



Republic of the Philippines
Department of Education
CARAGA REGION
J.P. Rosales Avenue, Butuan City



August 15, 2018

REGIONAL MEMORANDUM
NO. **439** s. 2018

**COMPOSITION AND FUNCTIONS OF THE PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

To: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS**
This Region



1. The field is hereby informed of the of the new composition of the Program on Awards and Incentives for Service Excellence (PRAISE) of DepEd Caraga Region, to wit:

Chairperson: **DR. FIDELA M. ROSAS, CESO V**
OIC-Assistant Regional Director

Vice-Chairperson: **DR. FLORDELISA R. DALIN**
Chief, HRDD

Members: **ELAINE N. NAVARRO**
Supervising Administrative Officer

SHERYL R. PUYO
Human Resource Manangement Officer

MERIAM C. DELA RITA
Senior Education Program Supervisor

JESSA MAE G. PRISCO
Administrative Assistant I

Secretariat: **DR. VIOLETA C. NUÑEZ**
Education Program Supervisor, HRDD

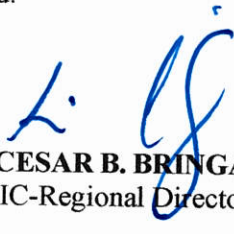
MARY CHRISTINE A. ODTOJAN
Administrative Officer IV

FE M. BARING
Teacher Credential Evaluator

CRISTABELLE R. JAGUIT
Administrative Aide VI

2. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system. As such the Committee shall meet periodically to perform the following tasks:

- 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 activities which shall 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 the 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 the suitability to this agency;
 - j. address issues relative to awards and incentives within fifteen (15) days from the date of submission.
3. The PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.
4. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Incls: as stated

Reference: CSC MC No. 01, s. 2001

CSC Resolution No. 010112 dated January 10, 2001

To be indicated in the PERPETUAL INDEX under the following subjects:
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

HRDD1/frd
08/15/18