



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 120, s. 2022

March 1, 2022

**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
	Myhrra Faye L. Bontia	Admin Office IV – HRMO
	Noreliza A. Misal	Accountant III/ <i>NEU President</i>
	Rafael Rodrigo III Mediodia	MT – I / <i>President, Teachers’ Association</i>
Secretariat	Ronald B. Dedace	SEPS – HRD
	Eleaser B. Mateo	SEPS – SMME
	Dannical L. Acedilla	Admin Office II

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 committee shall adhere to the Equal Opportunity Principle (EOP). As such, each member in the committee shall be fair and just in rewarding and recognizing all employees regardless of gender, disability, civil status, religion, ethnicity, etc, as stipulated in the Division EOP Policy.
4. 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.
5. For your information and guidance.



CRISTY C. EPE

Schools Division Superintendent

3-1-2022

