

TESDA CIRCULAR

SUBJECT: Revised Guidelines on the Implementation of the TESDA Model Employee of the Year Awards (TMEOYA) Program		Page 1 of 12 page/s Number <u>37</u> Series of 2017
Date Issued: July 21, 2017	Effectivity: As indicated	Supersedes: TESDA Circular No. 15 Series of 2011

I. Rationale/Purpose

In compliance with CSC Memorandum Circular No. 01, series of 2001 and in line with the provisions of the TESDA Program on Awards and Incentives for Service Excellence (TESDA-PRAISE) instituted through TESDA Circular No. 47 series of 2006, these guidelines for the selection of the TESDA Model Employee of the Year (TMEOYA) are hereby established.

This is to recognize TESDA employees who have contributed to the accomplishment of TESDA's Vision and Mission by **achieving more than the desired results** and **displaying exemplary behavior** while working for and in behalf of the Authority.

II. The Ideal TESDA Model Employee

The TESDA Model Employee of the Year is an achiever who shows a positive attitude, passion, and commitment towards work and personal development. He/she is results-oriented and persists on achieving specific and realistic objectives and goals that are aligned with that of TESDA's and his/her work unit. He/she overcomes obstacles and turns problems into opportunities to serve the needs of citizens and improve the quality of TESDA's service delivery.

The value of his/her contribution is recognized by co-workers and customers and is validated through performance data sources available at his/her work unit.

III. Categories of Award

A. CATEGORY I

All position titles from SG 1 to SG 12 except for Instructor I.

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B. CATEGORY II

All position titles from **SG 13 to SG 23** except for PTC administrators shall be subcategorized as follows:

Administrative Category	Technical Category
Administrative Officer III	Instructor I
Administrative Officer IV	TESD Specialist I, Instructor II
Administrative Officer V	Instructor III
Supervising Administrative Officer	TESD Specialist II
	Senior TESD Specialist
	Supervising TESD Specialist

C. CATEGORY III

All position titles with SG 24 to 26 including those with designations as Head/Officers-in-Charge of Division, RTC/PTC and TAS, and performing the functions thereof, for the full term of the period in review. It shall be subcategorized as follows:

Corporate Category	TTIs Category
ROD Chief	School and Center Administrators
FASD Chief	
Central Office Chief	

D. CATEGORY IV

All position titles with SG 27 and SG 28 those with official designations as Head/Officers-in-Charge of a Provincial/District/Regional/Executive Office, and performing the functions of the position for the full term of the period in review.

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IV. Qualification Requirements

1. **Must be an employee of the Authority for the last 3 years regardless of status of appointment.** Past Regional/Executive Office model employee awardees can still be nominated to the same or another category provided that the said nomination is based on new accomplishments, and provided further that the said Regional/Executive Office winner had not previously won the National Model Employee Award within the last five (5) years.
2. Must have a performance rating of **VERY SATISFACTORY** or **OUTSTANDING** in the last two years;
3. Must not have been given penalties due to administrative cases and criminal offenses involving moral turpitude and have no pending administrative or criminal case at the time of nominations.

V. Criteria for Evaluation

The nominees for model employee award (Categories I-IV) will be evaluated on the basis of collective appreciation of performance, punctuality, and attendance in addition to the level of competencies and totality of personality traits as may be established from the following:

1. **PRODUCTIVITY (15%)** – refers to the quality of the nominee's performance and work output as evidenced by a **VERY SATISFACTORY** or **OUTSTANDING** performance rating for past year. This is to show that the nominee's performance and output have significantly contributed to the achievement of the performance goals and targets of his/her operating unit for the year in review. Intervening activities should also be included.
2. **PUNCTUALITY AND ATTENDANCE (10%)** – refer to records such as, DTR, Bundy cards, leave applications, as well as actual attendance or presence in the place of work as may be observed.

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3. **TEAM MEMBER COMPETENCIES (30%)** – refer to the rapport and effective working relations established by the nominee with management, supervisors, peers, subordinates, and clients.
4. **INDIVIDUAL CONTRIBUTION COMPETENCIES (15% for Category I and II; 10% for Category III and IV nominees)** – refer to the observable manner in which the employee conducts himself/herself as manifested by his/her alignment with TESDA objectives, application of expertise, bias for action or initiative and creativity or conceptual thinking.
5. **LEADERSHIP COMPETENCIES (10%) (for Category III and IV nominees only)** – refer to the ability of the supervisor to apply appropriate managerial styles and methods in guiding individuals or the group toward accomplishment of task.

