

Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF NUEVA VIZCAYA

12 August 2020

DIVISION MEMORANDUM  
 No. 178, s. 2020

**LAUNCHING OF THE PROJECT HELP<sub>3</sub> (Honoring, Empowering and Leveraging Personnel's Performance Program) and TROPHY DESIGN CONTEST FOR THE REWARDS AND RECOGNITION ACTIVITIES OF SDO-NV**

To: Office of the Assistant Schools Division Superintendent  
 School Governance and Operations Division Chief  
 Curriculum Implementation Division Chief  
 Public Schools District Supervisors/District In-Charge  
 Public Elementary and Secondary School Heads  
 All others concerned

1. Annually, Schools Division Office of Nueva Vizcaya is giving due recognition to outstanding teaching and non-teaching personnel who have performed extraordinarily in their field of expertise, contributed significantly in the attainment of its goals and impacted its overall organizational performance that redound to customers' satisfaction and continuous improvement of its services.
2. This year, SDO-NV is launching Project HELP<sub>3</sub> (Honoring, Empowering and Leveraging Personnel Performance Program) and the contest in Trophy Design that would embody the prestige, honor and greatness of the SDO-NV personnel and the division as a whole with the end goal to retain and motivate further its employees to step up in their performance and face the challenges of the new educational reform, SULONG Edukalidad.
3. Anent this, SIKAT (Search for Indomitable Knowledge, Attributes and Talents) shall continue as the award mechanism. This year, SIKAT is again in search for the most outstanding employees of the SDO thru project HELP<sub>3</sub>.
4. This new award system of the SDO is locally aligned with the Rewards & Recognition (R&R) guidelines of the PRIME-HRM of the CSC, thus,
  - a. Lingkod Bayan Award shall be named SDO-CARES Award,
  - b. Dangal ng Bayan shall be called AHA-BESTKAYA Award and
  - c. Pag-Asa award shall be named SIKAT Award
5. Apropos this award launching is the Trophy Design contest which shall be open to all learners with TLE/TVL subjects from grades 6 to 12.



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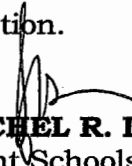


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6. The best icon trophy which shall be chosen based on the set criteria shall serve as the trophy design to be used in any division rewards and recognition activities.
7. Attached are the guidelines of the Trophy Design contest as reference and for the SIKAT Award shall use the existing guidelines in the selection of outstanding employees.
8. Nomination and selection in school and district levels must be done accordingly. The following are the timelines that should be followed in the selection at various level:

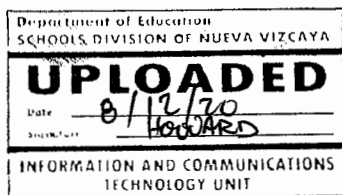
Date	Level
August 24, 2020 to September 4, 2020	School Level Selection
September 7-25, 2020	District Level Selection
September 28, 2020 to October 16, 2020	Division Level Selection

9. For your information, guidance and action.

  
**RACHEL R. LLANA, PhD., CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent

Encl.:  
 As stated

References:



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**TROPHY DESIGN CONTEST GUIDELINES**

1. The trophy must embody the prestige, honor and greatness of personnel in the SDO who have performed remarkably in any field and level.
2. It must reflect the battle cry of the SDO as stipulated in its Quality Policy statement.
3. Its design is a product of an artistic and unconventional thought that is novel, authentic and incomparable. Has a distinct feature not present in any awards being provided by any award- giving body.
4. Flexible that it can be used for any awarding activities of the SDO.
5. The contestant must submit a brief literature of the design as this will be a part of the trophy itself.
6. Its makeup must be 60% wood of any kind and the rest of the 40% of its totality lies on the designer.
7. The contest starts on the first day of September, 2020 and judging shall be on the last week of the same month.

**CRITERIA**

Creativity	–	50%
Simplicity and elegance	-	20%
Significance	–	20%
<b>TOTAL</b>	<b>–</b>	<b>100%</b>



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