



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

17 Jul 2024

DIVISION MEMORANDUM

OSDS No. 123, s. 2024

RECONSTITUTION OF THE PROGRAM ON AWARDS AND INCENTIVES FOR
SERVICE EXCELLENCE (PRAISE) COMMITTEE FOR FISCAL YEAR 2024

To: Assistant Schools Division Superintendent
Division Chiefs (CID, SGOD)
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Section/Unit Heads
All Others Concerned

1. In line with DepEd Order 78, s. 2007 on Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education, these identified personnel are the members of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee for Fiscal Year 2024.

	NAME	POSITION / DESIGNATION
Chairperson	Levi B. Butihen	Assistant Schools Division Superintendent
Member	Marichu Jean R. Dela Cruz	Chief-CID
	Cristopher T. Frusa	Chief-SGOD
	Ronald Jim S. Somera	Administrative Officer V (Admin Services)
	Bert D. Labuaya	SEPS-HRD
	Carlo P. Divedor	Accountant III
	May Grace T. Tomanan	Administrative Officer V (Budget)
	Snooky Y. Solas	Administrative Assistant III (Representative First Level)
	Marry Ann S. Pillado	Administrative Officer II

2. These are the functions and responsibilities of the Committee members:

- 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



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- 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 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 on the awards and incentives system to the CSC on or before the thirtieth day of January;
 - i. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
 - j. Address issues relative to awards and incentives within fifteen (15) days from date of submission.

3. In addition to the specified tasks of the PRAISE Committee, they shall also be responsible in crafting contextualized guidelines aligned with the equal opportunity policy, processes and procedures including monitoring and evaluation tools for the performance of personnel to track its efficiency and opportunities for improvement.

4. All other issuances inconsistent with this Memorandum are repealed.

5. Immediate dissemination and compliance with this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index under the following subjects:

COMMITTEES INCENTIVE

RJS/DM-reconstitution of praise
0000/July 17, 2024



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