



Republic of the Philippines
Department of Education
CARAGA REGION



April 12, 2023

REGIONAL MEMORANDUM

No. 0269, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE FUNCTIONAL DIVISIONS
This Region

COMPOSITION AND FUNCTIONS OF THE PROGRAM ON AWARDS AND
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
COMMITTEE MEMBERS AND SECRETARIAT

1. Pursuant to DepEd Order No. 9, s. 2002, the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education is created as approved by the Civil Service Commission in line with the Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001.
2. Further, by virtue of DepEd Order No. 78, s. 2007 which strengthens the PRAISE of the Department of Education, enjoins all Regional Offices and Schools Division Offices to organize their respective PRAISE committee and institute the program on rewards and recognition.

3. The following shall compose the committee:

Chairperson: **PEDRO T. ESCOBARTE, Jr., PhD**
Assistant Regional Director

Vice-Chairperson: **FE L. ALEGADO**
Chief, Finance Division

Members: **MARILYN F. ANTIQUINA**
Chief, Policy, Planning and Research Division

FLORDELISA R. DALIN, EdD
Chief, Human Resource Development Division

JOEL B. ROSALES
Chief, Administrative Services Division

ATTY. JOSE B. GUIBONE
Legal Office IV, NEU Officer

SHERYL R. PUYO
Administrative Office V, Personnel Unit



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MERIAM C. DELA RITA
SAO-ASD, Non-Teaching Level 2 Representative

JESSA MAE G. PRISCO
AA III, Non-Teaching Level 1 Representative

Secretariat:

MARLYNE M. VILLAREAL
EPS, Human Resource Development Division

MARIA RUTH R. EDRADAN
EPS, Human Resource Development Division

ABE NAIREZA A. IBANO
EPS II, Human Resource Development Division

FE M. BARING
TCE II, Personnel Unit

MARY CHRISTINE A. ODTOJAN
Administrative Officer V, Records Unit

CRISTABELLE R. JAGUIT
Administrative Officer IV, ASD-GSU

4. The roles and functions of the PRAISE Committee include the following:
- 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 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;
 - Document best practices, innovate 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 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 with 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,



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and awarding which shall include any nominee/ candidate ensuring the equal and fair treatment of all;

- m. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and
- n. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System;
- o. Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following tasks, note down minutes of meeting and resolution, 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.
- p. Collaborate with other Human Resource (HR) bodies in strengthening link between Rewards and Recognition (R&R) and other systems such as Performance Management System (PMS), Recruitment, Selection, and Placement (RSP), and Learning and Development (L&D).

5. For information, guidance, and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: NONE

Reference: CSC MC No. 1, s. 2001
DepEd Order No. 78, s. 2007
DepEd Order No. 9, s. 2002
Regional Memorandum No. 005, 2022

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE

PROGRAM

REWARDS

HRD/mmv
04/12/2023



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