

Regional Administrative Order
No. 37
Series of 2023

**SUBJECT: AMENDMENT TO THE REGIONAL ADMINISTRATIVE ORDER NO. 2,
SERIES OF 2022 OR THE GUIDELINES ON THE REGIONAL
CHARACTER BUILDING PROGRAM IN DSWD FIELD OFFICE III**

In the interest of service and continuous improvement of the screening and evaluation procedures of the Character Employee of the Month Awards, pertinent provisions are hereby amended, as follows:

III. ACTIVITIES

C. CHARACTER EMPLOYEE OF THE MONTH AWARD

3. Screening Procedure

- a. All nominations must be submitted to the Regional PRAISE Secretariat on or before the last Wednesday of every month, using the prescribed Nomination/Justification Form and Letter of Support Form, unless otherwise rescheduled by the Secretariat.
- b. All nominations received by the Regional PRAISE Secretariat shall be endorsed to the Regional PRAISE Committee members, and two (2) Guest Raters randomly selected from among the seven (7) SWAD Team Leaders and seven (7) Center Heads. The Guest Raters shall be selected/rotated quarterly.
- c. The Regional PRAISE Committee and the Guest Raters shall assess and score all nominations every 1st Monday of the succeeding month of every quarter, that is:

First quarter deliberation – 1st Monday of April

Second quarter deliberation – 1st Monday of July

Third quarter deliberation – 1st Monday of October

Fourth quarter deliberation – 1st Monday of January of the succeeding year

- c.1. Each nomination shall be scored according to the rubric/criteria and the tallied points shall determine each nominee's overall score.
- c.2. The nominee who obtains the highest score among all the monthly nominees from the Regional Office, SWADs or CRCFs will be considered for the award.
- d. Once the Regional PRAISE Committee and Guest Raters are done with the assessment and scoring, the Regional PRAISE Secretariat shall prepare the matrix for the scoring of the nominees competing for the monthly Regional Character Building Awards.
- e. The Regional PRAISE Committee Secretariat shall tabulate all scores and subsequently draft a resolution which shall be subject for approval of the Regional

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Committee. There will only be one (1) winner per month who may come from any of the following:

- Regional Office
- SWADs
- Centers and Residential Care Facilities (CRCFs)

This amendment shall take effect immediately.

Issued this 20th day of December 2023, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga, Philippines.


VENUS F. REBULDELA
Regional Director


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