



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

October 11, 2022

DIVISION MEMORANDUM
No. **0657**, s. 2022

**ROLES AND FUNCTIONS OF THE PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE) COMMITTEES AT THE DIVISION,
DISTRICT AND SCHOOL LEVELS**

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS - CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS/
ACTING PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

1. This Office, through the Division PRAISE Committee, clarifies the roles and functions of the Program on Awards and Incentives for Service Excellence (PRAISE) Committees at the Division, District and School Levels, to wit:

A. THE DIVISION PRAISE COMMITTEE (DPC)

A.1. Composition of the Division PRAISE Committee:

(The DPC is designated by the Schools Division Superintendent)

Chairman - Assistant Schools Division Superintendent

V-Chairman - Chief Education Supervisor

Members: Education Program Supervisor
Human Resource Management Officer
Senior Education Program Specialist/s
Division Budget Officer
Division Accountant
Division Federated PTA President
President of the Teachers'/School Heads'/Supervisors'
Association

(Note: The composition of the DPC may be expanded when necessary.)

A. 2. Roles and Functions of the DPC:

A.2.1 Communicates to the whole Division through a Division Memorandum the R&R Programs of DepEd, Civil Service Commission, partner agencies and recognized award giving bodies.

A. 2.2 Accepts nominees' folders containing complete set of requirements on or before the given deadline. (The DPC shall not accept folders beyond the set deadline.)

A. 2. 3. Conducts the screening and evaluation process following the set of criteria per category.



- A.2.4. Notifies the nominees of their points per criteria.
- A.2.5. Proclaims all Rank 1 per category per level as Division winners/awardees.
- A.2.6. Submits the list of Division winners/awardees with transmittal signed by the Chairman of the Division PRAISE Committee for the Schools Division Superintendent's approval.
- A.2.7. Submits the Division winners/awardees' complete set of requirements on or before the given deadline to the sponsoring body.
- A.2.8. Conducts a Division rewards and recognition ceremonies.

B. THE DISTRICT PRAISE COMMITTEE (DisPC)

B.1. Composition of the District PRAISE Committee:

(The V-Chair and Members are designated by the Public Schools District Supervisor)

Chairman - PSDS

V-Chairman - Central School Principal/Lead Secondary School Principal

Members: 1 or 2 School Heads/Principals

District Federated PTA President

Municipal LGU Representative

District Federated SSG/SPG President

Secretariat: School Head and Teacher

(Note: The composition of the DisPC may be expanded when necessary.)

B.2. Roles and Functions of the DisPC:

- B.2.1. Communicates to the whole District the Division Memorandum re the R&R Programs of DepEd, Civil Service Commission, partner agencies and recognized award giving bodies.
- B.2.2. Accepts nominees' folders containing the complete set of requirements on or before the given deadline. (The DisPC shall not accept folders beyond the set deadline.)
- B.2.3. Conducts the screening and evaluation process following the set of criteria per category.
- B.2.4. Notifies the nominees of their points per criteria.
- B.2.5. Proclaims all Rank 1 per category per level as District winners/awardees.
- B.2.6. Submits the District winners/awardees' complete set of requirements with transmittal from the DisPC Chairman on or before the given deadline to the Division PRAISE Committee.
- B.2.7. Conducts a District rewards and recognition ceremonies.

C. THE SCHOOL PRAISE COMMITTEE (SPC)

C.1. Composition of the School PRAISE Committee:

Chairman - School Head/Principal

V-Chairman - Head Teacher/Master Teacher

Members: 1 or 2 Teachers

School PTA President

LGU Representative (Barangay Council Committee Chair on Education)

SSG/SPG President

Secretariat: Teacher and School Staff

(Note: The composition of the SPC may be expanded when necessary.)

C.2. Roles and Functions of the SPC:

- C.2.1. Communicates to the whole school the Division Memorandum announcing the R&R Programs of DepEd, Civil Service Commission, partner agencies and recognized award giving bodies.
- C.2.2. Accepts nominees' folders containing complete set of requirements on or before the given deadline. (The SPC shall not accept folders beyond the set deadline.)



- C.2.3. Conducts the screening and evaluation process following the set of criteria per category.
- C.2.4. Notifies the nominees of their points per criteria.
- C.2.5. Proclaims all Rank 1 per category per level as School winners/awardees.
- C.2.6. Submits the School winners/awardees' complete set of requirements with transmittal from the SPC Chairman on or before the given deadline to the District PRAISE Committee.
- C.2.7. Conducts a School rewards and recognition ceremonies.

2. For the information, guidance and compliance of all concerned.

3. Widest dissemination of this Memorandum is desired.

BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent

