



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 27 2023

MEMORANDUM

No. 028, s. 2023

**RECONSTITUTED DIVISION PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Pursuant to the provisions of DepEd Order No. 78, s. 2007 - "Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE)," CSC Resolution No. 010112, and Memorandum Circular No. 1, s. 2001, this Office announces the reconstitution of the Division PRAISE Committee, as follows:

Division PRAISE Committee	
Chairperson	MS. CARLEEN S. SEDILLA CESO V Schools Division Superintendent
Co-chairperson	DR. NERISSA ROXAS-LOMEDA Chief Education Supervisor, SGOD OIC-Asst. Schools Division Superintendent
Members	MRS. MADELINE ANN. L. DIAZ Chief Education Supervisor, CID
	MRS. MA. REGAELE A. OLARTE Education Program Supervisor
	MR. EDISON C. ENERLAS Education Program Supervisor
	MRS. NOEMI A. VALDEZ Administrative Officer V
	MRS. ANGELA M. FRANCISCO Administrative Officer IV, HRMO
	MRS. VIRMA U. AMISTOSO Budget Officer
	ATTY. ERNESS FAITH J. REGACHO Division Legal Officer/ NTP Representative
	MR. MELANIO R. SAN JOSE JR. Administrative Assistant III <i>Level 1 Representative</i>



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2. The Division PRAISE Committee shall be responsible in implementing the welfare and benefit programs in the Division, which includes the granting of awards and incentives to teaching and non-teaching employees who have rendered meritorious service or excellent performance. The Committee shall formulate and establish the internal rules, policies, and procedures to govern the conduct of activities, which shall include guidelines in evaluating the nominees and the mechanism for recognizing the awardees.

3. The specific functions of the Committee are as follows:

- 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 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 budget for the system on an annual basis;
- f. develop, produce, and distribute a system policy manual and orient the employees on 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;
- 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 15 days from the date of submission.

4. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects

COMMITTEES

PROGRAMS

AWARDS

MRAO/ Reconstituted PRAISE

028 January 23, 2023