



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

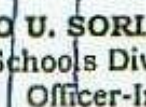
May 5, 2026

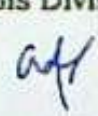
DIVISION MEMORANDUM
No. 235, s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
PRAISE Committee Members
School Heads
All others concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2001 titled "Program on Awards and Incentives for Service Excellence (PRAISE)" and the PRIME-HRM Policy on Rewards and Recognition based on CSC Memorandum Circular No. 3, s. 2012 titled "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)", this Office informs the field of the reconstitution of the Schools Division Office Program on Awards and Incentives for Service Excellence (PRAISE) Committee including their Duties and Functions in *Enclosure 1*.
2. Immediate dissemination of this Memorandum is desired.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





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**COMPOSITION OF THE SCHOOLS DIVISION OFFICE
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
COMMITTEE FY 2026**

Honorary Chairperson: **MARCIANO U. SORIANO JR., PhD, CESO VI**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Honorary Vice-Chairperson: **ANNA LIZA M. CHAN**
Assistant Schools Division Superintendent

Chairperson: **EDWIN R. FERRER**
Public Schools District Supervisor

Vice Chairperson: **ISAGANI D. ROSARIO**
Senior Education Program Specialist, SMME

Technical Working Group

Head: **IRISH J. SOLIS**
Senior Education Program Specialist-HRDS

Members: **CHELSEA M. PARAS**
Administrative Officer IV (HRMO)
Level II Representative

APRILLE EVE D. DIAZ
Administrative Aide VI
Level I Representative

GARDENIA B. FERRER
Administrative Assistant II
Level I Representative

HARKING C. REYES
Accountant III



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JENNETTE A. SISON
Budget Officer III

**Authorized Representative of DepEd-recognized
Associations/Organizations**

Secretariat:

GILLIANE JESSA S. CASACLANG
Education Program Specialist II-HRDS

JAN VINCENT D. GALVEZ
Education Program Specialist II-SMME

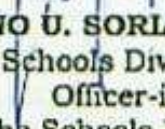
KRISTEL GAY C. RAYMUNDO
Project Development Officer I

FREDDIE M. SORIANO
Education Program Specialist II-ALS

CHRISTIAN PAUL Q. ESPIRITU
Nurse II

GIM BONNIO V. CALULUT
Administrative Aide VI

Approved:


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Duties and Functions of the PRAISE Committee Members and Secretariat

The duly reconstituted 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 shall 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:

- establish a program 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 proposed budget for the program on annual basis;
- develop, produce, distribute the policy manual and orient the employees on the same time;
- document best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- submit annual report of awards and incentives program to the CSC on or before the 30th day of January;
- monitor and evaluate the program's implementation every year and make essential improvements to ensure its sustainability to the office;
- address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- incorporate equal opportunity principle (EOP) in the PRAISE from formulation, nominations, screening and deliberation, and awarding 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;
- 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 principle is observed and promoted.



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