



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : REGIONAL OFFICE OFFICIALS AND EMPLOYEES
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : RECONSTITUTING THE COMPOSITION OF THE REGIONAL
PRAISE COMMITTEE CUM ADDITIONAL FUNCTIONS

DATE : May 2, 2019

1. In compliance with DepED Order No. 78, s. 2009, re: Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education and Implementing the CSC Memorandum Circular No. 1, s. 2001 on the Program on Awards and Incentives for Service Excellence (PRAISE), the Regional PRAISE Committee is hereby reconstituted to be composed of the following:

Chairperson: **CARLITO D. ROCAFORT**
OIC-Assistant Regional Director

Co-Chairperson: **MARITES L. GLORIA**
Chief, Finance Division

Members: **NADINA G. GATON**
EPS, HRDD

MARIA SUSANA B. OLIVEROS
AO V, Personnel Section

GIAN CARLO G. VENTURA
AO IV, Representative, 2nd Level Position

MELIZA G. LIPORADA
ADAS III, Office of the Assistant Regional Director
Representative, 1st Level Position

Secretariat:

Office of the Regional Director
Office of the Assistant Regional Director
Human Resource Development Division
Finance Division



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2. The two (2) representatives from the national employees union shall serve for a period of two years (one from the first level and one from the second level).
3. The reconstituted Regional PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive of DepEd Region IV-CALABARZON including the Regional Office Proper. 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 its 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 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 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 its sustainability to the agency; and
 - j. address issues relative to awards and incentives within fifteen (15) days from the date of submission.
4. In addition, the Regional PRAISE Committee shall also perform the following functions as recommended by its members:
 - a. create a sub-committee or sub-committees to evaluate/assess nominees for awards;
 - b. develop customized R&R programs and guidelines; and
 - c. develop tools that will track the efficiency of the R&R process.
5. To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; be open-minded and decisive; must have high tolerance for stress or pressure; and actively participate in all committee meetings.
6. The Region supports the principle of equal opportunity (EOP) in the grant of rewards and recognitions. There shall be no discrimination on account of religion or belief, disability, ethnicity, employment status, age, sex, gender, and marital status.
7. Immediate and wide dissemination of this memorandum is earnestly desired.