

Best Center-Based Social Worker

2023 DSWD PRAISE Individual Award

Award Category Definition

This award is given to a DSWD social worker who is able to provide “*maagap at mapagkalingang serbisyo*” to the Agency’s service users, such as but not limited to assessment of service user’s needs, development of plan to improve service user’s well-being, research and refer service users to community resources and other government agencies, and evaluation of the services provided to ensure that they are effective; thereby, significantly contributing to the achievement of the organizational outcomes of the Office/Bureau/Service and DSWD.

Assessment Criteria

CRITERIA	SCORE
1. Exemplary Work Performance – The degree to which the individual rendered excellent work performance; it is the overall display of technical competence, translated into concrete, verifiable outputs that contributed to the attainment of the unit and/or office deliverables	40
2. Commendable and Unique Contributions – The extent to which the impact, extraordinary value, and/or uniqueness of the achievements/contributions/innovations of the individual made an impact within his/her own workplace, in the DSWD, and/or outside the Department	30
3. Networking and Advocacy - Able to establish good linkage and/ coordination with partners external to the Department in pursuit of advocating policies, programs, services of DSWD to gain support and mutual cooperation	20
4. Pursuit of Professional and Personal Development – the commitment to public service that is honest, trustworthy, and with integrity as well as the commitment to create an environment for learning and growth, and the ability to master new technical knowledge for oneself and for his/her team members; recognizes own strengths and weaknesses and pursues self-development; is flexible and open to change; deals effectively with pressure, maintaining focus and intensity	10
Total	100

Eligibility Criteria

- ❑ Must hold a permanent, temporary, coterminous, contractual or casual status of employment in DSWD as well as the employees under Contract of Service (COS) status, as applicable, subject to existing budgeting and auditing rules and regulations and 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 with passport size photo with name tag taken within the last six (6) months prior to the nomination)
- ❑ 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 issued by the highest HR officer)
- ❑ Have not been found guilty of any administrative or criminal offense involving moral turpitude and/or with no pending case at the time of nomination (certificate of no pending case/complaint/grievance by highest HR/Legal Officer; For COS/MOA workers Self-Certification to be noted by Head of OBSU)
- ❑ Have no overdue unliquidated cash advances, suspensions, and/or disallowances as of the time/date of submission of nominations (certification by the Chief/Regional Accountant)

- ☐ Must be a registered Social Worker for the last three (3) years with updated Professional Regulation Commission (PRC) license (scanned copy of a valid PRC license); 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)

Nomination Details

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

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

Additional information about the Nominee:

Were you a previous DSWD PRAISE Nominee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What year:	What award category:
Were you a previous DSWD PRAISE Awardee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What year:	What award category:

Nomination Form and 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:
 - o Use specific terms;
 - o State outstanding accomplishments or exemplary norms displayed and impact in brief factual and in bullet form;
 - o Present Impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated
- ☐ The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information except for documentary evidence

I. Executive Summary

An overall statement on the nominee's practice of the Social Work profession and was able to provide "maagap at mapagkalingang serbisyo" thereby, significantly contributing to the achievement of the Center's vision and mission.

II. Exemplary Work Performance

a.) Cite incidents displaying nominee's demonstration of excellence in his/her delivery of work at the Center; 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.) Cite the nominee's superior accomplishments/ achievements; how she/he handled multiple workload and clients effectively and delivered excellent results in a timely fashion, showed technical competence on areas of expertise and are able to teach/mentor/share this to others in the Center:

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

- *IPCR vis-à-vis IPC*
- *Certificate/Award, Commendation Letter, Plaque*
- *SCSR Intervention Plan (portion)*
- *Documentation/Proceedings for center-based activities*
- *Email and Text Correspondence*
- *Letter of Appreciation from client, co-workers, partner-stakeholders via text, chat, email or post*
- *Duties & responsibilities/functions vis-à-vis accomplishment*
- *Reports (Feedback Report, Accomplishment Report (client vis-a-vis target), Case Study Report)*
- *Memos to Stakeholders*
- *Case Folder for center-based*
- *Compendium/Portfolio*
- *Monitoring tools/designs e.g. progress report*
- *Concept Note/ Concept Paper*
- *Policy Enhancement*
- *Program/Project Implementation Guidelines*
- *Training Manuals and Modules*
- *Memorandum Circular/Administrative Order*
- *Advocacy Tools and Communication Plans*
- *Legislative*
- *Training Needs Assessment Report*

III. Commendable and Unique Contributions

a.) Briefly describe the task/project/s that best demonstrates the nominee's exemplary work performance using the STAR Framework as guide:

Situation (Challenges/Situation the nominee faced)

Task (Tasks involved in the challenge/situation)

Action (Action s/he took and why; what were the alternatives)

Result (Outcome of his/her action; were the objectives met and did it contribute to the overall performance of DSWD)

b.) Briefly describe how the nominee contribute to the appreciation of the social work profession by other professionals including stakeholders and service-users of the Center

c.) Cite all researches/concept papers/ proposals drafted by the nominee and approved by his/her supervisor, which were successfully accomplished/implemented in the Center. Attach documentation report for each successfully implemented activity

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

- Reports (accomplishment, documentation)
- Project/research proposals
- Policies/Implementation Guidelines/Manual/ Guidance Notes
- Commendations/ Recognition/ Awards related to being a Social Worker

IV. Networking and Advocacy

a.) Cite partnerships that were formed in gaining support and mutual cooperation with external stakeholders the benefited the Center

b.) Describe the nominee's methodologies or strategies for networking with partners and advocacy

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

- MOA/MOU
- Certificates/ Recognition/ Acknowledgements from LGUs, media, agencies, partners, academe, stakeholders, Non Government Organizations (local and international)
- Letter of commitments
- Letter of confirmation from clients served or from the party receiving the referral; or printout, transcript of coordination correspondence (confidential information deleted or changed to ensure anonymity) in case of informal structures on the early organization stage
- Information and Education Communication Materials

V. Pursuit of Professional and Personal Development

a.) What are your ways to pursue your professional and personal development?

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

- *Certificates of Participation/ Completion*
- *Diploma*
- *Individual Development Plan*
- *Certificate of membership and participation*
- *Social Functioning Assessment Tool: Family Intervention Plan (for self, family, self-rated)*
- *Letter, text, email, post of appreciation, commendation from a family member, colleague and other forms of recognitions*
- *Self-Care and Lifestyle Inventory Balance Tool*
- *Letters from a colleague stating or showing an account of the candidate's resiliency*
- *Pictures showing engagements in other hobbies and interests outside work*

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