

Best Knowledge Management Initiative

2023 DSWD PRAISE Innovation Award

Award Definition

This award recognizes the Central Office OBS/Field Office with outstanding KM initiative that enhances the institutional capacity of the Department as a learning organization thereby providing an environment for continuing innovation, learning, benchmarking, and knowledge sharing with its internal and external stakeholders.

Assessment Criteria

CRITERIA	SCORE
1. Responsiveness – the practice that contributes to achieving target/s or milestones and addresses organizational outcomes of the Department	30
2. Innovativeness – refers to the practice that challenges or reinvents the usual way of doing things	20
3. Sustainability and Replicability – mechanisms are in place for sustaining and replicating the practice; all stages of implementation are well documented with complete and up-to-date information	20
4. Monitoring and Evaluation Mechanism – includes reporting and conduct of evaluation activities to determine the extent to which the initiative brings impact	15
5. Documentation – includes the distillation of key knowledge and transforming it into a knowledge product for easy access of potential users	15
Total	100

Eligibility Criteria

- ☐ KM initiative of Offices, Bureaus and Services at the Central Office and Field Offices
- ☐ The 2023 PRAISE Nomination Form must be accomplished/duly signed and submitted to the PRAISE CO/FO Committee for screening
- ☐ The nomination shall be supported with documentary evidence

Nomination Details

Title of KM Initiative	
Office/Bureau/Service	
Name of Team Leader	
Position	
Designation (if any)	
Contact Number	
& Email Address	

Name of Nominator	
Position	
Designation (if any)	
Office/Division/Unit	
Contact Nos.	
Email Address	
Date of Submission	

Additional information about the Initiative:

Was this previously KM PRIDE/PRAISE nominee?	☐ Yes	☐ No	What year:	What award category:
Was this a previous KM PRIDE/PRAISE awardee?	☐ Yes	☐ No	What year:	What award category:

Nomination Write-up:

- Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
 - Use specific terms;
 - State outstanding accomplishments or exemplary norms displayed and impact in brief, factual and in bullet form;
 - Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated

I. Executive Summary

Write an overall statement on identified KM initiative that enhances the institutional capacity of the Department as a learning organization thereby providing an environment for continuing innovation, learning, benchmarking and knowledge sharing with its internal and external stakeholders

II. Responsiveness

a.) Cite how the practice/initiative achieves its targets/milestone based on its design/program. Mention if it exceeded its targets or have addressed multiple vulnerabilities or issues.

b.) Attach the following means of verification, if applicable or available

- Scorecard
- Office Performance Contract Rating
- Impact Evaluation Assessment Study
- Citations
- Benchmark study
- Statistics
- Testimonials
- Client satisfaction survey

III. Innovativeness

a.) Cite the tools or techniques that were created or improved/ enhanced

b.) Attach the following means of verification, if applicable or available

- Copy of existing tools/ techniques

IV. Sustainability and Replicability

a.) Briefly cite how the practice has been used in the Department or by external stakeholders e.g. local development plan, work and financial plan, monitoring and evaluation, etc.

b.) Attach the following means of verification, if applicable or available

- Institutionalized Guidelines
- Special Order (SO)
- Work and Financial Plan (WFP)
- Operations Manuals
- Memorandum of Agreement or Understanding (MOA/MOU)

V. Monitoring and Evaluation Mechanism

a.) What are the mechanisms for regular monitoring and evaluation of the initiatives?

b.) Attach the following means of verification, if applicable or available

- HPMES form
- Accomplishment Report
- Evaluation Report
- Research

VI. Documentation

Attach the Actual Knowledge Product and Major awards/citations received, etc.)

Certification

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee

Nominator