



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

January 7, 2025

DIVISION MEMORANDUM

No. 013, s. 2025

**COMPOSITION OF THE REWARDS AND RECOGNITION OR  
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE  
(PRAISE) COMMITTEE AND SECRETARIAT**

TO OIC Assistant School Division Superintendent  
Division Office Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office disseminates the new Composition of the Rewards and Recognition (R&R) or Program on Awards and Incentives for Service Excellence (PRAISE) Committee and Secretariat of the Department of Education, Division of City Schools-Tagbilaran, to wit:

Chairperson : **JOHN ARIEL A. LAGURA PhD**  
OIC Assistant Schools Division Superintendent

Members : **MAURINE C. CASTAÑO**  
Chief, School Governance & Operations Division

**JANET T. BUTALID PhD**  
Chief, Curriculum Implementation Division

**AQUILINO T. MILAR JR. PhD**  
Administrative Officer V/Focal Person for R&R and  
President, DepEd NEU Tagbilaran City Chapter

**MICHELLE T. SAGARAL CPA, PhDM**  
Accountant III

**MARIFE C. RALLOS**  
Budget Officer

**JULIETA J. SELMA**  
Division Federated Faculty Club President

**FILOMENA C. TANGGAAN PhD**  
SEPS, Human Resource Development Section

**BRENDALOU D. ARANCANA JD, PhDM**  
Administrative Officer IV



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph

**JUNICEL T. MANCHA PhDM**  
Planning Officer III

Secretariat : **ROSENE D. OLAIVAR PhD**  
EPS II, Human Resource Development Section

**RUBEN C. LOREJO**  
Administrative Officer II

**ELAINIE C. CENTINO**  
Administrative Aide VI

2. The Rewards and Recognition or PRAISE Committee and Secretariat shall have the primary responsibility of screening and recommending candidates for the division awards as well as eligible candidates for regional and national awards. It shall also grant planned and on-the-spot awards based on the CSC-approved DepEd Tagbilaran Rewards and Recognition System. This Committee shall ensure efficiency, wide participation and transparency in all processes.

3. The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the Rewards and Recognition System of DepEd Tagbilaran. The Committee also makes sure that equal opportunity principle is applied in the System. As such the Committee shall meet periodically to perform the following tasks:

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. Monitor the implementation of approved suggestions and ideas through feedback and reports;

e. Prepare plans, identify resources and propose budget for the system on an annual basis;

f. Develop, produce, distribute a system policy manual and orient the employees on the same;

g. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;

h. Submit an Annual Report of Rewards and Recognition System to the CSC on or before the 30<sup>th</sup> day of January;



i. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the Agency;

j. Address issues relative to awards and incentives within fifteen (15) days from the date of submission;

k. Incorporate **equal opportunity principle** in the PRAISE/Rewards and Recognition System from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all;

l. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and

m. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.

#### **Other Functions:**

##### Committee Members:

- a. Conduct the preliminary round of the search process which includes paper screening or documents review and background validation.
- b. Prepare a shortlist of Top (3) nominees per category or per level, who showed superior qualities over the other nominees. They shall then be endorsed for the next level of the search process.
- c. Conduct the final round of the search progress which include the panel interview as well as demonstration teaching for teaching category.

##### Secretariat:

Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following tasks:

- a. Note down minutes of the meeting; and
- b. Take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding, and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

4. To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all Committee meetings. To ensure that equal opportunity principle is uphold, they must demonstrate fairness and acuity in implementing the System.



5. All expenses to be incurred in activities relative to PRAISE shall be charged to HRTD/Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of this Memorandum is highly desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



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