VI. Nomination Documents for Submission

Only one (1) clear book nomination folder (long folder) containing the following documents shall be submitted:

1. Nominator Information form;
2. Checklist of submitted documents;
3. Properly accomplished nomination form;
4. Personal Data Sheet of the nominee/s duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the Regional/Executive Office, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months, with name written at the bottom side of the picture. *Only the list, not actual copies nor photocopies, of training programs attended, awards/citations received, publications and researches of the nominee shall be attached to this sheet;*
5. Citation (maximum one page) providing a brief statement (approximately 250 words) of why the candidate/nominee should receive the award. This is

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<p>the key document in the nomination and this information should be relevant to the terms of reference of the award in question, i.e. the achievements for which the award is being offered;</p> <ol style="list-style-type: none"> 6. Biographical Sketch (maximum one page) providing background information on the nominee and a summary past accomplishments as in a Curriculum Vitae; 7. Job Description of nominee covering the year in review, duly signed by both the nominee and the head of operating unit where the nominated employee is deployed; 8. Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) of the year in review and of the year immediately preceding the year in review. These will serve as a basis on how the employee has contributed in reaching the targets set by his/her office which are linked to TESDA's goals. The performance rating from the documents emphasizes the program's goal to promote a culture of excellence in TESDA; 9. Certificate of No Administrative/Criminal Case duly signed by appropriate official certifying that the nominee has not been found guilty of any administrative or criminal offence involving moral turpitude and that there is no pending administrative or criminal case against him/her at the time of nomination; 10. Summary of Attendance as signed by the Director IV, AS and the HRMD Chief (for Executive Office Nominees) or the Regional Director and FASD Chief (for Regional Office Nominees); 11. TMEOYA Self-Assessment Form A₁, Form A₂, and Form A₃ (if applicable) that were duly accomplished and signed by the nominee. In addition, Form A₂ and Form A₃ must be countersigned by his/her immediate superior as the second party evaluator; 12. Proof of deliberation and selection signed by the Chairperson or the Office Head. (It may be in a form of comparative assessment, minutes of meeting, 		

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certification of how or why the nominee was chosen, or individual assessment); and

13. Other supporting documentation why the nominee and/or nominator may deem fit to prove the authenticity of the claim for outstanding RESULTS and exemplary BEHAVIORS attributed to the nominee. It can be in the form of photocopies of clippings, news items, pictures and/or other documents lending support to the nominee's account of exemplary performance.

VII. Composition of Committees and Panel of Judges

A. Regional Model Employee Award Committee

Chairperson : PTSDC/RTSDC Chair

Members : One (1) Provincial Director
 One (1) Division Chief
 One (1) School Administrator
 One (1) Employee Union representative

Secretariat : HRMO

In cases where any of the members above, is the nominated, other employees holding equivalent or comparable positions/ designations but who are not nominated shall take their place in the Selection Committee.

B. Executive Office Employee Award Committee

Chairperson : Division Chief

Members : Two (2) Supervising Level
 One (1) Representative from Category I level
 One (1) Employee Union representative

Secretariat : To be designated by the Chairperson concerned

C. National Model Employee Award Committee

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The National Model Employee Award Committee based at the Central Office shall be composed of a Chairperson and eight (8) members to be created through office issuance on a per cycle year basis.

D. External Panel of Judges for National Model Employee Award

The External Panel of Judges for National Model Employee Award may be composed of representatives from National Government Agencies and the TESDA Board. They shall elect from among themselves a Chairperson who will preside over the deliberations of the panel.

The Human Resource Management Division shall act as Secretariat for the External Panel of Judges.

VIII. Selection Procedures

A. Regional / Executive Office Level

Phase I – Portfolio Assessment

Process of evaluation is done using the following:

- For **Forms A₁, A₂ and A₃**, the Rubric for TMEOYA Productivity Assessment and Scoring Competency Levels shall be used;
- Team Member Competencies, Performance Rating, and Punctuality and Attendance shall use the allocated weights prescribed in this guideline.

Nominees for every Category should have the cumulative point score of **85** in Phase I to qualify for Phase II.

Phase II – Interview

Every nominee qualifying for Phase II will not carry over the scores they earned from Phase I. Starting on equal footing, Phase II qualifiers shall be interviewed for the purpose of personally validating the accomplishments and levels of competencies they were previously rated on.

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With the aid of an Interview Rubric, candidates shall be ranked on the basis of how they are able to convince the Regional/Executive Office Committee of their worthiness to represent their respective offices in the national selection. The comparative results of the interview will be reflected in the Phase II rating sheet.

The result of the interview portion will be given the weight of 40% in the overall tally with Phase I getting 60%. The weighted sum of Phase I and II shall determine the overall ranking of the candidates nominated for each category.

Phase III – Declaration of Nominees

The highest ranking candidate in a particular category shall be declared Regional/Executive Model Employee winner. The Regional/Executive winners for each category shall be entitled to a cash prize of Five Thousand Pesos (*PhP 5,000.00*) and a plaque containing the citation and signature of the Regional/Executive Director concerned which is to be charged against their respective office's budget subject to the usual accounting and auditing rules and regulations.

In no case shall there be two (2) or more awardees per category.

Phase IV – Conferment of Awards

Conferment of awards shall be set by the respective head of offices or duly authorized representative.

Phase V – Nomination to the National Level

Winners in the Regional/Executive Office Model Employee Award search shall automatically vie for the National Model Employee Awards. For this purpose, each regional/executive office can have a maximum of four (4) nominees as its representative to the national search.

