



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 16, 2023

DIVISION MEMORANDUM

No. 264 s. 2023

**SEARCH FOR THE 2023 OUTSTANDING DEPED NORTHERN SAMAR
PERSONNEL AND PROGRAM IMPLEMENTERS**

To: Assistant Schools Division Superintendent
Schools Governance and Operations Division Chief
Curriculum and Implementation Division Chief
Education Program Supervisors
Unit/ Section Heads
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
All Others Concerned

1. This Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee, announces the Search for the 2022 Outstanding DepEd Northern Samar Personnel and Program Implementers.
2. The awards to be given (adopted from Regional Memorandum 534, s. 2023), which guidelines can be accessed through bit.ly/PRAISEGuidelines2023, are as follows:

Types of Awards	
1. Best Employee Award	
1.1.	Most Outstanding Teacher (TI-III, MTs)
a.	Kindergarten
b.	Elementary
c.	Junior High School (JHS)
d.	Senior High School (SHS)
e.	Alternative Learning System (ALS)
f.	Special Education (SPED)
g.	Madrasah
h.	Multigrade
1.2.	Most Outstanding School Head
a.	Elementary (Monograde School-Central Category)





b. Elementary (Monograde School-Non-Central Category)
c. Elementary (Multigrade)
d. Junior High School
e. Secondary School (JHS and SHS)
f. Stand Alone Senior High School
g. Integrated School (Elem and JHS/SHS)
1.3. Most Outstanding Non-Teaching Personnel (Level 1)
a. Administrative Aide
b. Administrative Assistant
c. Administrative Officer II
1.4. Most Outstanding Non-Teaching Personnel (Level 2)
a. Administrative Officer V
b. Human Resource Management Officer
c. Supply Officer
d. Cashier
e. Records Officer
f. Legal Officer
g. Accountant
h. Budget Officer
i. School Librarian
j. Division Librarian
k. Registrar
l. Planning Officer
m. Information Technology Officer
n. Engineer
o. Project Development Officer
p. Senior Education Program Specialist
p.1 Human Resource Development
p.2 School Management Monitoring and Evaluation
p.3 Planning and Research
p.4 Social Mobilization and Networking
q. Education Program Specialist
r. Nurse
s. Medical Officer
t. Dentist
u. Public Schools District Supervisor
v. Education Program Supervisor
w. Assistant School Principal
x. JHS Head Teacher/Department
y. LR PDO II
z. Implementing Unit Bookkeeper/Accountant
2. Best Office/School/Learning Center Award
2.1. Most Outstanding School
a. Elementary (Monograde School-Central Category)
b. Elementary (Monograde School-Non-Central Category)
c. Elementary (Multigrade School)
d. Junior High School
d.1 Non-Implementing Unit
d.2 Implementing Unit
e. Secondary School (JHS and SHS)
e.1 Non-Implementing Unit

e.2 Implementing Unit
f. Stand Alone Senior High School
g. Integrated School (Elem and JHS/SHS)
3. Most Outstanding Coordinator/Adviser
3.1. School Level
3.1.1 Elementary School Reading Coordinator
3.1.2 School Paper Adviser
3.1.3 Property Custodian
3.1.4 Youth Formator
3.1.5 WinS Coordinator
3.1.6 DRRM Coordinator
3.2. SDO Level
3.2.1 MEP Coordinator
3.2.2 IPEd Coordinator
3.2.3 Youth Formator
3.2.4 DRRM Coordinator
3.2.5 GAD Coordinator
3.2.6 SBM Coordinator
3.2.7 TA Coordinator
3.2.8 SPED Coordinator
3.2.9 Sports Coordinator
3.2.10 Multigrade Coordinator

3. Moreover, in addition to the awards adopted from RM 534, s. 2023, the following sets of Division localized awards, which guidelines can be accessed through <https://bit.ly/DivisionLocalPRAISEGuidelines2023>, are to be given:

