



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

October 26, 2023

DIVISIONAL MEMORANDUM

No. 321, s. 2023

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads/Department Heads
Concerned Personnel
This Division

1. With reference to DepEd Order No. 9, s. 2022, re: Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) and Civil Service Commission Memorandum Circular No. 01, s. 2001, herewith is the reconstitution of the Division PRAISE Committee effective immediately, as follows:

Chairman: **DIONESIO L. LIWAGON, JR.**
Assistant Schools Division Superintendent

Members: **SUSAN EPIFANIA B. CARPIO**
Chief-ES, SGOD

ANACLETA A. GACASAN
Chief -ES, CID

MARICEL D. AVILA
Accountant III

IVY J. CABUAL
Administrative Officer V -Budget

DOROTHY JOY B. YTING
Administrative Officer V- Administrative Services

ADDA LIZA J. SAQUIN
Administrative Officer IV



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MARY JOY G. DOROMAL

SEPS-Human Resource Development Section

JEANELEI L. CAROLINO

EPS-II Human Resource Development Section

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

- a. establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- b. 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;
- c. determine the forms of awards and incentives to be granted;
- d. monitor implementation of approved suggestions and ideas through feedback and reports;
- e. prepare plans, identify resources and propose budget for the system on annual basis;
- f. develop, produce, 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. submit an annual report on the awards and incentive system to the CSC on or before the thirtieth day of January;
- i. monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability; and
- j. address issues relative to awards and incentives within fifteen 15 days from the date of submission

3. The participation of teaching, non-teaching personnel and school leaders to any division initiated awards system is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless of age gender, sexual orientation, gender identity, ethnicity, civil status, disability, religion, political affiliation, among others.



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4. It is understood that this assignment shall likewise be revoked upon further notice from this Office.
5. This Office directs the immediate dissemination of this Memorandum.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division
Superintendent

Encl.: As Stated
To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE PRAISE RECOMPOSITION

SBC/DM Reconstitution of the Division Program on Awards and Incentives for Service
Excellence (PRAISE) Committee
_____ October 26, 2023



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PANDONG
#PadayonA sensoOzamiz