



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



07 Jul 2025

DIVISION MEMORANDUM

No. 255, s. 2025

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

TO: Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **DepEd Order No. 78, s. 2007**, titled "*Strengthening the Program on Awards and Incentives for Service Excellence*" (PRAISE) of the Department of Education", this Office announces the composition of the **Division PRAISE Committee** effective **July 7, 2025**, as follows:

Chairperson: EDENIA O. LIBRANDA
Assistant Schools Division Superintendent

Members: EPIFANIA F. CARANDANG
Chief Education Supervisor - SGOD

MYLA K. MENDIOLA
OIC, Chief Education Supervisor - CID

BENJIE C. RIVERA
Administrative Officer V

GLENNA M. HABITO
Administrative Officer IV (HRMO)

RHEA A. GALLANO-MOJICA
Accountant III

MARIA KATHERINE A. PANGANIBAN
Budget Officer III

JOEY L. JADER
*President, National Employees Union
Lucena Chapter*

KAREN JANE P. MONTERO - 2nd Level Representative
EPS II, School Management (Monitoring & Evaluation)

EUNICE D. KING - 2nd Level Alternate
Administrative Officer II

AILEEN R. NECIO - 1st Level Representative
Administrative Assistant III

KALE NUE D. FUNDANO - 1st Level Alternate
Administrative Aide VI


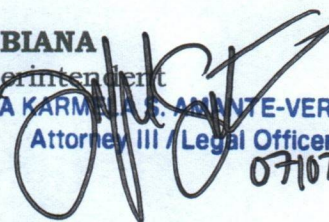
Secretariat: BARBARA JANE E. BARRON
EPS II, Human Resource Development

ROLAN B. CATAPANG
SEPS, Human Resource Development

2. The members of the Division PRAISE Committee, as well as the two (2) representatives from the career rank-and-file employees (one from the first level and one from the second level), shall serve for a period of two (2) years from the date of designation, subject to renewal at the discretion of the Head of Agency. (DepEd Order 78, s. 2007).
3. The Chairperson of the PRAISE Committee has the following roles and responsibilities:
 - a. Chairs the selection and evaluation of applicants/nominees in the various SDO Rewards and Recognition programs and activities.
 - b. Facilitates the deliberation of nominees/awardees based on the existing criteria and guidelines.
 - c. Recommends the results of evaluation/selection to the Schools Division Superintendent for approval.
 - d. Certifies that the applicant/nominee/awardee underwent the selection process in accordance with the existing guidelines.
 - e. Presides over all meetings of the PRAISE Committee.
 - f. Works closely with the Secretariat to stay informed about the work of the Rewards and Recognition System in the conduct of its business.
 - g. Performs such other duties as are normally associated with the office of the Chairperson.
4. The members of the PRAISE Committee shall perform the following functions:
 - a. Implement policy guidelines on rewards and recognition provisions, programs, and other related activities.
 - b. Screen qualified nominees based on the policy guidelines and criteria set for each program.
 - c. Prepare the necessary documents and reports during the conduct of the screening sessions.
 - d. Endorse to the agency head, or their duly authorized representative, the most qualified nominees and recipients in accordance with the screening results—except in cases where the recipients have been explicitly identified by the agency head and/or directly identified by higher offices.

5. The PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluation of the Division's awards and incentives system. As such, the Committee shall likewise perform the following additional duties and functions:
 - a. Establishes a system of incentives and awards to recognize and motivate employees for their performance and conduct.
 - b. Formulates, adopts, and amends internal rules, policies, and procedures to govern the conduct of its activities, including the guidelines for evaluating nominees and the mechanisms for recognizing awardees.
 - c. Determines the forms of awards and incentives to be granted.
 - d. Monitors the implementation of approved suggestions and ideas through feedback and reports.
 - e. Prepares plans, identifies resources, and proposes a budget for the system on an annual basis.
 - f. Develops, produces, and distributes a system policy manual, and orients employees on the same.
 - g. Documents best practices, innovative ideas, and success stories to serve as promotional materials that sustain interest and enthusiasm.
 - h. Monitors and evaluates the implementation of the system annually and makes necessary improvements to ensure its sustainability in the Division.
 - i. Addresses issues related to the awards and incentives system within fifteen (15) days from the date of submission.
 - j. Ensures that EEOP guidelines are implemented in the conduct of R&R programs and activities.
 - k. Submits an annual report on the awards and incentives system to the CSC on or before the thirtieth (30th) day of January.
6. To implement the system effectively, the members of the Division PRAISE Committee are expected to possess a positive attitude, be capable of implementing submitted ideas, be open-minded and decisive, have a high tolerance for stress or pressure, and actively participate in all committee meetings.
7. The Division PRAISE Committee shall ensure that productivity, innovative ideas, suggestions, and exemplary behavior are identified, considered, managed, and implemented on a continuing basis to cover employees at all levels.
8. The Division PRAISE Committee shall be responsible for implementing welfare and benefit programs, including the granting of awards and recognition to teachers and employees who have rendered meritorious service or demonstrated excellent performance.
9. The Division PRAISE Committee shall formulate its own internal guidelines, policies, and procedures to govern the conduct of activities, including the guidelines for evaluating nominees and the mechanism for recognizing awardees.
10. The Head of the Agency or the authorized representative shall be responsible for overseeing the system's operation, while the HRD Specialists of the School Governance and Operations Division shall serve as the system's Secretariat.
11. The PRAISE Secretariat shall perform the following duties and responsibilities:
 - a. Coordinates PRAISE Committee meetings.
 - b. Consolidates nomination documents submitted by the nominees.
 - c. Prepares a shortlist of qualified nominees for further evaluation by the PRAISE Committee.

- d. Informs the nominees that the submitted documents will be subject to a validation process.
 - e. Maintains records of deliberations and all reference documents used in the evaluation of nominees, which shall be made available upon written request from concerned employees or authorized entities.
 - f. Performs such other functions as may be deemed necessary.
14. Should you have any queries or other related concerns, you may contact **Rolan B. Catapang** or **Barbara Jane E. Barron**, Division PRAISE Secretariat, at telephone numbers **(042) 421-4161, 421-4162, or 421-5137 loc. 234**.
15. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA
Schools Division Superintendent

ANA KARMELA S. AMANTE-VERGARA
Attorney III / Legal Officer
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