Types of Awards	
1. Most Outstanding Teacher (Learning Area-specific)	
a.	Mother Tongue (Elem)
b.	English Teacher (Elem and JHS)
c.	Filipino Teacher (Elem and JHS)
d.	Mathematics Teacher (Elem and JHS)
e.	Science Teacher (Elem and JHS)
f.	Araling Panlipunan Teacher (Elem and JHS)
g.	EPP/TLE Teacher (Elem and JHS)
h.	MAPEH (Elem and JHS)
i.	Edukasyon sa Pagpapakatao (Elem and JHS)
2. Most Outstanding Coordinator/Adviser/Program Implementer	
a.	School Paper Adviser
b.	LR In-Charge
c.	Child Protection Coordinator
d.	Gulayan sa Paaralan
e.	ICT Coordinator
f.	Researcher
g.	District in Research Management
h.	School in Research Management
i.	SPTVE Implementer
3. Other Awards	
a.	School Bookkeeper
b.	District ALS Coordinator

4. Validity of the Outstanding/Meritorious Accomplishments and Trainings shall be within the last three (3) years from the cut-off date set by the Division PRAISE Committee. The cut-off date for this year's search is **August 31, 2023**.
5. Attached are the Schedule of Activities, Search and Screening Procedures, Basic Requirements and List of Requirements, Nomination Form, and sample Character Reference.
6. Services rendered on Saturday and Sunday are entitled to Compensatory Time-Off (CTO)/Overtime Pay/Service Credits as per CSC and DBM Joint Circular No. 2, 2004.
7. All expenses relative to this activity such as meals, materials, and travel expenses for validation, shall be charged against the Division MOOE/Local Fund/Special Education Fund subject to the usual accounting and auditing rules and regulations.
8. For queries/clarification, please contact Mr. Peter R. Bobiles, HRDS SEPS, or send an email to **hrd.northernsamar@deped.gov.ph**.
9. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., PhD, CESO VI
OIC-Schools Division Superintendent 

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Enclosure 1 of DM No. _____, s. 2023

Schedule of Activities

DATE	ACTIVITY	REMARKS	EXPECTED OUTPUT
<p>July-September 14, 2023</p>	<p>Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Personnel at the School Level</p> <p>Conduct of District PRAISE Committee screening and awarding ceremony at the District Level</p>	<p>The conduct of the selection for nominating, evaluation, and identifying Outstanding Personnel is based on the schedule set by the School and District within the allocated time frame provided by the Division PRAISE Committee</p>	<p>Identified the nominees per award category</p> <p>List of Nominees from the schools</p>
<p>September 15, 2023</p>	<p>Submission of District Nominees to the Schools Division Office corresponding to each award category</p>	<p>All 46 Districts are required to submit their endorsed nominees to the Schools Division</p> <p>In a folder, the Nomination Form, together with the required documents properly labeled, shall be submitted to the SDO Records Section.</p> <p>Check and ensure the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat</p>	<p>List of Nominees from the 46 Districts and SDO Functional Offices</p>

		(SGOD HRDS)	
		Late documents will not be accepted.	
September 16-17, 2023	Stage 1 Sorting and shortlisting period <ul style="list-style-type: none"> Shortlisting of the nominees 	in-charge: Division PRAISE Committee	Screened qualified and shortlisted nominees
September 20-22, 2023	Stage 2 Face to face Screening of nominees (One-Stop Shop) and validation <ul style="list-style-type: none"> Evaluation of documents of nominees based on the set criteria 	in-charge: Division PRAISE Committee	Screened qualified and shortlisted nominees
September 23-24, 2023	Preparation and finalization of results	PRAISE Committee convenes and deliberates the results	Final results of deliberation
September 25, 2023	Presentation of Results to the PRAISE Committee	PRAISE Committee prepares the results of winners	Results of Winners
September 28, 2023	Announcement of the Winners per award category	PRAISE Committee prepares logistics for the awarding Production Team starts shooting	Fielded the Memorandum re Announcement of Winners
September 29, 2023	Endorsement of Division Nominees to the Regional PRAISE Committee for the 2023 Search for the Most Outstanding DepEd Region VIII Personnel, School		Submitted the Endorsed Division Nominees to the Regional PRAISE Committee
October 3- November 5, 2023	Preparation for the 2023 Pasidungog		
November 6, 2023	Conduct of Awarding Ceremony	Check technicalities for the awarding ceremony	TBA
December 1, 2023	Conduct of Evaluation of the Annual PRAISE Activities	PRAISE Committee	Submitted the Activity

