



DIVISION MEMORANDUM

No. 70, s. 2017


TO : Division Office Personnel
Cluster Heads
Elementary and Secondary School Heads
Teachers and Non-Teaching Personnel
All Concerned
This Division

FROM : **LEONARDO M. BALALA, CESE**
OIC-Schools Division Superintendent


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

DATE : **July 20, 2017**

1. Pursuant to CSC MC No. 01, 2001 and DepEd Order No. 78, s. 2007, the Program on Awards and Incentives for Service Excellence (PRAISE) Committee is hereby reconstituted and composed of the following:

Chairperson - Levi B. Butihen 
OIC-Assistant Schools Division Superintendent

Co-Chair - Mayflor D. Romualdo
Chief, SGOD

Members - Arlene Rosa G. Arquiza
Chief, CID
Arlac G. Billano
Education Program Supervisor
Rona N. Tacot
Education Program Supervisor
Zenaida B. Porras
Administrative Officer V/NEU Representative 
Joseph R. Pilotos
President, CSDTTEA
Sheryll A. Moradas
AO V (Budget Officer)
Kristine E. Guillermo
AO IV, 2nd Level Representative
Shirlyn D. Cuyong
1st Level Representative

2. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the Division. As such, the Committee shall perform the following tasks:

- 2.1 establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 2.2 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 mechanisms for recognizing the awardees;
- 2.3 determine the forms of awards and incentives to be granted;
- 2.4 monitor implementation of approved suggestions and ideas through feedback and reports;
- 2.5 prepare plans, identify resources and propose budget for the system on an annual basis.
- 2.6 develop, produce, distribute a system policy manual and orient the employees on the same;
- 2.7 document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 2.8 submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- 2.9 *monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the division;*
- 2.10 address issues relative to awards and incentives within fifteen (15) days from the date of submission.

3. All members of the PRAISE Committee shall observe the provisions of CSC MC No. 01, s. 2001 and DepEd Order No. 78, s. 2007.

4. This Memorandum shall take effect immediately and remain in force until rescinded by the undersigned or proper authority.

5. Wide dissemination of this Memorandum is desired.