



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Schools Division Superintendent

May 25, 2022

DIVISION MEMORANDUM

No. 170 s. 2022

RECONSTITUTING THE COMPOSITION OF THE SCHOOLS DIVISION OFFICE OF ABRA TAN-OK (TANGIBLE AWARDS NOTABLE FOR OUTSTANDING KEY RESULT) PRAISE (PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE) COMMITTEE

To: Assistant Schools Division Superintendent
 CID Chief
 SGOD Chief
 Education Program Supervisors
 Public Schools District Supervisors
 Public Secondary and Elementary School Heads
 Public Elementary and Secondary Teaching and Non-Teaching Personnel
 Division Office Personnel

1. Pursuant to DepEd Order No. 9, s. 2002 – Establishing the Program on Awards and Incentive for Service Excellence, the composition of the Division PRAISE Committee effective immediately is as follows:

Chairperson

SAMUEL T. EGSAEN JR., EdD
 Assistant Schools Division Superintendent

Members

HEDWIG M. BELMES
 CES – Curriculum Implementation Division (CID)

JAN NOWEL E. PEÑA
 SEPS, OIC to the Office of the SGOD Chief

RONILO P. GARCIA, EdD
 Education Program Supervisor– SGOD

HENRIETA A. BRINGAS, EdD
 Education Program Supervisor

RONALD T. MARQUEZ
 Education Program Supervisor

ANALYN F. ATMOSFERA
 Public Schools District Supervisor





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EDEN T. ADRIATICO
Senior Education Program Specialist (HRD)

ELMER V. BATONDO
AO V - Budget and Finance

JANET B. PASCUA
AO V - Administrative Services

DARREN C. CARIÑO
Nurse II/NEU Representative

Secretariat

DEO M. RAMOS, PhD
Education Program Specialist II (HRD)

RIZA E. PERALTA
Librarian II

JAM RALLY B. BALLESTA
Administrative Assistant III

2. The Division TAN-OK PRAISE Committee aims to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, interventions, 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 the government operations which led to organizational productivity.

3. The Division TAN-OK Praise committee shall perform the following tasks:

- 3.1 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 3.2 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;
- 3.3 Determine the forms of awards and incentive to be granted;
- 3.4 Monitor the implementation of approved suggestions and ideas through feedback and reports;
- 3.5 Prepare plans, identify resources and propose budget for the system on an annual basis;
- 3.6 Develop, produce, distribute a system policy manual and orient the employees on the same;
- 3.7 Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 3.8 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
- 3.9 Address issues relative TO AWARDS AND INCENTIVES WITHIN FIFTEEN (15) days from the date of submission.





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4. Functions of the Secretariat:
 - 4.1. Provide the list of qualified nominees based on the search guidelines as deliberated by the committee members;
 - 4.2. Prepare pertinent papers relative to the search/nomination such as memorandum, endorsements, correspondence, reports and the like;
 - 4.3. Issue notice of meetings to all the committee members and prepare minutes of meetings;
 - 4.4. Prepare an annual report on the accomplishments of the committee.
5. Be guided accordingly. For widest dissemination.


BENILDA M. DAYTACA, EdD, CESO V
Schools Division Superintendent 