			Completion Report
January 2024	Submission of the PRAISE Activity Completion Report	PRAISE Committee	Submitted the Activity Completion Report

Enclosure 2 of DM No. _____, s. 2023

SEARCH AND SCREENING PROCEDURES

1. General Conditions. -The following conditions shall strictly be followed:

- 1.1 **Competition among Nominees.** - Nominees for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements and process provided under this Manual and/ or as the PRAISE Committee may determine subject to the approval by the Schools Division Superintendent.
- 1.2 **Cut-off Score.** - There shall be a cut-off score of **70 points** for all awards in order to qualify as a division nominee. The Division PRAISE Committee shall not receive any nomination for nominees whose total score/point is below the cut-off score. **This is also the same cut-off score in the School and District level.**
- 1.3 **Grounds for Disqualification.** - Notwithstanding as may be provided in pertinent provisions of this Manual and CSC circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending case and/or had not been found guilty of any administrative, criminal, or civil case.

Provided, that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charged has been filed against a candidate or nominee before a competent tribunal. Provided, further, that a case that has already been considered dismissed shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the disciplining authority/proper court.

1.3.1 Non-compliance with the submission of the complete documentary requirements shall render the nominee ineligible for the Search.

1.3.2 Misrepresentation, bribery, and any form of special favors to the PRAISE Committee shall be

ground for disqualification.

2. General Procedure for Nomination, Evaluation, and

Identification of Awardees -The following procedures shall be used:

2.1 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding Schools Division Office Employee/s

2.1.1 The **School PRAISE** committee shall conduct a selection process at the school level. The prescribed search criteria shall be used in evaluating the document of the candidates.

2.1.2 The candidate with the highest score shall be nominated to the **district level**. A nomination form shall be duly accomplished and all the other requirements, as reflected on the list, shall be submitted by the School PRAISE Committee Chairperson to the District PRAISE Committee. Attached to the nomination shall be a documentation (pictorials, ACR, etc.) of the actual conduct of the school selection procedure.

2.1.3 The District PRAISE Committee shall validate and evaluate the forwarded documents using the same prescribed search criteria. The district nominee with the highest score shall be nominated to the Division PRAISE Committee as the district nominee. The District PRAISE Committee is likewise required to submit to the Division PRAISE Committee a documentation (pictorials, ACR, etc.) of the actual conduct of the district selection procedure.

2.1.4 The Division PRAISE Committee shall review the documents of the district nominees using the same prescribed search criteria. The district nominee with the highest score shall be declared as the **DIVISION WINNER** for the particular award category and shall be automatically nominated to the Regional PRAISE Committee as the division nominee (for award categories with corresponding Regional level award).

2.1.5 The Division PRAISE Committee together with the Secretariat & TWG shall review the documents of the district nominees vis-a-vis the search criteria. The District Nominees shall be called for interview, demonstration and other mode of verification or

assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fit the situation of the place. The district nominee with the highest FINAL SCORE AFTER THE VALIDATION AND DELIBERATION shall be named as the DMSION AWARDEE.

2.2 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding Regional Office Employee/s

2.2.1 The Functional Division Chief will nominate qualified employee/s for the award/s. A nomination form duly accomplished and all the other requirements, as reflected in the list, shall be submitted by the functional division nominee to the Division PRAISE Committee.

