
Any 3 indicators met with minimum supervision	6
Any 2 indicators met with close supervision	4
Any 1 indicator met with very close supervision	2

E. Maintenance Task

This set of tasks focuses on the upkeep and caring of workplace/materials/documents/supplies and equipment.

- a. Does predictive maintenance every day before doing a minor/major task and maintains the general upkeep of assigned workplace/instruments/equipment/vehicle
- b. Performs preventive maintenance at least once a week and detects signs of defects in the instrument/equipment/vehicle noting them properly in written report informing the office
- c. Does corrective maintenance by doing minor repair/troubleshooting/reporting malfunction and breakdown/losses/damages of equipment/facilities/vehicle exercising accuracy in the request of spare parts/materials needed following standard procedures

d. Does failure-finding maintenance by reporting immediately to the office head unserviceable/lost/damaged equipment/materials and prompt submission and follow-up of the requisition

e. Keeps a well-organized area of storage of materials/equipment/tools ensuring safety and accessibility

All indicators met	10
Any 4 indicators met with no supervision	8
Any 3 indicators met with very minimum supervision	6
Any 2 indicators met with less supervision	4
Any 1 indicator met with close supervision	2

II. Work Ethics (25%)

A. Courtesy

a.1 Displays a very pleasant disposition by smiling. Greeting and attending to clients making them feel comfortable and at ease 5

a.2 Displays a very pleasant disposition by smiling and greeting but does not show willingness to provide assistance 3

a.3 Displays a not so pleasant disposition but greets clients and provides assistance to clients without sense of urgency 1

B. Readiness for Service

b.1 Starts minor/major tasks at least 15 minutes before official time exercising maximum utilization of office hours without engaging unofficial matters like chatting, eating, surfing the internet, etc. 5

b.2 Starts on time minor/major tasks without wasting official time in providing service to clients 3

b.3 Starts on time minor/major tasks without wasting official time but lacks creativity in providing fast delivery of service to clients 1

C. Cleanliness and Orderliness of Work Area

c.1 Practices 5's in the work area 5

c.2 Maintains clean and organized area, free from unsightly items, and all materials and equipment are arranged for accessibility 3

c.3 Keeps clean and organized area but materials and equipment are not very accessible 1

D. Grooming and Appearance

- | | |
|---|---|
| d.1 Properly groomed and wears appropriate uniform at all times | 5 |
| d.2 Properly groomed but occasionally wears uniform inappropriately | 3 |
| d.3 Seldom groomed and wears uniform very occasionally | 1 |

E. Initiative and Creativity

- | | |
|---|---|
| e.1 Performs minor and major tasks showing creativity and initiative without being told and without supervision | 5 |
| e.2 Performs minor and major tasks with some degrees of initiative and creativity with minimum supervision | 3 |
| e.3 Performs minor and major tasks with initiative and creativity with close supervision | 1 |

III. Attendance (15%)

- | | |
|--|----|
| With no tardy and no unauthorized absence | 15 |
| With only at least 3 times tardy per month and 1 unauthorized absences | 10 |
| With more than 3 times tardy per month and more than 1 unauthorized absences | 5 |

IV. Human Relations Skills (10%)

Rubrics:

- Displays flexibility in working with any type/group of persons in the office
- Establishes good working relations and rapport with the officemates
- Maintains a happy disposition when performing minor/major tasks amid confusion/stress and the like
- Is polite and well-mannered in all dealings with the officemates and clients
- Practices high value of professionalism in all his/her dealings with the officemates and clients by providing fast and unconditional delivery of service

All indicators met	10
Any 4 indicators met	8
Any 3 indicators met	6
Any 2 indicators met	4
Any 1 indicator met	2

6. Any individual who has extensive knowledge of the exemplary performance and work behavior of the nominee may submit their nomination (Nomination Form attached) to the Committee on or before December 4, 2017.

7. Evaluation and validation of documents submitted will follow.

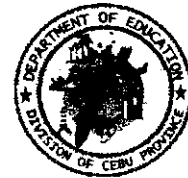
8. The winners of this search will receive a Certificate of Merit from this Office during the awards ceremony, the date of which will be announced later.

Prepared by:


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 Administrative Officer V

APPROVED:


DR. RHEA MAR A. ANGTUD, CESO VI
 Schools Division Superintendent



NOMINATION FORM
(Search for Outstanding Non-teaching Employees)

Date: _____

Name of Nominee : _____
Position Title : _____
Station : _____
Nominated by : _____
Position Title : _____

Reason/s for Nomination:

Important: The nomination form must be submitted together with the documentary evidence/s for purposes of evaluation, verification of claims, validation and authentication.