



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



August 20, 2014

DIVISION MEMORANDUM

No. 66 s. 2014

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**CREATING THE DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
(PRAISE)**

TO: Education Program Supervisors
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**, s. 2002, likewise entitled “**Establishing the Program on Awards and Incentives for Service Excellence**”, the Division Program on Awards and Incentives for Service Excellence, the Division Program on Awards and Incentives for Service Excellence Committee is hereby organized as follows:

- a. **Mr. Mariano B. De Guzman – Chairman**
OIC, Office of the Assistant Schools Division Superintendent
- b. **Dr. Josefa V. Zape – Member**
Education Program Supervisor I
- c. **Mr. Miguel C. Ogalinola – Member**
Education Program Supervisor I
- d. **Ms. Mary Jean S. Romero – Member**
Education Program Supervisor I
- e. **Ms. Leoncia P. Tito - Member**
Human Resource Management Officer I

2. The program 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 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 or 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:
 - 4.1 Best Employee Award – granted to individual or individuals who excelled among peers in a functional group, position of profession;
 - 4.2 Gantimpala Agad Award – given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty;
 - 4.3 Exemplary Behavior Award – based on the eight norms of conduct provided in RA 6713 (Code of Conduct and Ethical Standards);
 - 4.4 Best Organizational Unit Award – granted to the top organizational unit on the basis of meeting the organization’s performance targets and other pre-determined criteria;
 - 4.5 Cost Economy Measure Award – granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of manhours and cost, or otherwise benefit the DepEd and government as a whole;
 - 4.6 Service Award – conferred on retirees whether under optional or Compulsory retirement schemes, and
 - 4.7 Such other awards which the committee may decide to give,
5. Immediate dissemination and compliance of this Memorandum is desired.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent