

## Best Houseparent

### 2023 DSWD PRAISE Individual Award

#### Award Definition

This award is given to a Houseparent who is able to effectively provide residential care, guidance and support through a variety of tasks related to house parenting to ensure the efficient operations of the Residential Care Facilities.

#### Assessment Criteria

CRITERIA	SCORE
<b>Exemplary Work Performance</b> – The degree to which the individual rendered excellent work performance; it is the overall display of residential care, guidance and support that contributed to the attainment of the CRCF deliverables.	<b>40</b>
<b>Commendable and Unique Contributions</b> – The extent to which the extraordinary value and/or uniqueness of the achievements/contributions of the individual made an impact within his/her own workplace, and/or outside his/her place of assignment. It also includes the proposed and implemented innovations in the CRCF.	<b>30</b>
<b>Harnessing Interpersonal Relationships to deliver work results</b> – The extent to which the individual was able to manifest good interpersonal relationships with co-workers, external partners, and residents; leveraged on this relationship in order to advance/ deliver the requirements of the CRCF.	<b>20</b>
<b>Pursuit of Professional and Personal Development</b> – The commitment to continual learning and the ability to master new technical knowledge related to his/her houseparent function; recognizes own strengths and weaknesses and pursues self-development; is flexible and open to change; deals effectively with pressure, maintaining focus and intensity.	<b>10</b>
<b>Total</b>	<b>100</b>

#### Eligibility Criteria

- ☐ Must hold a permanent, temporary, coterminous, contractual, casual and COS/JO status of employment in DSWD and have rendered at least three (3) years of continuous service in the Department as of deadline of nomination's submission (Updated CSC Form 212 or Personnel Data Sheet and/or Special Order, if applicable)
- ☐ Have at least *Very Satisfactory* performance rating or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination (performance rating certificate)
- ☐ Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case/complaint/grievance nor have been sanctioned by violating offices rules and policies against him/her within the last three (3) years prior to the nomination (certificate of no pending case/complaint/grievance; For COS/MOA workers Self-Certification to be noted by Head of OBSU)
- ☐ Must be involved in structured work or those engaged in houseparenting; and
- ☐ Must have accomplishments, which the nominee is being recognized for, within the last three (3) years prior to the nomination, and have been consistently and continuously carried out by the nominee during said period (supporting documents)
- ☐ Must have no overdue unliquidated cash advances, suspensions, and/or disallowances as of the time/date of submission of nominations.

### Nomination Details

<b>Name of Nominee</b>	
<b>Position</b>	
<b>Status of Employment</b>	
<b>Designation (if any)</b>	
<b>Length of Service in the DSWD</b>	
<b>Length of Service in the Position</b>	
<b>Office</b>	
<b>Division</b>	
<b>Unit</b>	
<b>Contact Nos.</b>	
<b>Email Address</b>	

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

Additional information about the Nominee:

Were you a previous DSWD PRAISE CO/FO Nominee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:	Award category:
Were you a previous DSWD PRAISE CO/FO Winner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:	Award category:
Were you a previous DSWD PRAISE National Finalist?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:	Award category:
Were you a previous DSWD PRAISE National winner/awardee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:	Award category:

### Nomination Write-up

- ☐ Each nomination requires the submission of one (1) original nomination packet containing the fully accomplished DSWD PRAISE Nomination Form and other documentary requirements neatly packaged to the PRAISE CO/FO Committee for screening
- ☐ The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years;
- ☐ 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 the nominee's effective provision of residential care, guidance and support through a variety of tasks related to house parenting to ensure the efficient operations of the CRCF of DSWD.

### **II. Exemplary Work Performance**

*a.) Cite incidents displaying nominee's demonstration of excellence in his/her delivery of work; performance of assigned tasks in a timely, consistent and orderly manner or Complete Staff Work (CSW) every time; application of his/her knowledge and expertise in troubleshooting/solving problems quickly; nominee's capacity for self-management such as through finishing his/her tasks even with minimum description, direction or supervision*

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

- IPCR
- Certificate of no pending case
- Testimonials from immediate supervisor/colleagues/residents and TOR

### **III. Commendable and Unique Contributions**

*a.) Briefly describe the task/project/s that best demonstrates the nominee's resourcefulness and innovativeness which contributed to the installation or adoption of new systems or procedures simplifying tasks within the office or the agency:*

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

- Awards/Certificates
- Sample of actual output
- Proposal of Innovations and Documentations of Implementations

### **IV. Harnessing Interpersonal Relationships**

*a.) Briefly describe how the nominee was able to:*

- 1.) Consistently demonstrate an enabling work attitude*
- 2.) Demonstrate quality of character manifested in dealing with co-workers, clients/residents, internal and external partners*
- 3.) Influence/motivate others (internal and external partners) towards doing the required deliverables and in attaining the unit's/office's commitments.*

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

- Testimonials from immediate supervisor and colleagues

**V. Pursuit of Professional and Personal Development**

*a.) What are the ways the nominee pursues professional and personal development?*

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

- *Training Certificates*
- *Socio-civic Certificates*
- *Diploma*

**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:**

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**Nominee**

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**Nominator**