



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Document Tracking No  
 September 16, 2024  
 0IN27155-2024



**Office of the Schools Division Superintendent**

**July 8, 2024**

Division MEMORANDUM  
 No. 461, s. 2024

**COMPOSITION AND FUNCTIONS OF THE PROGRAM ON REWARDS  
 AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)  
 COMMITTEE AND THE TERMS OF REFERENCE**

To: Assistant Schools Division Superintendent  
 PRAISE Committee  
 Education Program Supervisors and Coordinators  
 Public Schools District Supervisors/District-in-charge  
 All School Heads and Teachers  
 This Division

**RELEASED**  
 DATE: 9/16/24  
 TIME: 3:42 pm  
 SIGNATURE: [Signature]

1. In view of the implementing the rules and guidelines of the Program on Rewards and Incentives for Service Excellence (PRAISE) Committee and the Civil Service Commission, this Division hereby designates the members of the Rewards and Recognition or PRAISE Committee, as follows:

Chairperson:	<b>LAILA F. DANAQUE, PhD, CESO VI</b>	Assistant School Division Superintendent
Vice – Chairperson :	<b>FLUELLEN L. COS, PhD CARLOST TIAN CHOW C. CORREOS</b>	CID Chief SGOD Chief
Members:	<b>BETHANY E. CLIMACO, CPA</b>	Accountant III
	<b>ATTY. CALVIN KLEIN E. LIANZA</b>	ATTORNEY III
	<b>ERLYN G. MANGADLAO</b>	Senior Education Program Specialist – Human Resource Development
	<b>UCILLE P. GALVEZ, MAEd</b>	Senior Education Program Specialist – Planning and Research
	<b>MARIETO CLEBEN V. LOZADA</b>	Senior Education Program Specialist – Social Mobilization
	<b>EPPIE P. CABRERA</b>	Administrative Officer V / Budget Officer
	<b>SHIRLENE E. CRABAJALES, JD</b>	Administrative Officer V
	<b>JUNE C. GUERRA</b>	Administrative Officer IV/HRMO
	<b>MARVIN G. MINGUILLAN</b>	Information Technology Officer I
	Secretariat:	<b>MARJUN P. ORDONA</b>
<b>JOIELYN D. PASCO</b>		Administrative Officer IV/Records Officer
<b>LIEU GEE KEESHIA C. GUILLEN</b>		Project Development Officer II
<b>RAMIL P. TERSONA</b>		Education Program Specialist II



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2. **The duties and functions of the PRAISE Committee** - the duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of DepEd – Schools Division of Surigao del Sur. They also make sure that the equal opportunity principle is applied in the PRAISE system. As such the Committee shall meet periodically to perform the following tasks:
- a. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct at the division, district, and school levels;
  - b. Formulate, adopt, and amend internal rules, policies, and procedures to govern the conduct of its activities which shall include the guidelines for evaluating the nominees and the mechanism for recognizing the awardees;
  - c. Determine the forms of awards and incentives to be granted;
  - d. Monitor the implementation of approved suggestions and ideas through feedback and reports;
  - e. Prepare plans, identify resources, and propose a 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. Secretariat must submit an Annual Report of Rewards and Recognition System to the CSC on or before the 30<sup>th</sup> day of March;
  - i. Address issues relative to awards and incentives within fifteen (15) days from the date of submission;
  - j. Incorporate equal opportunity principles in the PRAISE/R&R System from formulation, nomination, screening and deliberation, and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all;
  - k. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and
  - l. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.
- m. Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate, and perform the following tasks:
- n. Note down the minutes of the Meeting and Resolutions;
  - o. Take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding, and the monitoring and evaluation of the system within the bounds of equal opportunity principles.
3. **Qualities of PRAISE Committee Members** - to implement the System effectively, the PRAISE Committee members are expected to possess a positive attitude; be capable of implementing submitted ideas; be open-minded; decisive; have a high tolerance for stress or pressure, and actively participate



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in all Committee meetings. To ensure that EOP is being upheld, the committee must demonstrate fairness and acuity in implementing the system which shall not exclude anyone on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socioeconomic standing, and such other attributes, and shall ensure the equal and fair treatment of all.

Committee Membership as a Regular and Priority Duty - To ensure proper, effective, and efficient implementation of the Schools Division of DepEd - Surigao del Sur Rewards and Recognition System, the membership of the PRAISE Committee, calendar of activities for the year must be set by them ensuring that timelines are not in conflict with other activities so that these are prioritized.

Presiding Officer - The Chairperson shall be the Presiding Officer in all PRAISE Committee Meetings. In his/her absence, the Vice-Chairperson shall preside on a particular meeting subject to the specific instructions of the incumbent Chairperson.

Meetings - The PRAISE Committee shall regularly meet every quarter or as the need arises, on the date and time duly determined by the Chairperson duly concurred by at least the majority of its members. The Chairperson or at least two (2) members may request the holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chairperson or petition by the members.

Quorum - The quorum of every meeting of the PRAISE Committee shall be fifty percent plus one (50% + 1) of the total membership.

4. Widest dissemination of this Memorandum is highly desired.
5. For information, guidance, and compliance.

By the authority of the Schools Division Superintendent:

**LORENZO O. MACASOCOL, PhD, CESO V**

Schools Division Superintendent

*Lala F. Danaque*  
**LALA F. DANAQUE EdD, CESO VI**

Assistant Schools Division Superintendent

Encl.: as stated

- References: Civil Service Commission Memorandum Circular No. 1, s. 2001  
 DepEd Order No. 78, s. 2007 | DepEd Order No. 9, s. 2002  
 Regional Order No. 05, s. 2020  
 DepEd Caraga Rewards and Recognition Manual

HRD/EGM//DM- COMPOSITION AND FUNCTIONS OF THE PROGRAM ON REWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE AND THE TERMS OF REFERENCE 40 /FEB 8, 2024

