



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

March 5, 2024

**DIVISION MEMORANDUM**

No. 129 s. 2024

**RECONSTITUTION OF THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

**TO :** Asst. Schools Division Superintendent  
 Chiefs, SGOD & CID  
 Section/Unit Heads  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Elementary & Secondary School Heads/OIC's  
 Teaching & Non-Teaching Personnel

1. Pursuant to DepEd Order No. 78 S. 2007 titled "Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education and SDO-Catanduanes Manual on Rewards & Recognition, the Division PRAISE is reconstituted as follows:

	Position	Name
Chairperson:	Asst. Schools Division Superintendent	CECILE C. FERRO
Members:	Head of Accounting Unit	ANGELO JAMES O. AGUINALDE
	CID Chief	ROMEL G. PETAJEN
	Administrative Officer V (Budget)	MA. CIELO C. TUBALE
	Administrative Officer V (Admin)	EVA S. TOLENTINO
	Administrative Officer IV (HRMO)	MARICHELLE B. LLAVE
	Representative of Elementary School Heads Association	RUBEN JOSE V. TRIA
	Representative of Secondary School Heads Association	AMELIA R. EUSEBIO
	Representative of PSDS Association	MIGUELITO T. RODRIGUEZ
	Representative of EPS Association	GINA M. TEMPLONUEVO
	Secretariat:	Representative from Personnel Unit
Representative from SGOD-HRD		ELIZABETH S. URBANO
Representative from CID		JOGENE ALILY C. SAN JUAN

2. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the SDO-Catanduanes and 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 evaluating the nominees and the mechanism for recognizing the awardees;
- c. Determine the forms of awards and incentives to be granted;



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- d. Monitor the implementation of approved suggestions and ideas through feedback and reports;
- e. Prepare plans, identify resources and propose budget for the system on an annual basis;
- f. Develop, produce, distribute a system policy manual and orient the employees on the
- 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 of awards and incentives system to the Civil Service Commission on or before the 30<sup>th</sup> day of January;
- i. Monitor and evaluate the system's implementation every year and make essential improvements to ensure its sustainability to the agency;
- j. Address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- k. Incorporate equal opportunity principles in the PRAISE system from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate on account of his/her sex and gender, age civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all;
- l. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions and;
- m. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the system.

The PRAISE Secretariat shall attend the meetings to coordinate, collaborate and perform the following tasks:

- a. Note down minutes of the meeting;
- b. Take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

3. This order takes effect on March 5, 2024. Previous issuances inconsistent with this are deemed revoked and or/repealed.

4. Immediate dissemination and implementation of this memorandum is directed.

  
**SOCORRO V. DELA ROSA**  
 Schools Division Superintendent

Encl.: As stated

Reference: DepED Order No. 78 s. 2007, SDO-Catanduanes Manual on Rewards & Recognition

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES            OFFICIALS  
 PRIZES or AWARDS      PROGRAMS