



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

**Office of the Schools Division Superintendent**

**March 10, 2026**

**DIVISION MEMORANDUM**

SGOD-2026 - 129

To : Assistant Schools Division Superintendent  
 Division Chiefs  
 Education Program Supervisors  
 Public School District Supervisors  
 Public School Heads  
 Public School Teachers  
 All Others Concerned

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

- 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	ASDS
Members	Sollie B. Oliver	Chief ES-SGOD
	Beverly S. Daugdaug	Chief ES-CID
	Clarence S. Pillerin	PSDS
	Francis Jude D. Alcomendras	AO V
	Jake Lloyd S. Vencio	Budget Officer III
	Ma. Florinel Gallardo	Accountant III
	Myhrra Faye L. Balingit	AO IV
	Dennis Camanzo	President, Teachers' Association
Secretariat	Ronald B. Dedace	PSDS
	Eleser D. Mateo	PSDS
	Janice S. Alquizar	EPS II
	April A. Alcala	PDO I

2. The duly constituted 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 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.





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- 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 into 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, innovative 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.
4. For your information and guidance.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent 

Enclosed: As stated.  
SGOD

100 Ed Schools Division of Digos City  
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