1.1.1 The Division PRAISE Committee shall evaluate, review, and validate the documents of the functional division nominees using the prescribed search criteria. The functional division nominees shall be called for interview, demonstration and other mode of verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fits the situation of the place. The concerned division chiefs of the three finalists shall inhibit during the interview. The functional division nominee with the highest FINAL SCORE AFTER THE VALIDATION AND DELIBERATION shall be named as the DMSION AWARDEE.

1.2 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding School

1.2.1 The District PRAISE committee shall conduct a selection process at the district level. The prescribed search criteria shall be used in evaluating the document of the nominees. The nominees with the highest score shall be nominated to the division level. A nomination form duly accomplished and all the other requirements, as reflected in the list, shall be submitted by the Division PRAISE Committee Chairperson to the Division PRAISE Committee.

2. Other General Provisions

- 2.1 The PRAISE Committee shall strictly follow the scheduled dates.
- 2.2 Only one (1) category should be applied for the same group of award categories (i.e. Nominee for Most Outstanding Teacher I-III is not allowed submit his application for Most Outstanding English Teacher; however, Most Outstanding School Head can also submit documents for Most Outstanding School).
- 2.3 Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.
- 2.4 For the national mandated awards such as Brigada Eskwela Best Implementing Schools and SBM Level III of Practice and others, a separate guidelines and criteria shall be used.
- 2.5 The Schools/Districts can also innovate another kind of awards for as long as the Awards set by the Regional PRAISE Committee shall be implemented.
- 2.6 The Official Results of the Division Selection Process shall be posted at the Division Office's official website.
- 2.7 The Regional Office may opt to adopt other platform of conducting the awarding ceremony depending upon the situation of the place.
- 2.8 In case of a tie at any level, the PRAISE Committee shall refer to the OPCR/IPCRFs of the nominees. The nominee with the highest OPCR/IPCRF numerical rating gets the nomination/award. In case all nominees display the same OPCR/IPCRF numerical rating, all nominees shall be recognized.
- 2.9 Any member of the PRAISE Committee who is related to a nominee up to fourth degree of consanguinity and affinity shall inhibit himself/herself from evaluating the documents and interviewing all candidates/nominees for the said award category.
- 2.10 In case of protest, the aggrieved party may file his/her protest within five (5) calendar days after the official result has been posted in the official website by the Division PRAISE Committee. The Division PRAISE Committee shall decide the protest within three (3) calendar days from receipt of the protest. The decision of the PRAISE Committee is final and irrevocable. No motion for reconsideration shall be entertained.

3. Basic Qualifications

- 3.1 With at least 2 (two) years of relevant experience in the same position that an employee is nominated.
- 3.2 With an IPCRF/OPCRF rating of at least 4.500 (Outstanding) for the past two years in the same position that an employee is nominated.
- 3.3 Has no pending case and/or had not been found guilty of any administrative, criminal, or civil case.

4. List of Requirements

The Nomination Folder per nominee shall contain the following items:

- 4.1 Completely filled-out nomination form (For Districts, signed by the District Head and endorsed the same to the Division PRAISE Committee; For SDO, signed by the Division Chief and endorsed the same to the Division PRAISE Committee)
- 4.2 Updated Service Record duly certified by the SDO Administrative Officer
- 4.3 Nominee's updated and completely filled-up CS Form 212 Revised 2017.
- 4.4 Selection results duly signed by the PRAISE committee at the different committee levels.
- 4.5 For district nominees, endorsement letter from the District Head; for Division Office nominees, endorsement letter from the Division Chief to Schools Division Superintendent.
- 4.6 OPCR/IPCR for the last two years/rating periods in the same position that an employee is nominated.
- 5.7 Duly certified means of verification (MOVs) for the awards, recognition, participation, and other accomplishments by the School Head/Records Officer/Division Chief as the case maybe. In no case shall the nominee certify his/her MOVs.

