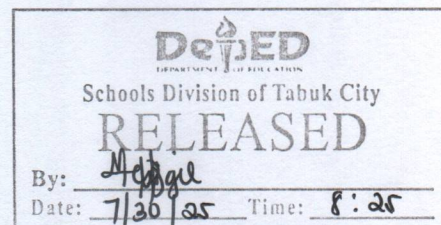




**Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City**



Office of the Schools Division Superintendent

28 July 2025

DIVISION MEMORANDUM

No. 210 s. 2024

**TO : Assistant Schools Division Superintendent
SGOD Chief and CID Chief
All District Supervisors and Education Program Supervisors
All School Heads and Teachers
All Others Concerned**

Reconstitution of the Members of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and Technical Working Group (TWG)

1. Pursuant to Regional Memorandum No. 248, s. 2025; Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2001; and in accordance with DepEd Order No. 9, s. 2002 entitled "Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education," this Office hereby announces the **Reconstitution of the Division PRAISE Committee**.
2. The reconstitution is aimed at strengthening the implementation of rewards and recognition mechanisms and ensuring that policies and guidelines are aligned with updated CSC and DepEd directives.
3. The newly reconstituted PRAISE Committee shall be composed of the following:

Designation	Name	Alternate Member
Chairperson:	Jan Nowel E. Peña Asst. Schools Division Superintendent	
Vice-chairperson:	Sally P. Feken Chief Education Supervisor – SGOD	
Members:	Ramonchito A. Soriano Chief Education Supervisor	Nicasio C. Sumarita Jr. Education Program Supervisor
	Federico C. Flores Jr EPS-SGOD	Deewaii B. Bayongan SEPS
	Dorothy S. Asingal AO V	Lovelyn L. Mukay AO IV
	Sixto D. Lang-ay Jr Accountant III	Welda P. Buslig Budget Officer



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@depd.gov.ph
Website: <https://www.depedtabukcity.com>

Designation	Name	Alternate Member
Members:	Harriet C. Buslig SEPS	Romeo B. Agagon SEPS
	Employee Organization President (Level 1)	Employee Organization Vice-President (Level 1)
	Employee Organization President (Level 2)	Employee Organization Vice-President (Level 2)
Secretariat:	Shamgar Louie N. Candelario EPS II	
	Catherine M. Badong AO IV	

3. The PRAISE Committee shall have the following functions:

- a. establishes 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 in recognizing the awardees;
- c. determine the form of awards and incentives to be granted;
- d. monitor implementation of approved suggestions and ideas through feedbacks and reports;
- e. prepare plan, identify resources and prepares budget for the system on an annual basis;
- f. develop and distribute a system policy manual and orients all the employees;
- g. document best practices, innovative ideas and success stories which serve as promotional materials to sustain interest and enthusiasm;
- i. monitor and evaluate the system's implementation every year and make essential improvements to ensure its sustainability to the agency; and
- j. address issues relative to awards and incentives within fifteen (15) days from the date of submission

3. The PRAISE Secretariat shall attend all the PRAISE Committee meetings to coordinate, collaborate and perform the following tasks:

- a. document all proceedings of PRAISE Committee meetings;
- b. facilitate the implementation of the PRAISE programs and activities from the start of the nomination process, evaluation of the nominees' documents, validation, interview, awarding and monitoring and evaluating the activities within *the bounds of equal opportunity principle*;
- c. gather feedback from concerned stakeholders, winners and nonwinners with regard to the implemented PRAISE programs and activities;
- d. remind or update the Committee, through its Chair on Regional and National activities relevant to Rewards and Recognition; and
- e. prepare accomplishment report after every Rewards and Recognition activity conducted.



5. To support the effective implementation of PRAISE-related programs, projects, and activities, and to facilitate the integration of the Rewards and Recognition System into other PRIME-HRM core systems, the **PRAISE Technical Working Group (PRAISE-TWG)** is reconstituted created. This group shall provide technical assistance, coordination, and monitoring to ensure the alignment of all recognition initiatives with DepEd and CSC guidelines. The member of the PRAISE-TWG are as follows:


Focal Person or Program Holder		
Name	Position	Area of Concern
Emmanuel C. Ubuan	Education Program Supervisor	Program Concern
Feliciano L. Agsaoay Jr	Education Program Supervisor	Program Concern
Nicasio C. Sumarita Jr	Education Program Supervisor	Program Concern
Maribel M. Bravo	Education Program Supervisor	Program Concern
Thelma B. Galicia	Education Program Supervisor	Program Concern
Doddie Marie L. Duclan	Education Program Supervisor	Program Concern
Cresencia M. Na-oy	Education Program Supervisor	Program Concern
Helen B. Orap	Education Program Supervisor	Program Concern
Marionette S. Dooma	Education Program Supervisor	Program Concern
Josefina B. Balisong	Education Program Supervisor	Program Concern
Doc. Rodolfo Niones Jr	Medical Officer III	Program Concern
Division Legal Officer	Attorney III	Program Concern
Kenneth Atiwag	Senior Education Program Specialist	Program Concern
Romeo B. Agagon	Senior Education Program Specialist	Program Concern
Deewaii B. Bagayao	Senior Education Program Specialist	Program Concern
Menchie P. Gamongan	Project Development Officer II	Program Concern
Daisy May M. Bucao	Project Development Officer I	Program Concern

Members:		
Name	Position	District
Gemmaline C. Bumanglag	Public Schools District Supervisor	ETD 1
Karen W. Tabanganay	Public Schools District Supervisor	ETD 2
Joan M. Ranjo	Public Schools District Supervisor	ETD 3
Corazon B. Bravo	Public Schools District Supervisor	STD 1
Emily B. Langkit	Public Schools District Supervisor	STD 2
Robert B. Binha-on	Public Schools District Supervisor	STD 3
Agustina N. Lomeng	Public Schools District Supervisor	NTD 1
Ferdinand B. Malagyab	Public Schools District Supervisor	NTD 2
Henry N. Alunday	Public Schools District Supervisor	WTD 1
Maria Medea C. Vallejo	Public Schools District Supervisor	WTD 2

6. The PRAISE-TWG will have the following duties and responsibilities:

- coordinate the implementation of the PRAISE and Rewards and Recognition activities in their focus offices, districts, and/or schools;
- assist in the evaluation. Assessment, and validation of candidates for Awards and Recognition;
- provide technical assistance in the integration of the Performance Management System in other PRIME HRM Core Systems; and
- provide technical assistance in the area of concern.

7. For information and guidance.


BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent

sgod/hrtid/hcb/2024



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