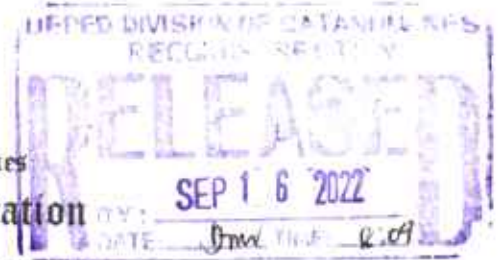




Republic of the Philippines  
Department of Education  
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



September 15, 2022

DIVISION MEMORANDUM  
OASDS-DM- 447 s. 2022

**CREATING THE DIVISION PROGRAM on AWARDS and INCENTIVES for SERVICE EXCELLENCE (PRAISE)**

To: Education Program Supervisor  
Public Schools District Supervisors  
Elementary/Secondary School Heads  
Administrative Officers  
Teaching/Non-Teaching Personnel

1. Pursuant to DepED Order No. 78, s 2007, entitled "**Strengthening the Program on Awards and Incentives for Service Excellence**" and consistent with DepED Order No. 9, 2002, likewise entitled, "**Establishing the Program on Awards and Incentives for Service Excellence**", the Division Program on Awards and Incentives for Service Excellence Committee is hereby organized as follows:

Chairperson: **Ma. Luisa T. Dela Rosa**  
Asst. Schools Division Superintendent

Co-Chairperson: **Romel G. Petajen**  
Chief, Curriculum Implementation Division  
**Mary Jean S. Romero**  
Chief, School Governance and Operations Division

Members: **Marichelle B. Llave** -HRMO  
**Ruben Jose Tria** – Representative, Elementary Heads Association  
**Fidel A. Vegim** - Representative, Secondary School Heads Association  
**Elias Abundo** - Representative, Public Schools Supervisors Association  
**Cynthia Soneja** - Representative, Education Supervisors Association  
**Eva S. Tolentino** – Administrative Officer V  
**Ma. Cielo C. Tubale** – Representative, National Employees Union  
**Angelo James O. Aguinalde**- Accountant II



San Roque, Virac, Catanduanes  
052 - 8114063  
catanduanes@deped.gov.ph  
www.deped.gov.ph/catanduanes  
DepEd Tayo - Region V - Catanduanes



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External Judge  
External Judge  
External Judge

Secretariat:

**Elizabeth S. Urbano**  
**Korina Carla H. Basco**

Support Staff:

**Jennifer B. Metica**  
**Anjo G. Tugay**  
**Alexa May Abundo**  
**Jake M. Tablo**  
**Roma Angelee A. Soleybar**  
**Jean Flor Q. Cestina**

2. The program aims to encourage, recognize, and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deed, exemplary behaviors, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

3. The PRAISE committee shall be responsible in implementing the welfare and benefit programs in the division office to include the granting of awards and incentives to teachers/employees who have rendered meritorious services and excellent performance. The Regional and Division PRAISE Committee shall formulate and establish its internal rules, policies and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.

4. As provided in Section 6.2 of the Program on Awards and Incentives for Service Excellence (Enclosure to DepED Order No. 9, s 2002), the following awards may be given by the Regional and Division PRAISE committees:

- a. ONDRA Catandungan – granted to individual or individuals who excel among peers in a functional group, position or profession;
- b. Gantimpala Agad Award – given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty;
- c. Exemplary Behavior Award – based on the eight norms of conduct provided in RA 6713 (Code of Conduct and Ethical Standards);
- d. Best Organizational Unit Award– granted to the top organizational unit on the basis on meeting the organization's performance targets and other pre-determined criteria;



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- e. Cost Economy Measure Award – granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of function result in savings in terms of man hours and cost, or otherwise benefit the DepED and government as a whole;
  - f. Service Award – conferred on retirees whether under optional or Compulsory retirement schemes' and,
  - g. Such other awards which the committee may decide to give.
5. Immediate dissemination and compliance of this Memorandum is desired.

**SUSAN S. COLLANO**  
Schools Division Superintendent

Encls: as stated

Reference: DepEd Order No. 78 s. 2007  
DepEd Order No. 9 s. 2002

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

Organizations Awards  
Employees      Teacher      Schools

MTD/DM- CREATING THE DIVISION PROGRAM on AWARDS and INCENTIVES for SERVICE EXCELLENCE (PRAISE) In the Schools Division Office of Catanduanes  
00011/September 15, 2022



San Roque, Virac, Catanduanes  
052 - 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.deped.gov.ph/catanduanes.com](http://www.deped.gov.ph/catanduanes.com)  
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