



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 24 2026

MEMORANDUM
No. 393, s. 2026

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

To: 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:

Designation	Name / Position
Chairperson	DR. LILIA A. RICERO, CESO VI Assistant Schools Division Superintendent
Vice-chairperson	MS. MA. REGAELE A. OLARTE Chief Education Supervisor, SGOD
Member	DR. FLORANTE C. MARMETO Chief Education Supervisor, CID
Member	MR. EDISON C. ENERLAS Education Program Supervisor
Member	MS. NOEMI A. VALDEZ Administrative Officer V
Member	MS. ANGELA M. FRANCISCO Administrative Officer IV, HRMO
Member	MS. PHOEBE R. ARROYO SEPS, Planning and Research
Member	MS. VIRMA U. AMISTOSO Budget Officer
Member	ATTY. ERNESS FAITH J. REGACHO-ESPANTO Division Legal Officer/ NTP Representative
Secretariat	IVY M. ROMANO Senior Education Program Specialist
	ANDRES F. SICAM, JR. Education Program Specialist

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

393

NUM-2026-393



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

5606 - 393

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.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:


MA. REGAELB A. OLARTE
Chief Education Supervisor, SGOD
Officer-In-Charge

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

EMPLOYEE SUPERVISORS RECOGNITION EVALUATION

IMR/2026 Reconstituted PRAISE Committee

393 August 18, 2026

NUM-2026-393



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com