Nominations for the National Model Employee Awards must be submitted on or before the deadline set in the prescribed form to the National Model Employee Award Committee for evaluation:

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1. Nominations must be duly signed by the Chairperson of the Regional/Executive Offices' Model Employee Award Committee and endorsed by the Regional/Executive Office Head.
2. Consistent with the claims of exemplary results and behaviors reflected in the TMEOYA Self-Assessment Forms, information or data must be provided by highlighting outstanding results accomplished/behaviors manifested for the year being assessed, that is, the year prior to the nomination. Presentation of exemplary results/behaviors manifested should be in order of significance, based on the documentary requirements described in Item VII of this guideline. Additionally, the narrative on description, justifications, and evidences should adhere to the following standards:
 - Specific terms should be used to describe a particular act, deed, or behavior (e.g. terms such as "assisted," "contributed," or "facilitated" should be properly defined or reduced to measurable or observable accounts;
 - Results should be stated in brief, factual, and bullet form;
 - Use the S-T-A-R technique by describing the SITUATION, the TASK and people involved, the ACTION taken by nominee and the RESULT/S that lead to savings generated, people/office benefited and/or transactions facilitated.

B. National Level

Phase I – Portfolio assessment

Process of evaluation shall be done in two (2) stages. Stage I shall involve evaluation of the completeness, validity, sufficiency, and authenticity of submitted documents based on the general conditions set in this

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guideline. Stage II will consist of assigning point scores based on the Rating sheet for each criteria item.

All nominees passing the cutoff point score of **85.00** will be selected for every category and shall undergo Phase II, provided that at least two (2) candidates will have passed the cutoff point to provide the external board of judges an avenue for competitive selection.

Phase II – Interview

Every nominee qualifying for Phase II will not carry over the scores they earned from Phase I. Starting on equal footing, Phase II qualifiers shall be interviewed for the purpose of personally validating the accomplishments and levels of competencies they were credited with at Phase I.

Nominees shall be ranked on the basis of how strongly they were able to convince the external panel of judges of their worthiness to be the National TESDA Model Employee of the Year in a given category. The comparative results of the interview will be reflected in the Phase II rating sheet.

The result of the interview portion will be given the weight of 40% in the overall tally with Phase I getting 60%. The weighted sum of Phase I and II shall determine the overall ranking of the candidates nominated for each category.

Phase III – Declaration of awardees for every category

The highest ranking candidate in a particular category after Phase II shall be declared National Model Employee of the Year for that category. Barring extraordinary circumstances, only one (1) winner for each category shall be declared.

Phase IV – Conferment of Awards

Conferment of awards will be held during the TESDA Anniversary Celebration.

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IX. Deferment of Award

The National TESDA Model Employee Award Committee reserves the option to recommend deferment of the award when the results of the selection process do not sufficiently satisfy the purpose and rationale stipulated in these guidelines.

X. Forms of Reward and Incentives

Winners for National Model Employee Award shall be accorded with the following:

- a) **TESDA National Model Employee Award Category I**
- b) **TESDA National Model Employee Award Category II Administrative Category**
- c) **TESDA National Model Employee Award Category II Technical Category**
- d) **TESDA National Model Employee Award Category III Corporate Category**
- e) **TESDA National Model Employee Award Category III TTI Category**
- f) **TESDA National Model Employee Award Category IV**

TESDA National Model Employee awardees shall receive the following:

1. Plaque containing the citation and signature of the TESDA Director General;
2. Cash prize in the amount of Thirty Thousand Pesos (*PhP30,000.00*) or more subject to the TESDA Director General's discretion and availability of funds;

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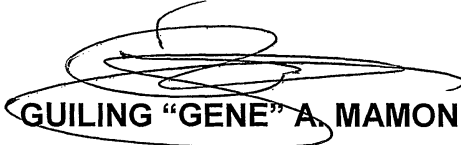
3. Trip for two (2) in any region chosen by the awardee within a cost schedule amounting to Twenty Five Thousand Pesos (*PhP25,000.00*) subject to availability of funds; and
4. Tokens to be determined by the National Selection Committee.

TESDA National Model Employee of the Year Awardees shall be TESDA's automatic nominee to the Civil Service Commission Search for *Pag-Asa ng Bayan*, *Lingkod ng Bayan*, or *Dangal ng Bayan* awards, and other external awards, provided that they meet the eligibility requirements thereof, based on merits.

Outside of the National TMEOYA winners, the first and second runner up category finalists shall be awarded a cash prize of Five Thousand Pesos (*PhP5,000.00*) and Three Thousand Pesos (*PhP3,000.00*) upon the discretion of the TESDA, with a certificate of recognition signed by the TESDA Director General.

Other category finalists shall be awarded a certificate of recognition signed by the TESDA Director General.

This Circular shall take effect immediately and shall remain in force until revoked or superseded by subsequent issuance/s.


GUILING "GENE" A. MAMONDIONG
Director General/ Secretary