



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

January 5, 2026

DIVISION MEMORANDUM

No. **012**, s. 2026

**RECONSTITUTION OF THE PROGRAM ON AWARDS AND INCENTIVES FOR
SEERVICE EXCELLENCE (PRAISE) COMMITTEE**

To: Assistant Schools Division Superintendent
Division Chiefs and Section Heads
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
All Others Concerned



1. Pursuant to DepEd Order No.78, s. 2007, entitled “Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education, Division of Bohol, this Office announces the Reconstitution of Division PRAISE Committee for CY 2026, to wit:

Chairperson	: Eduardo A. Ompad EdD, CESE Assistant Schools Division Superintendent	
Member	: Wilfreda O. Flor, PhD	- SGOD Chief
	: Atty. Jessie A. Fuentes	- Attorney III
	: Maritess M. Cimine, PhD	- SEPS, (PRAISE Focal Person)
	: Renato S. Calamba PhD	- PSDS; BAPSMA President
	: Donnabel P. Datahan EdD, JD	- P-II, Pres. PESPA Bohol Chapter
	: Maria Aurora D. Luma-ad	- Medical Officer III
	: Elizabeth J. Pido	- SEPS
	: Ma. Maulitte M. Yap	- SEPS
	: Fermin M. Albutra	- AO V
	: Gabina F. Ladaran CPA	- Accountant III
	: Julie Ann Kristie A. Redillas	- Budget Officer III
Chairman Secretariat	: Lope S. Hubac PhD	- Education Program Supervisor
Member	: Angelette Remolador	-Program Development Officer I
	: Marina L. Bernasor	-Planning Officer III
	: Ian B. Dolauta	- Program Development Officer I
	: Judith S. Apale	- Education Program Specialist II
	: Nicanora Gretli S. Fostanes	- Administrative Officer IV
	: Victor M. Cemi	- Administrative Officer IV
	: Diane Cecily Jeminez	- Administrative Officer II
	: Kenneth Lamoste	- Legal Assistant I

2. The PRAISE committee shall responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the SDO Bohol and shall meet periodically to perform the following:

- a. **Formulate and Implement PRAISE Policies**
 - o Develop division-level policies, guidelines, and procedures on awards and incentives in line with CSC and DepEd rules.
 - o Ensure fair, transparent, and merit-based implementation of the PRAISE system.
- b. **Plan and Administer Awards and Incentives**
 - o Identify appropriate awards and incentives for individuals and groups.
 - o Administer both monetary and non-monetary incentives approved for the division.
- c. **Screen and Evaluate Nominees**
 - o Receive, review, and evaluate nominations for awards.
 - o Ensure that nominees meet eligibility requirements and performance standards.
- d. **Recommend Awardees**
 - o Endorse qualified awardees to the Schools Division Superintendent or higher PRAISE bodies, as applicable.
 - o Ensure recommendations are well-documented and justified.
- e. **Promote a Culture of Excellence**
 - o Encourage quality performance, teamwork, innovation, and ethical behavior among employees.
 - o Support initiatives that boost morale, motivation, and productivity.
 - o Incorporate equal opportunity principles in the PRAISE system from formulation, nominations, screening and deliberations and awarding which shall include any nominee/candidate on account of his/her sex and gender, age, civil status physical characteristic and attributes, religion, belief, creed race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all.
- f. **Ensure Alignment with Performance Management Systems**
 - o Align awards and incentives with performance evaluation tools such as OPCRF, IPCRF, or other approved systems.
 - o Use performance data as basis for recognition.
- g. **Monitor and Review PRAISE Implementation**
 - o Assess the effectiveness of the PRAISE system in the division.
 - o Recommend improvements or revisions to policies and practices when needed.
- h. **Coordinate with Other PRAISE Committees**
 - o Work with School, and Regional Office PRAISE Committees for consistency and proper endorsement of awards.
- i. **Document and Report PRAISE Activities**
 - o Maintain records of nominations, evaluations, and awarded incentives.
 - o Prepare reports as required by DepEd, CSC, or other oversight bodies.

3. Immediate dissemination and compliance to this Memorandum is desired


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent 

DO 78, S. 2007 – STRENGTHENING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) OF THE DEPARTMENT OF EDUCATION

November 26, 2007

DO 78, s. 2007

Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
Chiefs of Divisions

1. In order to strengthen the implementation of DepED Order No. 9, s. 2002 entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, all regional directors and schools superintendents are enjoined to organize their respective PRAISE committees and institute the program in their respective offices.
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 in the regional and division levels shall be constituted as follows:
Regional Office
 - Regional Director or his/her duly authorized representative to act as Chairperson.
 - Head of the Budget and Finance Division who will act as co-Chairperson;
 - Highest administrative officer in-charge of personnel management;
 - Any of the chiefs of the Elementary, Secondary, ALS or Health and Nutrition Divisions; and
 - A representative of the employees' association/teachers' associations.

Division Office

- Schools Division Superintendent or his/her duly authorized representative who will act as Chairperson;
- Head of the Budget and Finance Unit;
- Highest administrative officer in-charge of personnel management;
- Any of the chiefs of the Elementary, Secondary, ALS or Health and Nutrition Units; and
- A representative of the teacher's association.

The tenure of membership in the committee of representatives of the chiefs of the technical divisions and the employees'/teachers' associations shall be two years.

4. The PRAISE committee shall be responsible in implementing the welfare and benefit programs in the regional and division offices to include the granting of awards and incentives to teachers/employees who have rendered meritorious services or excellent performance. The regional and division PRAISE committees shall formulate and establish their respective 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.
5. 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:
 - 5.1 Best Employee Award – granted to an individual or individuals who excelled among peers in a functional group, position or profession;
 - 5.2 Gantimpala Agad Award – given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty;
 - 5.3 Exemplary Behavior Award – based on the eight norms of conduct provided in RA 6713 (code of Conduct and Ethical Standards);
 - 5.4 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;
 - 5.5 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;
 - 5.6 Service Award – conferred on retirees whether under optional or compulsory retirement schemes; and
 - 5.7 Such other awards which the committee may decide to give.
6. The regional and division offices that are implementing the program for the first time may adopt the awards being given by the Central Office PRAISE Committee listed in the enclosure.
7. The regional and division offices shall allocate at least 5% of their respective HRD funds to implement the PRAISE programs and incorporate the same in its annual Work and Financial Plan and budget.
8. It is desired that the PRAISE committees in the regional and division levels shall have been organized by June 2008. The employees Welfare and Benefits Division, being the PRAISE Secretariat shall monitor the implementation of the PRAISE program in the regional and division offices thereafter.
9. Immediate dissemination and compliance with this Order is directed.

Encl.: As stated

Reference: DepED Order: (No. 9, s. 2002) Allotment: 1- -(D.O. 50-97)

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

COMMITTEES

EMPLOYEES

OFFICIALS



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