



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 063, s. 2024

To : **Office of the Assistant Schools Division Superintendent**
Division Chiefs (CID & SGOD)
Public School District Supervisor
All Concerned Employees


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


Date : **January 18, 2024**

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	Maria Genevieve T. Francisquete, CESO VI	Asst. School Division Superintendent
Members	Sollie B. Oliver Beverly S. Daugdaug, EdD Clarence S. Pillerin, EdD Francis Jude D. Alcomendras Neptune Tambilawan Noreliza A. Misal Myhrra Faye L. Balingit Rafael Rodrigo III Mediodia	Chief Education Supervisor, SGOD Chief Education Supervisor Public Schools District Supervisor Admin Office V - Admin Office V - Budget Accountant III Admin Officer IV – HRMO MT – I / <i>President, Teachers’ Association</i>
Secretariat	Ronald B. Dedace Eleaser B. Mateo April A. Alcalá	Senior Education Specialist – HRD Public School District Supervisor Admin. Officer 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 of 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 the 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 propose a budget for the system on an annual basis which shall be incorporated in the Annual Work and Financial Plan of the division.
 - f.) Develop, produce, and 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 outlined in the implementation of the program.
3. For your information and guidance.

DepEd Schools Division of Digos City
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MELANIE P. ESTACIO, PhD, CESO VI
OIC – Schools Division Superintendent



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375