



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



August 29, 2023

Division MEMORANDUM
No. 324, s. 2023

**RECONSTITUTION OF THE MEMBERS OF THE MEMBERS OF THE DIVISION PROGRAM
ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
COMMITTEE AND THE REWARDS AND RECOGNITION
TECHNICAL WORKING GROUP**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
All Division Personnel
Elementary and Secondary School Heads

1. Pursuant to DepEd Order 09, S. 2002 or the Establishment of the Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Order No. 78, s. 2007 on Strengthening the PRAISE in the Department of Education, the Schools Division of Tabuk city announces the composition of the Division PRAISE Committee (PRAISE-Comm) who shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

2. The Division PRAISE Comm shall be composed of the following:

Chairperson: Jan Nowel E. Peña
OIC Asst. Schools Division Superintendent

Vice-chairperson: Sally P. Feken
Chief, School Governance and Operations Division

Members: Ramonchito A. Soriano
Chief, Curriculum Implementation Division

Doddie Marie L. Duclan
Education Program Supervisor, SGOD

Ana Marie B. Bucahan
Senior Education Program Specialist, HRD

Sixto D. Lang Ay Jr
Accountant III

Dorothy S. Asingal
Administrative Officer V

Employee Organization Representative (Level 1)

Employee Organization Representative (Level 2)





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Secretariat: Catherine M. Badong
Administrative Officer IV

Joan A. Reyes
Education Program Specialist II

3. The PRAISE-Comm shall have the following functions and responsibilities:
- 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. develop, produce, distribute a system policy manual and orient the employees on the same,
 - e. facilitate integration of the Rewards and Recognition System to the other PRIME HRM Core systems
 - f. The PRAISE Secretariat (PRAISE-Sec) shall attend all the PRAISE Committee meetings to coordinate, collaborate and perform the following tasks:
 1. document all proceedings of PRAISE Committee meetings,
 2. take part in the implementation of the PRAISE programs and activities from the starts of the nomination process, evaluation of the nominees' documents, validation, interview, awarding, and monitoring and evaluation of the activities within the bounds of equal opportunity principle,
 3. gather feedback from concerned stakeholders, winners and non-winners with regard to the implemented PRAISE programs and activities,
 4. remind or update the Committee, through its Chair on Division, Regional, and National Activities relevant to Rewards and Recognition, and
 5. prepare accomplishment report after every Rewards and Recognition activity conducted.
4. The PRAISE-Technical Working Group (PRAISE-TWG) is further created to provide technical assistance in the implementation of the PRAISE-related programs, projects and activities and in the integration of the Rewards and Recognition System in other PRIME HRM Core Systems. The members of the PRAISE-TWG are as follows:

Focal Person:	Maribel M. Bravo	Education Program Supervisor
Members:	Henry M. Alunday	Public Schools District Supervisor
	Robert B. Binha-on	Public Schools District Supervisor
	Corazon G. Bravo	Public Schools District Supervisor
	Emily B. Langkit	Public Schools District Supervisor
	Agustina N. Lomeng	Public Schools District Supervisor
	Agustina B. Loton	Public Schools District Supervisor
	Ferdinand A. Malagyab	Public Schools District Supervisor
	Joan M. Ranjo	Public Schools District Supervisor
	Maria Medea C. Vallejo	
	Thelma B. Galicia	Education Program Supervisor
Feliciano L. Agsaoay	Education Program Supervisor	






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	Marionette S. Dooma	Education Program Supervisor
	Cresencia M. Na Oy	Education Program Supervisor
	Josefina B. Balisong	Education Program Supervisor
	Nicasio C. Sumarita	Education Program Supervisor
	Helen B. Orap	Education Program Supervisor
	Emmanuel C. Ubuan	Education Program Supervisor
	Guia Grace Dagadag MD	Medical Officer III
	Ringgo G. Sumedca	Attorney III
	Kenneth A. Atiwag	Senior Education Program Specialist
	Deewaii B. Bagayao	Senior Education Program Specialist
	Romeo B. Agagon	Senior Education Program Specialist
	Menchie P. Gamongan	Project Development Officer II
	Daisy Mae Bucao	Project Development Officer I

5. Specifically, the PRAISE-TWG will have the following duties and responsibilities
 - a. coordinate implementation of the PRAISE and Rewards and Recognition activities in their focus offices, districts and/or schools,
 - b. assist in the evaluation, assessment, and validation of candidates for Awards and Recognition, and
 - c. provide technical assistance in the integration of the Performance Management System in other PRIME HRM Core Systems.
6. For information and guidance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

