



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

**Office of the Schools Division
Superintendent**

October 21, 2026

DIVISION MEMORANDUM
OSDS-2026-187

To : Program on Awards and Incentives for Service Excellence (PRAISE)
Committee:
JOHN ARIEL A. LAGURA PhD
MAURINE C. CASTAÑO
JANET T. BUTALID PhD, JD
AQUILINO T. MILAR JR. PhD, JD
MICHELLE T. SAGARAL PhDM, CPA
MARIFE C. RALLOS
ANNABELLE PERGAMINO
FILOMENA C. TANGGAAN PhD
BRENDALOU D. ARANCANA PhDM, JD
JUNICEL T. MANCHA PhDM

**ORIENTATION ON THE PASIDUNGOG SA SIETE (PaSS) REWARDS AND
RECOGNITION (R&R) MANUAL**

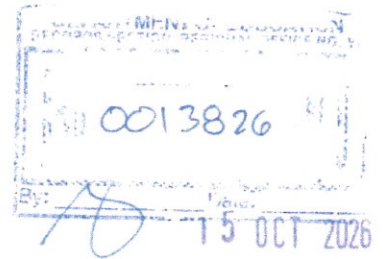
1. This Office, through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee, announces the conduct of an **Orientation on the Pasidungog sa Siete (PaSS) Rewards and Recognition (R&R) Manual** on **October 30, 2026 from 8:30 a.m. to 5:00 p.m.** via Microsoft Teams. The meeting will be sent to the participants' respective email addresses.
2. For details, please refer to the attached Regional Memorandum No. 0947, s. 2026 and Program Schedule Matrix.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm

Sir Jun

Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

15 OCT 2026

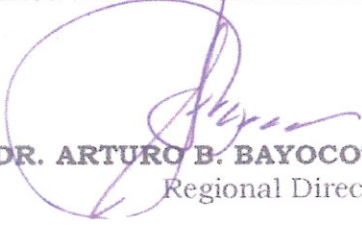
REGIONAL MEMORANDUM

No. 0047 s. 2026

ORIENTATION ON THE PASIDUNGOG SA SIETE (PaSS) REWARDS AND RECOGNITION (R&R) MANUAL

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD) and in collaboration with the Program on Awards and Incentives for Service Excellence (PRAISE) Committee, will conduct an **Orientation on the Pasidungog sa Siete (PaSS) Rewards and Recognition (R&R) Manual** on **October 30, 2026** from 8:30 AM to 5:00 PM via Microsoft Teams. The meeting link will be sent to the participants' respective email addresses.
2. The activity aims to capacitate the Regional Office (RO) and Schools Division Office (SDO) PRAISE Committee members and R&R Focal Persons to effectively implement the provisions, standards, and processes outlined in the *Pasidungog sa Siete (PaSS) Manual*.
3. Participants in this activity are the following:
 - a. RO PRAISE Committee Members, Secretariat, and Functional Division representatives; and
 - b. SDO PRAISE Committee Members and R&R Focal Persons
4. For guidance, please refer to the attached Program Schedule Matrix (PSM).
5. For inquiries, all concerned may contact the Human Resource Development Division (HRDD) at 0945-762-3193, local numbers 729 or 730, or via email at rewardsandrecognition.ro7@gmail.com. Please look for Mr. Misael Borgonia, CES, HRDD.
6. Wide dissemination of and strict compliance with this Memorandum are directed.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/HRDD/MGB/mlm



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DepEd Tayo Region VII



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**ORIENTATION ON THE PASIDUNGOG SA SIETE (PaSS) REWARDS AND
RECOGNITION (R&R) MANUAL**

October 30, 2026

MS Teams

Indicative Program Schedule Matrix

TIME	ACTIVITY	PERSON RESPONSIBLE
8:000 AM – 8:30 AM	Registration /Join the Microsoft Teams	Ms. Chaline Kate De La Cruz Dormitory Manager II Ms. Angelica Mae Villanueva Administrative Assistant I Mr. Ferdinand R. Alba AA III, RDD/NEAP-R
	Microsoft Teams Virtual Meeting Etiquette	Mr. Rechie C. Bejasa Education Program Specialist II
8:31 AM – 9:00 AM	Preliminaries	
	❖ Philippine National Anthem	AVP
	❖ Prayer	Ms. Angelica Mae Villanueva Administrative Assistant I
	❖ Acknowledgement of Participants	Dr. Rosa H. Cabotaje Education Program Supervisor
	Welcome Message	Mr. Misael G. Borgonia Chief Education Supervisor/ NEAP-R Focal Person
	Statement of Purpose	Atty. Fiel Y. Almendra, CESO IV Assistant Regional Director
	Inspirational Message	Dr. Arturo B. Bayocot, CESO III Regional Director
	Presentation of Program Schedule Matrix	Dr. Mitchelin L. Micabani Education Program Supervisor
9:01 AM – 9:20 AM	Norm Setting/Levelling of Expectations	Ms. Johnelyn Marie D. Valleser Senior Education Program Specialist
9:21 AM – 10:20 AM	PaSS Manual Chapters 1-2	Mr. Misael G. Borgonia Chief Education Supervisor/ NEAP-R Focal Person
10:21 AM –10:25 AM		Break
10:26 AM – 11:00 AM	PaSS Manual Chapters 3-4	Dr. Rosa H. Cabotaje Education Program Supervisor
11:01 AM –11:30 AM	PaSS Manual Chapters 5-6	Mr. John F. Andrada Education Program Specialist II
11:31 AM –12:00 NN	PaSS Manual Chapter 7	Ms. Johnelyn Marie D. Valleser Senior Education Program Specialist
12:01 NN – 1:00 PM		LUNCH BREAK
1:01 PM –1:30 PM	PaSS Manual Chapters 8-9	Mr. Aladin E. Cabanig Education Program Supervisor
1:31 PM –2:30 PM	PaSS Manual Appendix A Part I: Evaluation Criteria for Monthly, Quarterly, Annual, and Individual Award Categories	Dr. Reynaldo D. Anto Education Program Supervisor
2:31 PM –3:45 PM	PaSS Manual Appendix A Part II: Evaluation Criteria for Schools, SDOs, and OPIs, Including the Nomination	Dr. Mitchelin L. Micabani Education Program Supervisor

TIME	ACTIVITY	PERSON RESPONSIBLE
	Form and Omnibus Certification	
3:46 PM – 3:50 PM		Break
3:51 PM – 4:00 PM	Open Forum	Ms. Angelica Mae Villanueva Administrative Assistant I
4:01 PM – 4:30 PM	Ways Forward	Mr. Misael G. Borgonia Chief Education Supervisor/ NEAP-R Focal Person
4:31 PM – 4:45 PM	Online Evaluation	Ms. Johnelyn Marie D. Valleser Senior Education Program Specialist
4:46 PM – 5:00 PM	Closing Prayer	Mr. Ferdinand R. Alba Administrative Assistant III, HRDD/NEAP-R
➤ Documentation and management of the Microsoft Teams meeting as host and Co-host ➤ Attendance Sheet (Hard Copy and Google Form) ➤ Certificates (Participation, Appearance, and Recognition) ➤ Training Materials		Dr. Mitchelin L. Micabani Ms. Dimple F. Mancol Ms. Johnelyn Marie D. Valleser Mr. John F. Andrada Mr. Rechie C. Bejasa Ms. Angelica Mae Villanueva Mr. Ferdinand R. Alba
Master of Ceremony/MS Teams Online Moderator		Mr. Rechie C. Bejasa Education Program Specialist II