



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division Superintendent



Division Memorandum No. 190, s.2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors in SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
PRAISE Committee Members
School Heads
All Others Concern

From: *[Signature]*
AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent *[Signature]*

Subject: **INSTITUTIONALIZATION OF THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) OF SCHOOLS DIVISION OFFICE OF DAGUPAN CITY**

Date: May 30, 2022

1. The Schools Division Office of Dagupan City pursuant to the Civil Service Commission (CSC) Guidelines and the PRIME HRM Policy on Rewards and Recognition shall unified and institutionalize the system for the program on awards and incentives for service excellence, the composition of the PRAISE Committee, their duties and the functions.
2. This PRAISE committee shall ensure efficiency, wide participation and transparency in all processes. The Schools Division Superintendent Sir **Aguedo C. Fernandez, CESO V** shall be responsible in overseeing the Schools Division Office of Dagupan City PRAISE operations. The PRAISE Committee shall compose the following:
 Chairperson – **Marciano U. Soriano Jr., CESO VI ASDS**
 Vice Chairpersons – **Maria Linda R. Ventenilla, CES, CID**
 – **Edilberto R. Abalos, CES, SGOD**
 Members:
 Edwin R. Ferrer, PSDS
 Jose O. Oviedo, Attorney III
 Myrel Angelica N. Lopez, AO V
 Mitchellene V. Rivo, SEPS, HRD

One authorized representative of the following recognized association whichever is applicable:
Mark Christian Tibudan, PTA President



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Salvacion Malanum, Master Teachers Association
Valentina Hortaleza, Elementary Principal Association
Medarlo V. De Leon, Secondary Principal Association
Edwin R. Ferrer, PSDS Association
Ma. Socorro G. Dimalanta, EPS Association
Atty. Jose O. Oviedo, Non-Teaching Personnel Association

3. The PRAISE Secretariat of Schools Division Office of Dagupan City will compose of the following:
 - Isagani D. Rosario, SEPS (SMME)**
 - Edgar T. Timbol, EPS II (SMME)**
 - Diana Irish J. Solis, EPS II (HRD)**

4. Duties and Functions of the PRAISE Committee and Secretariat. The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives program of the Schools Division Office of Dagupan City. They also make sure that the equal opportunity principle is properly applied and observed. Likewise, the PRAISE Committee shall meet periodically to perform the following tasks:
 - 4.1 establish a program of incentives and awards to recognize and motivate employees for their performance and conduct;
 - 4.2 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 mechanism for recognizing the awardees;
 - 4.3 determine the forms of awards and incentives to be granted;
 - 4.4 monitor the implementation of approved suggestions and ideas through feedback and reports;
 - 4.5 prepare plans, identify resources and proposed budget for the program on annual basis;
 - 4.6 develop, produce, distribute the policy manual and orient the employees on the same time;
 - 4.7 document best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
 - 4.8 submit annual report of awards and incentives program to the CSC on or before the 30th day of January;
 - 4.9 monitor and evaluate the program's implementation every year and make essential improvements to ensure its sustainability to the office;
 - 4.10 address issues relative to awards and incentives within fifteen (15) days from the date of submission;
 - 4.11 incorporate equal opportunity principle (EOP) in the PRAISE from formulation, nominations, screening and deliberation, and awarding



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which shall include any nominee/candidate on account of his/her sex and gender, age, civil status and physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes and shall ensure the equal and fair treatment of all;

4.12 ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and

4.13 ensure to improve the program continuously and that equal opportunity principle is observed and promoted.

5. For information and immediate dissemination.



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