



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

OCT 22 2024

**MEMORANDUM**  
No. **288**, s. 2024

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-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:

<b>Division PRAISE Committee</b>	
Chairperson	<b>DR. VIOLETA M. GONZALES</b> OIC - Office of the Schools Division Superintendent
Members	<b>MRS. MADELINE ANN. L. DIAZ</b> Chief Education Supervisor, CID
	<b>MRS. MA. REGAELE A. OLARTE</b> OIC-Chief Education Supervisor
	<b>MR. EDISON C. ENERLAS</b> Education Program Supervisor
	<b>MRS. NOEMI A. VALDEZ</b> Administrative Officer V
	<b>MRS. ANGELA M. FRANCISCO</b> Administrative Officer IV, HRMO
	<b>MRS. PHOEBE R. ARROYO</b> SEPS, Planning and Research
	<b>MRS. VIRMA U. AMISTOSO</b> Budget Officer
	<b>ATTY. ERNESS FAITH J. REGACHO</b> Division Legal Officer/ NTP Representative
	<b>MR. MELANIO R. SAN JOSE JR.</b> Administrative Assistant III <i>Level 1 Representative</i>

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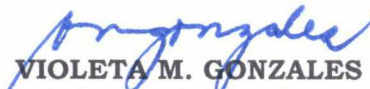
2. The Division PRAISE Committee shall be responsible in implementing the welfare and benefit programs in the Division, which includes the granting of awards and incentives to teaching and non-teaching employees who have rendered meritorious service or excellent performance. The Committee shall formulate 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. The Human Resource Development (HRD) Unit shall serve as the Secretariat to ensure that administrative and operational support for Rewards and Recognition (R&R) activities are provided.

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



**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the 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  
**288** 10/8/2024