5. Stages of the Search for DepEd Northern Samar - The Division PRAISE Committee shall conduct a thorough evaluation and search for each category following the two stages namely:

5.1 Screening and Evaluation of Documents & Interview Stage

The Schools Districts shall conduct their District

Search for Outstanding Officials/ Employees/ Program Implementers/Schools using the prescribed search criteria. They shall nominate their awardees to the Division PRAISE Committee for the DepEd Northern Samar PRAISE Awards.

The functional divisions of the Schools Division Office shall have to nominate their nominees to the PRAISE committee.

If face-to-face interaction is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the screening and evaluation of document stage.

The PRAISE Committee shall evaluate the documents for any of the categories with only one nominee provided he/she meets the cut-off score of 70.

5.2 Validation Stage - The Division PRAISE Committee will spearhead the validation (document evaluation and interview) of the district nominees for each category from the concerned Districts/functional divisions using the prescribed search criteria.

The Committee shall identify the division awardee for each category.

If face-to-face interview is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the validation stage.

The PRAISE Committee shall deliberate on the consolidation of results, by category. They shall signify in the Consolidated Rating Sheet, by category and shall treat with utmost confidentiality the results which shall be declared during the Awarding ceremony.

3. Publications of the Final Screening Results, Awarding Ceremonies, and Submission of PRAISE Report

3.1 Conduct of the Awarding Ceremony - For this year, the Top Three Finalists for each of the category will be included in the announcement of winners through a Division Memorandum but only the division winner who garnered the highest score will be recognized on the awarding

ceremony. The winners for each of the categories are declared during the Awarding Ceremony. The finalists will be issued Certificate of Recognition, while the winners shall receive a plaque and a cash prize subject to availability of funds and COA rules and regulations (Section 30 of the CSC-Approved PRAISE Policy/ Schedule of Amounts of the PRAISE Monetary Incentives).

3.2 Publication of Results - The official results of the DepEd Region VIII PRAISE Awards shall be disseminated through a Division Memorandum as per schedule. The Annual Report of the PRAISE Implementation in the Division Office shall be prepared and submitted to the CSC Regional Office on or before the 30th day of January.

3.3 Criteria and Standards - In the evaluation of nominees' documents for DepEd Northern Samar PRAISE Awards, Search Criteria by category (See enclosed criteria for each award category) shall be used.

7.5 Nomination Form -The Nomination Form with the 2"x 2" picture of the nominee shall be accomplished by the immediate head.

7.6 Omnibus Certification of Authenticity and Veracity of Documents. - The Omnibus Certification of Authenticity and Veracity of Documents is a legal document executed by the nominee swearing the authenticity and veracity of the documents he/she submitted. This also authorizes the Department of Education to verify the authenticity of his/her documents submitted for his or her application to the DepEd Region VIII PRAISE Awards.

7.7 Grounds for the Deferment and Cancellation of the Screening Process of a Nominee - The PRAISE Committee shall defer or cancel the screening process for a nominee, whether individual or group, for any of the following grounds:

7.7.1 Failure of the nominee to meet the basic qualifications;

7.7.2 Failure of the nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee; and

7.7.3 Documents submitted are found and proven falsified.

Annex A

BASIC QUALIFICATIONS

- a. Minimum relative experience of one (1) complete school/calendar year.
- b. With a performance numerical rating of at least 4.5.
- c. No pending criminal or administrative case.
- d. No record of misbehavior in the school, district, division grievance committee, within the year.

LIST OF REQUIREMENTS

The Nomination Folder shall contain the following items:

- a. Completely filled out nomination form.
- b. Nominee's updated CS Form 212 Revised 2017.
- c. Certification from the Chairperson that the nomination has undergone deliberation by the Committee.
- d. Letter from the district head indorsing the nomination to the Schools Division Superintendent.
- e. Filled up three (3) character reference.
- f. Means of verification (MOVs) for the awards, recognition, participation and other accomplishments.

