RECONSTITUTION OF THE DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICES EXCELLENCE (PRAISE) COMMITTEE

TO: OIC, Office of the Assistant Schools Division
Superintendent Division Chief, SGOD and CID
Public Schools Division Supervisors
All Concerned Employees

1. Pursuant to DepEd Order No. 78, s. 2007 dated November 26, 2007 entitled “Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education” the committee members are hereby reconstituted as follows:

   Chairperson  Basilio P. Mana-ay Jr.  Asst. School Division Superintendent
   Members  Sollie B. Oliver  Chief Education Supervisor, SGOD
            Beverly S. Daugdaug, EdD  Chief Education Supervisor
            Clarence S. Pillerin, EdD  Public Schools District Supervisor
            Francis Jude D. Alcomendras  Admin Office V –
            Neptune Tambilawan  Admin Office V - Budget
            Noreliza A. Misal  Accountant III
            Rosario Diamante  Admin Officer IV – NEU President
            Rafael Rodrigo III Medidia  MT – I / President, Teachers’ Association
   Secretariat  Ronald B. Dedace  Senior Education Specialist – HRD
               Myhrra Faye L. Bontia  Admin Office IV – HRMO
               Eleaser B. Mateo  EPS II - SMME

2. The duly reconstituted Division PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives systems of the Division. As such, the Committee shall meet periodically to perform the following tasks:
a.) Establish a system on incentives and awards to recognize and motivate employees for their performance and conduct;

b.) Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluation of the nominees and the mechanism for recognizing the awardees;

c.) Determine the forms of awards and incentives to be granted;

d.) Monitor implementation of approved suggestions and ideas through feedback and reports.

e.) Prepare plans, identify resources and purpose budget for the system on annual basis and shall be incorporated in the Annual Work and Financial Plan of the division;

f.) Develop, produce, distribute a system policy manual and orient the employees of the same;

g.) Document best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;

h.) Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;

i.) Monitor and evaluate the system’s implementation every year and make essential improvements to ensure its suitability to the agency; and

j.) Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

3. It is expected that the designation of the above-mentioned personnel shall carry with it the full discharge of their duties and responsibilities set forth in the implementation of the program.

4. For your information and guidance.

   CRISTY C. EPE
   Schools Division Superintendent