



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 9, 2020

DIVISION MEMORANDUM
NO. 303, s. 2020

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Concerned

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 197 S. 2019 TITLED
RECONSTITUTING THE COMPOSITION OF DIVISION PRAISE
(Program on Awards and Incentives on Service Excellence)
COMMITTEE**

1. Pursuant to DepEd Order No. 78 s. 2017, on “Strengthening the **PR**ogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence” of the Department of Education and the CSC Memorandum Circular No. 1, s. 2001 on the **PR**ogram **A**wards and **I**ncentives for the **S**ervice **E**xcellence, this Office announces the reconstituted PRAISE Committee composed of the following:

Chairperson: **DIANA P. TOPACIO**
Chief, Schools Governance and Operations Division

Co-Chairperson: **ELPIDIA B. BERGADO**
Chief, Curriculum Implementation Division

Members: **VERNA C. CABAYA**
Administrative Officer V- Admin





ELAINE V. BALEN
Administrative Officer IV- HRMO

JOEL S. SOLIS
Administrative Officer V- Budget Officer

Atty. DANIEL V. CARPINA
Attorney III

RONALYN P. SALAZAR
SEPS- Human Resource Development



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“Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

REY ANN M. AVILLA

Project Development Officer I, YFD

RENIEL PATRICK S. TEJIDOR

Planning Officer III

MAY ANNE JOY D. ROMANES

SEPS, Planning and Research

MARIA BELEN C. MOJICA

SEPS, Monitoring and Evaluation

KRISTINE G. DELA ROSA

EPS II, Monitoring and Evaluation

JERRY PUNONGBAYAN

President, Teachers Federation

RICHELLE N. PANGANIBAN

Administrative Assistant III

2. The PRAISE aims to encourage, recognize and reward employees individually or in groups for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest or other personal efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity.
3. The PRAISE shall adhere to the principle of providing incentives and wards based on the performance, innovative ideas and exemplary behavior.
4. The PRAISE shall give emphasis on the timeliness of giving award and recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
5. The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.



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6. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed and implemented on a continuous basis to cover employees at all levels.
7. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
8. The reconstituted Division PRAISE Committee shall be responsible for the development, administration and evaluation of awards and incentives of the Schools Division Office. As such, the committee shall conduct bi-monthly meetings to do the following:
- Preparation of plans, identification of resources and make budget proposals for the system on annual basis
 - Development and production of operations manual
 - Formulation, adoption and amendment of internal rules, policies and procedures on the conduct of activities
 - Identification of forms of awards and incentives to be given, and
 - Address issues and concerns relative to awards and incentives.
9. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RPS/DM No.303 S. 2020
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