

Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

Ref. No. 2021-11-03  
November 04, 2021

**MEMORANDUM FROM THE DIRECTOR**

**To : All DA-BAR Division/Section/Unit Heads**

**Subject : Submission of Nominees to DA-BAR Best Employee Awards**

In a meeting held on October 22, 2021, the DA-BAR PRAISE Committee resolved to grant Best Employee Awards for CY 2020 in five categories:

1. Best Division Chief
2. Best Assistant Division Chief
3. Best Section Chief
4. Best Unit Chief
5. Best Administrative Support Staff
6. Best Technical Support Staff

The observation and evaluation period covers CY 2020 and the existing organizational structure of the same year. Designated division chiefs for CY 2020 are automatically nominated for the Best Division Chief Award, however, for other categories, nominations shall be submitted to the DA-BAR PRAISE Committee.

All concerned are advised to refer to the provisions of Memorandum Circular No. 21-10-04 on the DA-BAR Guidelines on DA PRAISE for the procedures, criteria, qualifications, and types of awards to be given to winners of different categories.

Submit your nominations to the HRMU on or before November 15, 2021. Attached is a copy of the Nomination Form (DA Unified PRAISE R&R Form 2) which may be reprinted or reproduced for this purpose.

For your information, guidance and compliance.

  
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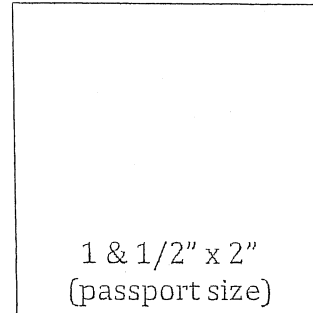
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*A food-secure and resilient Philippines*  
*with empowered and prosperous farmers and fisherfolk*



NOMINATION FORM

R & R Form 2 - Best Official/Employee Award



NAME OF NOMINEE: \_\_\_\_\_ GENDER: \_\_\_\_\_  
 POSITION: \_\_\_\_\_ SG: \_\_\_\_\_  
 PLACE OF ASSIGNMENT : \_\_\_\_\_  
 NO. OF YEARS IN SERVICE: \_\_\_\_\_ LEVEL OF POSITION: (Please check)  
 First Level  Third Level  
 Second Level  
 CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

NAME OF NOMINATOR: \_\_\_\_\_ GENDER: \_\_\_\_\_  
 POSITION: \_\_\_\_\_ SG: \_\_\_\_\_  
 PLACE OF ASSIGNMENT : \_\_\_\_\_  
 NO. OF YEARS IN SERVICE: \_\_\_\_\_ LEVEL OF POSITION: (Please check)  
 First Level  Third Level  
 Second Level  
 CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

NARRATIVE REPORT OF OUTSTANDING ACHIEVEMENTS/ACCOMPLISHMENTS  
 OF THE NOMINEE:  
 \_\_\_\_\_  
 \_\_\_\_\_  
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