



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

04 AUG 2020

Division MEMORANDUM
No. 278, s. 2020

**COMPOSITION AND FUNCTIONS OF THE MEMBERS OF THE
PRAISE COMMITTEE FOR PAGPASIDUNGOG SA PINAKAMADAYAW**

To: Asst. Schools Division Superintendent
Chief of Sections
This Division

1. In consonance with the provisions of Civil Service Memorandum Circular No. 1, s. 2001, the Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Order 78, s. 2007 otherwise known as Strengthening the PRAISE in the Department of Education, Surigao del Sur Division created **PAGPASIDUNGOG SA PINAKAMADAYAW**, a locally termed award-giving body which recognizes employees who embody excellence on the job; exemplify key components of agency's vision, mission and core values; foster admiration among colleagues; and model high performance standards.

2. In this connection, this Office hereby designates the members of the Rewards and Recognition or PRAISE Committee, as follows:

Chairperson	: Jasmin R. Lacuna, ASDS
Vice Chairperson	: Elvira S. Urbiztondo, PhD. – Chief - SGOD
Members	: Celsa A. Casa, PhD. – Chief - CID Bethany I. Evilla, CPA – Accountant III Shirlene I. Crabajales, Administrative Officer V Atty. Joseph Eric Lumactod – Attorney III Liza M. Guinguing, SEPS – Planning and Research Carlos Tian Chow C. Correos, HRD Focal Person
Secretariat	: Erlyn G. Mangadlao, EPS II – HRD Joanne H. Balan, ADAS II

3. The PRAISE Committee shall be responsible for the development, administration, maintaining, and evaluation of the awards and recognition system including establishment of its own internal procedures and strategies for localized incentives and awards.



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4. Specially the PRAISE Committee shall perform the following roles and functions:

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct in the division, district and school level;
- 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;
- Determine the forms of awards and incentives to be granted;
- Monitor the implementation of approved suggestion and ideas through feedback and reports;
- Prepare plans, identify resources and propose budgets for the system on an annual basis;
- Develop, produce, distribute a system policy manual and orient the employees on the same;
- Document best practices, innovative ideas and success stories which will serve as promotion materials to sustain interest and enthusiasm;
- Submit an Annual Report of Rewards and Recognition System to the CSC on or before the 30th day of January;
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- Incorporate equal opportunity principles in the PRAISE/R and R System from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all;
- Ensure that those belonging to the specialized group not be left behind because of their limitations and restrictions; and
- Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System;



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