



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong

January 22, 2024

**DIVISION MEMORANDUM**

OSDS No. 010 s. 2024

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

To: Chiefs, CID and SGOD  
Education Program Supervisors  
Cluster Heads  
Unit and Section Heads  
All Other Division Office Personnel

1. Pursuant to CSC MC No. 01, s. 2021, DepEd Orders No. 9, s.2002 and No. 78, s. 2007, the DepEd SDO Tacurong City Division Office hereby reconstitutes the Program on Awards and Incentives for Service Excellence (PRAISE) Committee, to wit:

Chairperson	-	<b>Gilbert B. Barrera, CESE</b> OIC- Assistant Schools Division Superintendent
Vice Chair	-	<b>Mayflor D. Romualdo</b> Chief, SGOD
Members	-	<b>Arlene Rosa G. Arquiza</b> Chief, CID
	-	<b>Ivy P. Lamintao</b> Education Program Supervisor
	-	<b>Zenaida B. Porras</b> AO V (Administrative Services)
	-	<b>Ernie P. Pama</b> Senior Education Program Specialist
	-	<b>Sheryll A. Moradas</b> AO V (Budget Officer)
	-	<b>Jonel G. Solomon</b> Accountant III
	-	<b>Glenda P. Orcinado</b> Administrative Officer IV (HRMO)
	-	<b>Joey M. Lozano</b> ITO I (2 <sup>nd</sup> Level Representative)
	-	<b>Rea Mae S. Laygan</b> Administrative Assistant III (1 <sup>st</sup> Level Representative)
Secretariat	-	<b>Chatryn Mae L. Seron</b> Administrative Aide VI
	-	<b>Ellen Rose L. Bade</b> Administrative Aide VI

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:



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong

---

- 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 an agreed date;
  - 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 Orders No. 9, s. 2002 and 78, s. 2007.
  4. This Memorandum shall take effect immediately and remain in force until rescinded by the Head of Office.
  5. Wide dissemination of this memorandum is desired.

  
**RILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None  
Reference: CSC MC No. 01, s.2001  
DepEd Order No. 9, s. 2002  
DepEd Order No.78, s. 2007.

Attachment:  
To be included in the Perpetual Index under the following Subjects:

AWARDS                      COMMITTEE                      INCENTIVES                      PRAISE

ZBP/OSDS/DM - RECONSTITUTION OF THE DIVISION OFFICE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE/ January 22, 2024



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph