



August 15, 2019



REGIONAL MEMORANDUM

No. 443, s. 2019

COMPOSITION AND FUNCTIONS OF THE MEMBERS OF THE PRAISE COMMITTEE

**TO: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE FUNCTIONAL DIVISIONS
This Region**

1. With the retirement of our Assistant Regional Director, effective Aug. 15, 2019 and in consonance with the provisions of CSC MC No. 1, s. 2001, the Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Order 78, s. 2007 otherwise known as Strengthening the PRAISE in the Department of Education, this Office hereby designates the members of the Rewards and Recognition or PRAISE Committee, as follows:

OIC-Chairperson: Fe L. Alegado - Chief Administrative Officer, Finance Division

Members : Marilyn F. Antiquina - OIC-Chief, Policy, Planning & Research Division
Dr. Flordelisa R. Dalin - Chief, Human Resource Management Division
Sheryl R. Puyo - Administrative Officer V
Atty. Jose B. Guibone - DepEd NEU Regional President
Meriam C. dela Rita - SEPS, Non-teaching Level 2 representative
Jessa Mae G. Prisco - AA II, Non-Teaching Level 1 representative

Secretariat : Dr. Violeta C. Nuñez - Education Program Supervisor
Mary Christine A. Odtojan - Administrative Officer IV
Fe M. Baring, Teacher Credentials Evaluator II
Cristabelle R. Jaguit, Admin Aide VI

3. The PRAISE Committee roles and functions are hereby reiterated for emphasis.

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 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;
- Determine the forms of awards and incentives to be granted;
- Monitor the implementation of approved suggestions and ideas through feedback and reports;
- Prepare plans, identify resources and propose budget for the system on an annual basis;
- Develop, produce, distribute a system policy manual and orient the employees on the same;

HRDD/mcd
08/15/ 2019

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- Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- Submit an Annual Report of Rewards and Recognition System to the CSC on or before the 30th day of January;
- Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the Agency;
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- Incorporate equal opportunity principles in the PRAISE/ R and R System from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all;
- Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and
- Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.
- Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following tasks: note down minutes of meeting and Resolutions; 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.

4. For information, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Reference: CSC MC No. 1, s. 2001
DepEd Order 78, s. 2007
DepEd Order 9, s. 2002
Regional Order 26, s. 2019

To be indicated in the following index:
COMMITTEE

PROGRAM

PRAISE

R & R SYSTEM

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