Annex B I Nomination

NOMINATION FORM

DepEd Region VIII PRAISE Awards _____
(School/Calendar Year)

THE PRAISE COMMITTEE

DepEd Schools Division of Northern Samar
Cataraman, Northern Samar

Recent 2" x 2"
Picture of the
Nominee

After undergoing a thorough evaluation in the division level based on the guidelines and criteria set by DepEd Northern Samar PRAISE Awards for DepEd Northern Samar Officials and Employees, I hereby nominate:

Name of Nominee: _____
Category: _____
Current Position of Nominee: _____
Subject Area and Grade Level Taught: _____
Unit Assigned and nature of Work: _____
School/Office: _____
School/Office Address: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____
Signature of Nominator: _____ Date Signed: _____

(Date)

Annex C | **Character Reference**

CHARATER REFERENCE

Confidential

One copy to be filled out each by the immediate supervisor, a co-worker and peer. Filled-out copies should be placed in a sealed mail envelop and signed before submission to the Division PRAISE Committee.

Name of Nominee	Position
------------------------	-----------------

1. How long have you known the nominee (years/months)?

2. I what connection or under what circumstances have you known him/her?

3. Please rate the nominee in terms of the dimensions which gave been identified as critical to program performance. The checklist below is intended to facilitate your assessment. If you wish, you may also write a separate letter as an addition to this form.

4.

<i>Dimension</i>	<i>No Basis for Judgement</i>	<i>Below Average</i>	<i>Above Average</i>	<i>Excellent/ Outstanding</i>
1. Integrity				
2. Work Ethics				
3. Interpersonal Skill				
4 Time Management				
5. Stress Management				

5. To what degree did the nomince contribute to the achievement of the DepEd Goals?

Rating Scale• 5-Outstanding 4-Vety Satisfactory 3-Satisfactory 2-Goad 1Unsatisfactory

6. Further comments/justifications:

(Signature over Printed Name)

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I _____ Filipino, of legal age, with permanent address _____ at under oath, hereby depose and state that:

That each of the documents submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;

That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;

That I am aware that any violation will automatically disqualify me from the selection process;

That I am making these statements as part of the requirement for DepEd Region VIII PRAISE Awards 20__ of the Department of Education Eastern Visayas.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education Northern Samar Division to verify the authenticity of documents I have submitted.

Nominee's Printed Name & Signature Witness:

Division PRAISE Committee Chairperson

SUBSCRIBE AND SWORN to before me this _____ day of _____, 20____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc no. _____

Page no. _____

Book no. _____

POTENTIAL/INTERVIEW CHECKLIST & RATING SHEET

Name of Nominee:

School/Office:

Division:

Category:

Directions: Put a check (/) on the space provided for if the nominee exhibits the following indicators AT ALL TIMES, otherwise, put an (x).

INDICATORS	
A. Communication Skills	
1. Expresses himself/herself clearly and logically.	
2. Communicates effectively with a wide range of individuals.	
3. Responds clearly.	
4. Response is relevant.	
B. Ability to Present Ideas	
1. Conveys information clearly and concisely.	
2. Adjusts tone, style, and language of messages to suit audience.	
3. Uses appropriate body language.	
4. Demonstrates self-awareness and self-control.	
5. Shows proficiency on the content/knowledge and expertise inherent to the position.	
C. Alertness	
1. Perceives and acts quickly.	
2. Manifests presence of mind.	
3. Manifests awareness of the environment.	
D. Judgment	
1. Analyzes issues and/or information and gives objective views.	
2. Draws accurate conclusions based on evidence/data.	
3. Breaks problems down and weighs up options.	
4. Explores possibilities and identifies solutions.	
5. Anticipates risks and suggests/makes improvements.	
E. Stress Tolerance	
1. Talks positively.	
2. Sees the big picture.	
3. Avoids being hijacked.	
4. Pays attention.	
No. of Checks (/)	

Point/s Earned = (No. of Checks/21) x Allotted Points
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Rated by:

Signature Over Printed Name of the Rater

Date: _____